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| Procedure for Investigating Allegations Involving Bus Drivers | | 1 of 3 |
| Transportation - Safety | Date | Revised |
| Policy | The Sudbury Student Services Consortium endeavors to provide a fair and consistent delivery of student transportation. In cooperation with the school principal and school bus operators, the Sudbury Student Services Consortium will investigate allegations involving bus drivers. | |
| Operational Procedure | <p>The following procedures will be followed:</p> <ol style="list-style-type: none"><u>1. Principal Consultation with Sudbury Student Services Consortium</u> <p>When the Principal receives an allegation from a parent or guardian, they will determine whether or not the Children's Aid Society or Police referral needs to be made.</p> <p>If referral has been made, the principal contacts his/her Academic Superintendent, the member board's Superintendent of Business and Finance and the Sudbury Student Services Consortium's Executive Director to make a decision regarding the status of the driver while the investigation is underway.</p> <p>Neither the school, the Sudbury Student Services Consortium nor the Operator complete an investigation until the Children's Aid Society and/or police have completed their investigation.</p> <p>The Principal will notify the Sudbury Student Services Consortium that the Children's Aid Society and/or Police have completed their investigation or involvement.</p> | |

2. After Children's Aid Society and/or Police Render Decision

The Principal sets a date in a timely fashion to meet with the person who has made allegations (complainant). This person is often the parent but may be a student, teacher, community member.

The Principal invites the Sudbury Student Services Consortium's Executive Director to be part of investigation.

The Executive Director of the Sudbury Student Services Consortium invites the Operator to be part of the investigation. The Operator does not contact the driver at this time.

The Principal interviews the Complainant to clarify the details of the complaint. The Sudbury Student Services Consortium's Executive Director and the Operator representative attends as observers and will document the details of the meeting.

If a student is involved, the Principal interviews the student (alleged victim). The Sudbury Student Services Consortium's Executive Director and the Operator representative attends as observers and will document the details of the meeting.

The Principal establishes who might have witnessed the incident.

The Principal establishes a schedule of witness interviews. If there are student witnesses, their parents or guardians must be contacted and invited to attend with their child.

The Principal interviews the witnesses. The Sudbury Student Services Consortium's Executive Director and the Operator representative attends as observers and will document the details of the meeting.

The Principal determines that no further witnesses will be questioned or that further witnesses will be questioned as an outcome of the initial interviews.

The Principal interviews the driver. The Sudbury Student Services Consortium's Executive Director and the Operator representative attends as observers and will document the details of the meeting.

The Principal in consultation with the Sudbury Student Services

Consortium's Executive Director and Operator representative determine if the incident occurred based on the credibility of those interviewed and balance of probabilities. Did it happen? Who do we believe?

The Principal in consultation with the Sudbury Student Services Consortium's Executive Director and the Operator representative determine if it did happen, was it wrong based upon the Code of Conduct for the Board?

The Principal, the Sudbury Student Services Consortium's Executive Director and the Operator representative determine if it was wrong and if discipline is warranted. If discipline is not warranted, will expectations be set out verbally or in writing?

The Principal, the Sudbury Student Services Consortium's Executive Director and the Operator representative determine if discipline is warranted, what is the appropriate level of progressive discipline? The choices are: verbal reprimand, written reprimand, suspension without pay length of suspension, termination or some other form of discipline. If a letter is to be issued from the Operator who is the employer, the Operator will draft the letter for review by the Sudbury Student Services Executive Director, the Principal and the appropriate Superintendents before it is delivered by the Operator.

The Operator representative will meet with the driver to conduct a disciplinary meeting.

Notes of all meetings excluding all references to the drivers' disciplinary measures, are stored in the principal's office with a copy to the Sudbury Student Services Consortium's Executive Director, the Operator and the Academic Superintendent.

3. Process if Driver is Proven Innocent Regarding Allegations

The Sudbury Student Services Consortium's Executive Director will communicate with the Police Department to see if any charges of public mischief should be laid. The Operator may obtain legal advice as to whether any suits related to defamation of character are warranted.

The Principal, in consultation with the Sudbury Student Services Consortium's Executive Director will determine the warranted student discipline or loss of transportation privileges.

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