

Administrative Procedure 550

TRANSPORTATION OF STUDENTS

Background

It is the goal of the Division to operate a transportation system that has the highest regards for the safety and welfare of students, staff and community members.

The Division has a prime obligation to carry out this service courteously, efficiently, and with the proper regard for the safety of students, employees, the public, and Division property. A safe transportation system can be achieved through driver training, cooperation and understanding of and adherence to accident prevention measures.

The Division Safe Driving Program is to be based on the basic fundamentals of defensive driving. A defensive driver is one who realizes that other drivers can and will make driving errors, and is therefore prepared to avoid accidents caused by drivers. He/she is prepared for changes in road conditions, weather, and traffic, and therefore keeps his/her bus under constant control.

The programs outlined herein are controlled and administered through the Transportation Supervisor's office. A copy of this administrative procedure is available to all Division and contract school bus drivers of the Division.

Definitions

1. Vehicle: A vehicle is a car, truck, van or school bus used to transport students and is licensed under the Traffic Safety Act.
2. Driver: Unless otherwise stated, the term driver applies to drivers of both Division owned and Contractor owned vehicles
3. Division Bus Driver: Those drivers hired by and are employees of the Division.
4. Incident: Where an event occurs that interrupts normal procedure or precipitates an action.
5. Accident: Collision of a Division or Contract vehicle which causes property damage, injury or death, regardless of the extent of the injury or damage caused.

Procedures

1. Introduction

- 1.1 Purpose

This administrative procedure outlines procedures and requirements for vehicles owned, rented, leased, or contracted by the Division. Its purpose is to help the driver operate and maintain the vehicle and equipment properly and thereby reduce accidents, costs, and inconveniences.

Scope

This administrative procedure includes instruction to drivers and operators of all school buses.

There will be times when operating and driving conditions arise which are not specifically covered in this administrative procedure.

1.3 Procedures for Revision

This administrative procedure will be revised as need arises. Any suggestions for improvement are to be submitted in writing to the Transportation Supervisor who in turn will prepare revisions for submission to the Superintendent.

2 Driver Qualifications

2.1 Division and Contract Bus Drivers

2.1.1 Only authorized and qualified drivers will be allowed to operate school buses.

2.2 Driver Licenses

2.1.1 Every person who, in the course of his/her work drives a school bus, must hold a valid Province of Alberta Class 2 or better driver's license which permits them to drive a school bus.

2.1.2 No employee or contractor shall drive a school bus in contravention of any restrictions set out on his/her driver's license.

2.3 Driver Abstract

2.1.1 Any Division bus driver shall provide an up-to-date "summary of driving record" issued by the Alberta Motor Vehicle Division of the Solicitor General's Department, prior to being employed as a bus driver.

2.1.2 The Division shall obtain a driver abstract each year for each Division bus driver.

2.1.3 Each contractor shall provide on an annual basis a driver abstract for each bus driver.

2.1.4 A vehicle operator history record file shall be maintained on each Division bus driver, consisting of testing, training, medical restrictions, and accidents.

2.4 Driver Training and Testing

2.4.1 All Division bus drivers who have not been tested, will be trained and tested by the Transportation Supervisor prior to driving a school bus.

2.4.2 Retesting shall be done as required by law.

2.4.3 All Division bus drivers and contract drivers shall obtain "S" endorsement certification from the Transportation Supervisor or an outside agency within ninety (90) days of employment as a school bus driver. All Division bus drivers and contract bus drivers shall re-certify the "S" endorsement at least once every five (5) years or as directed by the Transportation Supervisor.

2.4.4 The Transportation Supervisor is delegated the authority to deny any bus driver the right to operate a school bus, whose driving record indicates a) a poor driving record, b) vehicle abuse, c) accidents. While each individual case will be reviewed on its own merits, the following guidelines will be used to support each judgment:

2.4.4.1 Following a first conviction for a serious driving violation (dangerous driving), the driver will not be eligible to drive Division or contract buses.

2.4.4.2 Other Violations (while moving): Drivers who have accumulated more than (7) seven demerit points will not be eligible to drive until such time as the demerit points have been reduced below seven.

2.4.5 All regular Division bus drivers and Contract bus drivers shall hold a certificate in Emergency First Aid/Heart Saver or equivalent. Division drivers will be fully reimbursed for taking the course.

2.5 Drug Abuse

2.5.1 It shall be grounds for dismissal for a driver to drive, operate, have care, custody or control of a school bus, while under the influence of alcohol or illegal drugs.

