

Title : Responsibility of Bus Operator/ Driver	Procedure # : 007	Effective : Nov 5, 2010
Section : Roles and Responsibilities	Page : 1 of 6	Review : Feb 2018

Statement	Failure to abide by this procedure may result in STSBHN terminating the contract and seeking services from other carriers.
Responsibilities of the Owners	<p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Abide by the policies and procedures of STSBHN. 2. Abide by the terms, conditions, and expectations of their transportation agreement. 3. Ensure that any driver operating a school route has the most current bus route schedule and passenger list, including any supplementary information, as provided by STSBHN. 4. Notify STSBHN and all affected schools in the event that a run is delayed more than 10 minutes. 5. Have available for STSBHN the following documents: <ul style="list-style-type: none"> • Proof that every driver holds a valid driver's license, in accordance with the size of vehicle that they operate, allowing him/her to drive the school purpose vehicle; • Proof of insurance; • Workplace Safety and Insurance Board number. • Commercial Operator Registration number; • Vehicle Information form (TF003); and • Any other documentation requested by STSBHN. 6. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents. 7. If requested by STSBHN, provide proof that all drivers receive training preparing them to fulfill their responsibilities as a school vehicle driver.

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Responsibilities of the Owners... continued	<p>8. Maintain its vehicles and ensure that bus drivers operate the vehicle according to the requirements of the Highway Traffic Act and the regulations thereunder, and any other public vehicle laws and any transportation rules established by STSBHN.</p> <p>9. Ensure that the Student Code of Conduct (TF016), as supplied by STSBHN, is posted in all school buses.</p> <p>10. Keep the vehicles clean and free of any hazards.</p> <p>11. Not refuse transportation to a student, unless a safety concern exists or prior approval has been given by the principal or STSBHN staff. Drivers are to pick-up all students and advise the administration at the school of their concerns after dropping off at the school. A student's misconduct must be reported using the Report of Student Conduct on Bus form (TF017) to the school principal, who will be responsible for taking the necessary disciplinary measures, after conducting a thorough investigation, according to Responsibilities of the School Principal (006) and Progressive Discipline (026).</p> <p>12. Remove a driver or aide from a route for any improper action(s)/ practice(s) when requested by the Manager of Transportation Services or their designate.</p> <p>13. In the event that a child has been left unattended on a school purpose vehicle as a result of the driver's failure to complete a routine inspection, remove the driver from the route immediately and not permit them to drive any STSBHN routes going forward.</p>
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Responsibilities of the Bus Drivers	<p>Bus Drivers must:</p> <ol style="list-style-type: none"> 1. Obey all rules and regulations of the Highway Traffic Act at all times. 2. Adhere to the bus schedules that have been established by STSBHN. 3. Pick up and drop off students only at the bus stops designated by STSBHN. 4. Follow the routes that have been planned and approved by STSBHN. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately. 5. Make suggestions to STSBHN concerning bus route changes through the operator's office staff. No changes can occur until approved by STSBHN. 6. Notify STSBHN, through the operator's office staff, about unsafe bus stops. Drivers are permitted to make a temporary change to a stop location if unsafe conditions exist. No permanent changes can occur until approved by STSBHN. 7. Ensure that students are never left alone on a school bus at any time. 8. Advise STSBHN immediately, through their office staff, if the number of passengers on their bus exceeds the number of seats available. Immediate arrangements will be made by STSBHN staff, with the assistance of the bus operator, to ensure that the safety of the students is not compromised and that alternative transportation is arranged until a permanent solution is determined. 9. Refuse to allow any unauthorized persons to board the
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<p>Responsibilities of the Bus Drivers... continued</p>	<p>vehicle and report any incidents of unauthorized persons attempting to board the vehicle to their office staff immediately. A driver may, however, carry an unauthorized student to an existing bus stop if vehicle capacity permits for the first two weeks of the school year, or as directed by STSBHN.</p> <p>10. Check at the end of each trip to ensure that no students or personal objects have been left on the bus. Notify the operator's office staff immediately of any students remaining on the bus and make arrangements to return them to their school. All personal property left on the bus is to be reported to their office staff and returned to the student or the school the following day.</p> <p>11. Keep the vehicles clean and free of any hazards. Use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language.</p> <p>12. Allow the students aboard the vehicle to speak to each other in the language of their choice.</p> <p>13. Ensure that all the students are informed about the bus safety rules and of the Code of Conduct (TF008) expectations.</p> <p>14. Notify the school principal in writing about any inappropriate or unsafe behaviour by students using Report on Student Conduct on Bus (TF017).</p> <p>15. Support any disciplinary action on the bus as assigned by the principal.</p> <p>16. Avoid stopping and/ or starting abruptly.</p> <p>17. Deal with an immediate discipline issue on the bus by assigning a designated seat. Follow up by advising the principal.</p>
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<p>Responsibilities of the Bus Drivers... Continued</p>	<p>18. Cooperate with the principal when establishing a seating plan for the bus.</p> <p>19. Give students a signal to indicate when it is safe to cross the street and wait for the student(s) to finish crossing before deactivating the crossing gate, overhead flashing lights and stop arm.</p> <p>20. Check his/her convex rear view mirrors and ensure that all areas are clear before moving the vehicle.</p> <p>21. Ensure that students remain seated until the bus comes to a full and complete stop at its destination.</p> <p>22. Notify the dispatcher in the event of a breakdown or an emergency.</p> <p>23. Refrain from smoking, drinking alcohol, or using illegal substances on or near school buses.</p> <p>24. In the event of an accident involving the school bus, follow the procedures outlined in (023) Accidents/ Incidents.</p> <p>25. Not allow the photography of students unless approved by the principal or STSBHN, while abiding by 036 Video Cameras on School Buses.</p> <p>26. Always deliver students to their scheduled destination, even if they display unruly behaviour.</p> <p>27. Not use a cell phone or other personal portable electronic device while operating a school bus or any other vehicle transporting students; the only exception is if an emergency exists and the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.</p> <p>28. Not refuel the school purpose vehicle while students are on board the vehicle.</p>
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<p>Responsibilities of the Bus Drivers... continued</p>	<p>29. Secure assistive devices in the bus in accordance with the manufacture's specifications/ guidelines.</p> <p>Criminal Record Check:</p> <p>Prior to transporting or supervising any students entrusted to them by STSBHN, the Operator will ensure that their employee has undergone a Criminal Record Check.</p> <p>The Operator shall not allow any employee to transport students if the following offences, regardless of whether a pardon has been granted, appear on the individual's record(s):</p> <ul style="list-style-type: none"> -any sexual offence under the Criminal Code; -any violation under the Controlled Drug and Substances Act; -any criminal offence involving minors; -crimes of violence which include, but are not limited to threats, assaults, and use, possession or concealment of a weapon or imitation of a weapon; -propagation of hate literature or incitement of hatred; -possession, distribution or sale of any pornographic or violent material; <p>After the initial record checks, an annual declaration is required to be signed off by the employee stating that there has not been a change in their record since the initial checks were completed.</p> <p>Any identified offences must be forwarded to the consortium by the Operator where, in their absolute discretion, a determination will be made as to if the employee can perform services for STSBHN.</p>
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