

Reporting to the Principal

Requirements for School Bus Drivers

What am I required to do?

A new law requires you to report serious student incidents that happen on the bus to the principal.

What types of incidents am I required to report?

You must report any incidents which could lead to a student being suspended or expelled.

Incidents which a principal must consider for *suspension* include:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- Bullying
- Any other activities identified in school board policy (ask the principal to explain what they are).

Incidents which a principal must consider for *expulsion* include:

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Any other activities identified in school board policy (ask the principal to explain what they are).

These activities can lead to suspension or expulsion when they happen on the way to and from school, and going to and from school-related activities.

How do I report?

- Tell the principal about the incident, as soon as reasonably possible.
- Confirm all reports to the principal in writing using the Safe Schools Incident Reporting Form provided to you by the principal or your employer.

What happens when I report an incident to the principal?

- The principal will provide a written acknowledgement that your report was received and whether he or she has taken any action regarding the incident you reported.

Who else has to report?

- Vice principals
- Teachers and educational assistants
- All non-teaching staff, such as those involved in social work, child and youth work, psychology and other related disciplines
- Administrative and custodial staff

Who do I contact if I have questions?

- The school principal
- Your employer