2.5.2 Smoking is not allowed on any Division or contract bus.

3. Traffic Regulations

Enforcement

All drivers of school buses shall obey:

The Criminal Code where it applies to vehicle operation.

The Traffic Safety Act and all its revisions.

All Provincial Regulations respecting vehicles.

All Town/Village Traffic Regulations and related By-laws.

Any infractions incurred by a driver or contractor will be the sole responsibility of that driver or contractor, and the Division will not be liable for any fines or penalties which results.

Drivers must obey all traffic regulations, even in emergencies. No privileges shall be taken which might involve the breaking of established laws or that might endanger other road users.

Flashing lights on school buses shall only be used for the purposes for which the lights were installed.

All drivers shall use the following precautions when backing a school bus:

Have a helper outside the bus check the rear of the vehicle and then signal the driver.

Back at a speed not exceeding .5 km/hour.

Not back onto or across a main highway.

Not back up on school property.

4. Care and Maintenance

4.1 General Care: All drivers are responsible for looking after the general condition and appearance of his/her school bus. He/she shall care for both the interior and exterior of the vehicle.

4.2 Fuel and Oil Supplies: Division bus drivers shall obtain fuel and oil at the designated locations throughout the Division.

4.3 When refuelling:

4.3.1 Smoking within 3.3 meters/10 feet is prohibited.

4.3.2 Engines shall be turned off.

- 4.3.3 Propane powered vehicles shall be refuelled by only those authorized and trained on the proper procedures for propane refuelling.
- 4.3.4 No passengers shall be on the bus.
- 4.4 Mechanical and Other Defects: Drivers shall not drive any school bus which is not in safe operating condition. Mechanical and other defects shall be reported immediately to the Transportation Supervisor for Division bus drivers and to the Contractor for contract drivers.
- 4.5 Breakdowns
 - 4.5.1 If a Division school bus breaks down, the driver is to, if possible, remove the vehicle from the traveled portion of the road, and phone the Transportation Supervisor at the Trochu Bus Shop. The driver when contacting the Bus Shop will describe the symptoms in detail and will act on the instructions of the Transportation Supervisor.
 - 4.5.2 Contract drivers will contact the Contractor when a breakdown occurs. If a Contractor requires a spare bus and a spare Division bus is available, the Division will rent the spare bus at a pre-determined mileage rate to the Contractor.
- 4.6 Lubrication and Preventative Maintenance: The Transportation Supervisor will ensure that vehicle lubrication and maintenance checks are carried out at specified intervals on all Division school buses.
- 4.7 Flat Tires: Flat tires will be treated in the same manner as procedure 4.5 above.

5. Incident and/or Accident

- 5.1 All incidents and/or accidents shall be reported immediately to the Transportation Supervisor. If students are involved, the Principal shall **also** be notified. Failure to report an incident and/or accident may result in the suspension or dismissal of a driver.

Morning and Afternoon Route (all contacts must be in person eg. Do not leave voice mail)

- Driver shall contact their immediate supervisor
 - Supervisor shall contact the principal(s) of all schools impacted
 - Principal shall then contact the Transportation Supervisor.
- 5.2 If involved in an incident or accident, it is a driver's responsibility to first ensure the safety of all passengers and then, if possible, assist the injured or help with traffic control.
- 5.3 Unless the vehicle is seriously obstructing traffic or creating a safety hazard, such a vehicle shall not be moved except by instruction by the police or the Transportation Supervisor.
- 5.4 The driver must report the accident to officials of the Division or the police.
- 5.5 If you are the first person at the scene of an accident, you shall:
 - 5.5.1 Contact police or ambulance as applicable;
 - 5.5.2 If qualified, administer first aid where necessary;
 - 5.5.3 Protect the scene.
- 5.6 Drivers involved in vehicle accidents are to lend as much assistance as possible to the Transportation Supervisor or designate in charge of the investigation. The Transportation Supervisor or Contractor will be responsible for obtaining appraisals of any damage.
- 5.7 Drivers shall complete in detail a Division Accident Report.
- 5.8 The following is the basic information required to complete an accident report:

- 5.8.1 License number of the other vehicle;
- 5.8.2 Driver's and owner's name and address;
- 5.8.3 Make, year, model of other vehicle;
- 5.8.4 Insurance company of the other driver, including the policy number;
- 5.8.5 Names of passengers;
- 5.8.6 Witnesses or license numbers of vehicles whose drivers may have seen the accident;
- 5.8.7 Estimated extent of damage caused in the accident;
- 5.8.8 Location of the accident;
- 5.8.9 Indicate direction of travel of all vehicles involved.

