



East of Thunder Bay  
Transportation Consortium

**M04 300**

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<b>Procedure for Investigating Allegations Involving Bus Drivers</b>		1 of 4
<b>Transportation - Safety</b>	Date Feb 7 <sup>th</sup> , 2012	Revised
<b>Policy</b>	The East of Thunder Bay Transportation Consortium endeavors to provide a fair and consistent delivery of student transportation. In cooperation with the school principal and school bus operators, the East of Thunder Bay Transportation Consortium will investigate allegations involving bus drivers.	
<b>Operational Procedure</b>	<p>The following procedures will be followed:</p> <ol style="list-style-type: none"> <li><b><u>1. Principal Consultation with East of Thunder Bay Transportation Consortium</u></b></li> </ol> <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, member board's representative and the East of Thunder Bay Transportation Consortium's Transportation Coordinator to make a decision regarding the status of the driver while the investigation is underway.</p> <p>Neither the school, the East of Thunder Bay Transportation Consortium nor the Operator complete an investigation until the Children's Aid Society and/or police have completed their investigation.</p>	

The Principal will notify the East of Thunder Bay Transportation Consortium that the Children's Aid Society and/or Police have completed their investigation or involvement.

The Principal will update his/her Academic Superintendent with the details of the outcome from the investigation. As well, the Principal will relay any special procedures regarding busing to the East of Thunder Bay Transportation Coordinator, who will relay to the bus operator as appropriate. The East of Thunder Bay Transportation Coordinator will update the member board representatives in a timely manner.

**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 East of Thunder Bay Transportation Consortium's Transportation Coordinator to be part of the investigation.

The Transportation Coordinator of the East of Thunder Bay Transportation 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 East of Thunder Bay Transportation Consortium's Transportation Coordinator and the Operator representative attends as observers and the Coordinator will document the details of the meeting.

If a student is involved, the Principal interviews the student (alleged victim). The East of Thunder Bay Transportation Consortium's Transportation Coordinator and the Operator representative attends as observers and the Coordinator 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 East of Thunder Bay Transportation Consortium's Transportation Coordinator and the Operator representative attends as observers and the Coordinator will document the details of the meeting.

The Principal determines whether any further witnesses will be questioned.

The Principal interviews the driver. The East of Thunder Bay Transportation Consortium's Transportation Coordinator and the Operator representative attends as observers and the Coordinator will document the details of the meeting.

The Principal in consultation with the East of Thunder Bay Transportation Consortium's Transportation Coordinator and Operator representative determine if the incident occurred based on the credibility of those interviewed and balance of probabilities. Did it happen?

The Principal in consultation with the East of Thunder Bay Transportation Consortium's Transportation Coordinator and the Operator representative determine if it did happen, whether it was wrong based upon the Code of Conduct of the Board?

The Principal, the East of Thunder Bay Transportation Consortium's Transportation Coordinator 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 East of Thunder Bay Transportation Consortium's Transportation Coordinator, 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 East of Thunder Bay Transportation Consortium's Transportation Coordinator, the Operator and the Academic Superintendent.

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