

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Bus Driver and Student Transportation

Policy Type: Transportation

Number: 6070

Date Approved: November 28, 2005; June 2, 2008

Legal Reference:

The Board believes that bus drivers hold a key responsibility in providing transportation services and have a large influence on the discipline and well-being of a student.

The attributes of strong character, firmness, fairness and courtesy are very important to the effectiveness of a bus driver.

Guidelines:

1. It will be the responsibility of the bus driver to be thoroughly familiar with and abide by the relevant sections of; the statutes and regulations of *The Saskatchewan Highway Traffic Act*; the Board Student Transportation policies and the Board's bus driver job description.
 - a) All bus drivers must hold a Class 5 license with an "S" endorsement prior to operating a school bus with students on board.
 - b) All bus drivers must pass a medical examination every five years up to and including the age of 60. The bus driver must annually pass a Certificate of Medical Examination if 60 years or older.
2. It will be the responsibility of the bus driver to operate the bus in a safe and defensive manner at all times and to take no action that could in any way compromise the safety and well being of the students in his charge.
3. It will be the responsibility of the bus driver to keep the bus in a clean, uncluttered and sanitary condition and to operate the bus in a manner that promotes low maintenance and extended life of the bus.
4. It will be the responsibility of the bus driver to organize the morning schedule in order to complete the bus route safely and within the confines of *The Saskatchewan Highway Traffic Act*.
 - a) The bus will arrive at the school no later than five minutes prior to the first class bell and will be parked and ready for boarding no later than five minutes prior to the afternoon dismissal.
5. It will be the responsibility of the bus driver to be aware of school attendance and School Division boundary lines.

- a) The bus driver will confirm any questionable student locations or circumstances with the Transportation Supervisor prior to providing transportation services.
 - b) In the event that a questionable student boards the bus, the bus driver will provide transportation for that day and confirm further transportation with the Transportation Supervisor.
6. It will be the responsibility of the bus driver to operate the bus in a physical condition unaltered by drugs, alcohol or the side effects of medication.
- a) The consumption of alcohol is not permitted for a minimum of ten (10) hours prior to operating the bus.
 - b) Bus drivers receiving medical treatment are required to verify the safety and side effects of medication with their physician prior to operating a school bus.
 - c) The Board may require all or any bus driver(s) to undergo drug testing.
 - d) The Board considers violations of the drug, alcohol or performance altering medication requirements of this policy to be just cause for immediate dismissal without pay.

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ADMINISTRATIVE PROCEDURES

1. The bus driver is required to submit information reports regarding student numbers and route mileage at the start of the school year. This information will be submitted to the Transportation Supervisor no later than the 15th of September of each year.
2. The Board will compensate the bus drivers for plugging in their bus at home.
 - a) Buses must be plugged in for sufficient time to promote easy starting and longer engine life.
 - b) The use of automatic timers on school bus plug-ins is prohibited.
3. The bus driver is required to submit a written report to the Transportation Supervisor on details of all bus accidents and of any incident by a student causing damage to a bus. The bus driver will be required to report accidents to Saskatchewan Government Insurance (SGI) and local authorities if necessary.
4. The bus driver will attend all Board-sponsored inservices, workshops and annual route meetings.
5. The bus driver is the first contact in dealing with student discipline on the bus and at student transfer points.
 - a) The bus driver will work closely with parents, the school principal and the Transportation Supervisor regarding student discipline on the bus.
 - b) The bus driver will warn the students, document incidents, contact parents and inform the principal regarding student discipline on the bus.
 - c) The bus driver has the authority to suspend a student's transportation privileges for a maximum of three days. The bus driver will advise the parents and school principal of any suspension of bus privileges.
 - d) The bus driver may, at any time, enlist the assistance of the school principal or Transportation Supervisor with discipline on the bus.
6. The Board considers age 65 as being the normal retirement age for bus drivers.
 - a) Bus drivers who wish to drive beyond the age of 65 must make a written request to the Transportation Supervisor annually by May 1st for the following school year.

7. The bus driver is authorized to cancel all or part of the bus route during times of inclement weather if the Director of Education or the Transportation Supervisor has not cancelled all areas of bus routes for the day.
 - a) The bus driver will notify the Transportation Supervisor, C.K.B.I. or C.J.V.R. radio stations and/or any parents affected when canceling any portion of a bus route.
 - b) The Transportation Supervisor or school principal may designate local notification procedures during times of inclement weather.