6. Theft or Loss

- 6.1 The loss or theft of any Division vehicle or equipment, shall be reported immediately to the Transportation Supervisor.
- 6.2 The loss or theft of any Contract vehicle will be reported to the Contractor.
- 6.3 The drivers will then report such loss or theft to the police.

7. Fire

If a vehicle catches fire, and the driver is unable to put out the fire, the driver shall contact the Fire Department.

If a Division or Contract vehicle or its contents is damaged or destroyed by fire, the driver shall notify the Transportation Supervisor.

- 8. Completing Forms: It is the responsibility of the driver to complete all forms pertaining to fire, theft, or loss. These forms are available at the Division office.

9. Out of Division Trips

- 9.1 Vehicles required to make irregular trips beyond jurisdictional limits do so on the authority of the Supervisor of Transportation or Bus Contractor.
- 9.2 Division bus drivers proceeding beyond the jurisdictional limits shall submit a report of expenses to the Secretary Treasurer when the vehicle returns from such a trip.
- 9.3 Division drivers requiring emergency service of a major nature shall contact the Transportation Supervisor for instructions before any expense is incurred. If the Supervisor cannot be reached, then contact the Secretary-Treasurer.
- 9.4 Drivers of vehicles proceeding beyond jurisdictional limits shall ensure that all documents required for the trip are on the vehicle prior to departure.

10. Overnight Storage

- 10.1 Parking and 24 hour storage of vehicles are the responsibility of the drivers.
- 10.2 Drivers shall leave the vehicles in authorized parking areas.
- 10.3 Vehicles left unattended shall have the keys removed.

10.4 Prior to starting, the driver shall carry out the normal circle check of the vehicle.

11. Safety

11.1 Speed limit for buses is not to exceed 80 km/hour on all secondary roads, and 90 km/hour during the day and 80 km/hour during the evening on Provincial Highways, as per the Motor Transport Act.

11.2 Evacuation exercises shall be conducted at the first of each semester.

11.3 Passengers shall be loaded and unloaded on the school side of the street, at the sidewalk or the loading/unloading zone.

11.4 In case of adverse weather, drivers shall take every measure to ensure that passengers are picked up and delivered safely. If a student is delivered home at other than the regular time, the driver is to ensure the safety and well being of the student. Bus drivers shall advise parents/guardians and Principals of students who are not adequately dressed during the winter season. After notification, students who continue to be inadequately dressed may be refused transportation services by the Principal.

11.5 Buses shall not pull out from the school out of sequence, unless waived on by the designated loading supervisor.

12. School Bus Regulations

12.1 All passengers shall be under the immediate authority of the driver.

12.2 During field trips and extra-curricular activities, supervisors are responsible to the driver for student behavior.

12.3 Drivers shall inform each student of his/her designated pick-up time.

12.4 Buses shall stop at pick-up points, at designated times, for sufficient time to load and unload passengers.

12.5 Buses on regular scheduled runs are not permitted to make stops other than those designated by the Transportation Supervisor.

12.6 No one other than students, driver and supervisors may ride on the bus without the permission of the Transportation Supervisor.

12.7 For regular routes, the driver will have a seating plan.

12.8 The driver has the right and responsibility to prohibit any dangerous articles from being placed on the bus.

12.9 Students shall cross the road in front of the bus on entering or leaving the bus and shall wait for the bus to stop before approaching to enter.

12.10 Students or their parents are to advise the bus driver if not returning home.

12.11 Liquor on the bus is prohibited.

12.12 Use of tobacco products is prohibited on the bus.

12.13 Students must not extend any part of their body out the bus window.

12.14 The rear door shall be used only in an emergency or when directed to do so by the driver.

12.15 Buses are to be kept in a neat and clean condition.

12.16 Unless otherwise prescribed by local by-laws, all school division buses must stop at all railway crossings.

13. School Bus Discipline

- 13.1 The bus driver may report to the individual parent any problems with a student in his/her bus.
- 13.2 Drivers shall discuss a persistent discipline problem with the Principal of the school the child attends.
- 13.3 The driver may temporarily disallow a student from riding the bus for one day in an emergency situation. The driver shall report the incident to the Principal as soon as he/she completes his/her run. The Principal shall phone the parents regarding the disallowance.
- 13.4 If suspension or expulsion from riding the bus is deemed necessary, the Principal shall follow the procedures outlined in Administrative Procedure 351 – Suspension and Expulsion.

Reference: Section 51, 52, 53, 60, 61, 62, School Act
Traffic Safety Act
Student Transportation Regulation 250/98 (Amended AR 197/2000)