



## Bus Driver Administrative Procedure 2.B.50

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

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**Legal Reference:** Highway Traffic Act, Public Schools Act

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**Date Adopted:** August 2000

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**Date Amended:** October 2006, November 2007, November 2019

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### Philosophy

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

Under the supervision of the Director of Operations, each Bus Driver shall comply with the regulations of the Highway Traffic Act and the Public Schools Act, as well as the terms set forth in the Division's School Division's Driver's Contract. Without in any way restricting the generality of the foregoing, the Bus Driver shall:

#### 1. BUS DRIVER RESPONSIBILITIES AND DUTIES:

- Hold a valid Class 1 or Class 2 license and be in possession of a School Bus Driver's Certificate. Supply yearly copy of driver's license and driver's abstract and compliance information.
- Provide Child Abuse and Criminal Record Check upon hiring.
- Perform such duties of maintenance and checking of the vehicle as may from time to time be required by the Board and Department of Education by Regulation 465/88R.
- Complete such report forms as required by the Board on the maintenance and operation of the vehicle.
- Conform strictly to the provisions of the law respecting the operation of the vehicle as required under the hours of service regulations.
- Report any accident or moving violation immediately to Manger of Transportation/ Transportation Department or designate during course of employment in Division. See ***Procedure 7.09 School Bus Accident***.
- Participate in a minimum of eight (8) hours of in - service training per year.
- Agree to any physical examinations as may be deemed necessary by the Board.
- Convey to and from the assigned school in the vehicle assigned, on each of the school days assigned during the current contract, all pupils of the said school who live in the territory adjacent to the route or routes assigned.

- Create and provide a seating plan for regular route within two (2) weeks of the start of the school year.
- Operate vehicle at a reasonable and proper speed. The maximum speed allowable shall be five kilometers per hour under the posted speed limit.
- Co-operate with ESD Transportation Manager or Designate during bus driver evaluation.
- Follow Section 15(j) "*The driver of a school bus shall, whether carrying passengers or not, before crossing any track or tracks of a railway, bring the school bus to a full stop not less than 5 meters or more than 15 meters from the rail nearest the front of the school bus, and fully open the service door, listen and look in both directions along the track or tracks for approaching trains not proceed unless the action can be completed in safety, and close the service door when motion is resumed.*"
- Park the school bus off the main road when it is not being used for conveying children.
- Properly set out flags and flares to indicate a road hazard when the bus is disabled, in accordance with the Highway Traffic Act.
- Inspect any vehicle under his control which has been in an accident or subject to unusual strain before commencing another trip.
- Make decisions around canceling the morning trip or leaving early on the evening trip during winter storm conditions, with the following conditions:
  - a) If the morning trip is canceled, every attempt should be made to notify the parents of the children on the route that the trip is cancelled.
  - b) If the afternoon bus is to leave early, the Bus Driver should try to make sure that someone is at home when the students are dropped off, particularly where small children are involved.
- Maintain and clean bus; interior must be swept out daily; exterior shall be kept clean in order that motoring public can identify all school bus signs.
- Sweep out school bus after every extra-circular trip and check for items left behind on the bus; check for and report any damage in the bus.
- Require conformation in writing from Principals or designate, to drop off any student on an extra-circular trip at a location other than final destination.
- Carry out any further order(s) of the Division as directed by it from time to time.
- File a **Support Staff Request for Leave Form** when not available to drive the route; in cases of vacation and /or leave of absence without pay, driver must receive pre - approval from ESD Manager of Transportation or designate.
- NOTE: When a substitute driver is used, the substitute will be approved by the Division and have a Class 2 license with a Bus Driver's Certificate.

## 2. **STUDENT RELATED RESPONSIBILITIES OF BUS DRIVER**

- Be responsible for care of children while in a vehicle under his/her control.
- Be courteous to the said children during the course of conveying them to and from school.
- Pick up and return children at a point on the route nearest to their home; at no time shall a school bus enter on to private property to pick up or discharge passengers.
- Arrive at the last school to discharge students not less than five minutes and not more than twenty minutes prior to the opening of school.
- Be at designated school in readiness for departure at least five minutes before the closing of its classes.
- Conform to the plan of loading and unloading at the school prepared by the Principal of the school / Transportation Department.
- Report to the Principal of the school any misconduct of children while entering, leaving or being carried upon a vehicle in his charge as per **1.B.50 A: Bus Misconduct Report**
- Comply with **Procedure 1.B.50 Bus Ridership.**

## 3. **ADDITIONALLY:**

A Bus Driver will not:

- Operate a vehicle for the conveyance of school children knowing that its steering mechanism, springs, brakes, or tires are not in good condition.
- Allow a school bus to tow any other vehicle or be towed with children on board.
- Drive a vehicle on school property at a speed in excess of 15 kilometers per hour.
- Drive a vehicle on school premises in reverse gear except with the permission of, and under the supervision of the Principal of the school or a person assigned by the Principal.
- Leave bus without first stopping the motor and setting the emergency brakes.
- Leave bus unattended while school children are passengers of the bus.
- Fill the fuel tank while the pupils are in the bus.
- Travel on the highways at speeds in excess of the maximum speeds set by the Board.
- Transport any unauthorized persons as described in the Public Schools Act.