



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Responsibility of Bus Operator/ Driver	Procedure # : 007	Effective : Nov 5, 2010
Section : Roles and Responsibilities	Page : 1 of 6	Retire : Nov 5, 2011

Statement	School bus operators and bus drivers must abide by the terms and conditions of school bus transportation agreements. 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 the contract. 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, by phone, STSBHN and all affected schools in the event of a delay of more than 10 minutes as well as update the Delays and Cancellations module of GeoQuery immediately. 5. Provide STSBHN with 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. • Copy of MTO Motor Vehicle Inspection A and B inspection reports for all vehicles annually. • Vehicle Information form (TF003) • A copy of the Operating Permit, if vehicles are to provide to perform services to school boards for home-to-school outings. 6. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.



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Responsibilities of the Owners... continued	<p>7. If requested by STSBHN, provide proof that all drivers receive training preparing them to fulfill their responsibilities as a school vehicle driver.</p> <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 for Posting on School Buses (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. Have drivers complete a Survey of Service form (TF004) on the date requested by STSBHN. If a route changes during the course of the school year, have the drivers complete a new Survey of Service form.</p> <p>12. Not refuse transportation to a student for any reason, unless a safety concern is exists. Drivers are to pickup 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 Misconduct on Bus form (TF017) to the school principal, who will be responsible for taking the necessary disciplinary measures according to Responsibilities of the School Principal (006) and Progressive Discipline (026).</p> <p>13. The Manager of Transportation Services has the authority to insist that the Operator remove a driver from a route for any improper action(s)/ practice(s).</p> <p>14. In the event that a child has been left unattended on a school bus vehicle as a result of the driver's failure to complete a routine inspection, the driver shall be removed from the route immediately and not permitted to drive any STSBHN routes again.</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 their operator. No changes can occur until approved by STSBHN.6. Notify STSBHN through their operator about unsafe bus stops. In certain situations drivers will be permitted to make a temporary change to a stop location if unsafe conditions exist. No permanent changes can occur until approved by STSBHN.7. Complete a Survey of Service form (TF004) on the date requested by STSBHN. If a route changes during the course of the school year, complete a new Survey of Service form.8. Ensure that students are never left alone on a school bus at any time, including when boarding in the afternoon.9. Advise STSBHN immediately, through their operator, if the number of passengers on their bus exceeds the number of seats. Arrangements will be made to ensure that the safety of the students is not compromised.10. Refuse to allow any unauthorized persons to board the vehicle and report any incidents of unauthorized persons attempting to board the vehicle to your dispatcher
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Responsibilities of the Bus Drivers... continued	<p>immediately.</p> <ol style="list-style-type: none">11. Check at the end of each trip to ensure that no students or personal objects have been left on the bus. Notify your dispatcher immediately of any students remaining on the bus or any objects that were left on the bus.12. 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.13. Allow the students aboard the vehicle to speak to each other in the language of their choice.14. Ensure that all the students are informed about the bus safety rules and of the Code of Conduct (TF016) expectations.15. Notify the school principal in writing about any inappropriate or unsafe behaviour by students using Report on Student Misconduct on Bus (TF017).16. Support any disciplinary action on the bus as assigned by the principal.17. Avoid stopping and/ or starting abruptly.18. Deal with an immediate discipline issue on the bus by assigning a designated seat. Follow up by advising the principal.19. Cooperate with the principal when establishing a seating plan for the bus.20. 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 and stop arm.21. Check his/her convex rear view mirrors and ensure that all areas are clear before moving the vehicle.22. Ensure that students remain seated until the bus comes to a full and complete stop at its destination.
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Responsibilities of the Bus Drivers... continued	<p>23. Never leave the vehicle when the motor is running.</p> <p>24. Notify the dispatcher in the event of a breakdown or an emergency.</p> <p>25. Refrain from smoking, drinking alcohol, or using illegal substances on or near school buses.</p> <p>26. Contact dispatch before dropping off a primary student if there are any safety concerns.</p> <p>27. In the event of an accident involving the school bus, follow the procedures outlined in Procedures for Accidents or Incidents (023).</p> <p>28. Not allow the photography of students unless approved by the principal or STSBHN.</p> <p>29. Always deliver students to their scheduled destination, even if they display unruly behaviour.</p> <p>30. Not use a cell phone or other personal portable electronic device while operating a school bus or any other vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.</p> <p>31. Not refuel the school purpose vehicle while students are on board the vehicle. Refueling is expected to take place before and/or after any scheduled work with STSBHN.</p> <p>32. Secure assistive devices in the bus in accordance with the manufacture's specifications/ guidelines.</p>
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	<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;-other offences specifically related to the job. <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 continue to perform services for STSBHN.</p>
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