



PROCEDURE PR.530.SCO

TITLE: WITHDRAWAL OF TRANSPORTATION PRIVILEGES

Date issued: 15 May 1998

Last revised: 26 May 2009

Authorization: Senior Staff: 23 April 1998

1.0 OBJECTIVE

- 1.1 To encourage a safe school environment on the school vehicle through the provision of appropriate intervention measures and, when necessary, to administer disciplinary action.
- 1.2 To outline the action to be taken for student misbehavior on a school vehicle or while waiting for the vehicle.

2.0 RESPONSIBILITY

- 2.1 The school principal.

3.0 PROCEDURES

- 3.1 The driver of the school vehicle will first seek the co-operation of the student.
- 3.2 If the student does not co-operate, the driver or supervisor will report the student to the principal or designate, detailing the incidents and any corrective action taken by the driver. The Ottawa Student Transportation Authority's Bus Behavior Referral Form will be used for this purpose.
- 3.3 The principal or designate will keep a record of such incidents and take necessary corrective progressive disciplinary action, which may include withdrawal of the student's transportation privileges. In the event of withdrawal of transportation privileges, see Attachment 1.
- 3.4 For less serious offences, the following course of action may be followed:
 - a) first infraction - counsel/reprimand student;
 - b) second infraction - talk to student and parent/guardian, confirming actions in writing with a copy to the school bus driver; and
 - c) third (and subsequent) infraction - transportation privileges withdrawn for a specified period, with notification in writing to the parent/guardian (see Attachment 1), the carrier, school bus driver, Superintendent of Instruction and

the appropriate Ottawa Student Transportation Authority Transportation Coordinator.

- 3.5 When the infraction is a serious one, the principal may proceed directly to a temporary withdrawal of school bus privileges for no more than 10 days.
- 3.6 Students will not be discharged en route to or from school as a form of corrective action for misbehavior.
- 3.7 The school vehicle is considered an extension of school property and the terms of Board Policies P.032.SCO: Safe Schools, P.020.SCO: Student Suspension, and P.026.SCO: Student Suspension/Investigation/Possible Expulsion will apply.
- 3.8 When school transportation privileges have been temporarily withdrawn, a letter (see Attachment 1) will be provided to the parent/guardian or the student, if 18 years of age or over.
- 3.9 Appeals against the temporary withdrawal of transportation privileges may be made to the Superintendent of Instruction.

4.0 APPENDICES

Attachment 1 - Letter of notification of temporary withdrawal of transportation privileges.

5.0 REFERENCE DOCUMENTS

Board Policy P.129.TRA: Ottawa Student Transportation Authority
Board Policy P.020.SCO: Student Suspension
Board Policy P.026.SCO: Student Suspension/Investigation/Possible Expulsion
Board Policy P.029.SCO: Field Trips, Excursions and Educational Tours
Board Policy P.032.SCO: Safe Schools
Board Policy P.040.SCO: Withdrawal of Transportation Privileges
Board Procedure PR.511.SCO: Student Suspension
Board Procedure PR.515.SCO: Student Suspension/Investigation/Possible Expulsion
Board Procedure PR.518.SCO: Field Trips and Excursions
Board Procedure PR.571.SCO: Educational Tours and Student Exchanges
Board Procedure PR.530.SCO: Withdrawal of Transportation Privileges

WITHDRAWAL OF TRANSPORTATION PRIVILEGES

Temporary Withdrawal of Transportation Privileges

Dear (Name of Parent or Guardian):

This letter is to advise you that (student's name) has had school bus privileges temporarily withdrawn for the period from (first date) to (second date) inclusive (i.e., number of days). The reason for the withdrawal is (state reason from bus report.)

This action is taken in accordance with Ottawa-Carleton District School Board Procedure PR.530.SCO which outlines the corrective action that may be taken for student misbehavior on a school vehicle or while waiting for the school vehicle.

You have the right to appeal this withdrawal of transportation privileges in writing to (name of applicable Superintendent of Instruction), Superintendent of Instruction, Ottawa-Carleton-District School Board, 133 Greenbank Road, Nepean, Ontario, K2H 6L3.

Yours truly,

(Name of Principal)
Principal

c.c. Superintendent of Instruction
Ottawa Student Transportation Authority
Bus Company
Bus Driver
School File