Administrative Procedure 723

BUS DRIVER RESPONSIBILITIES

Background

Effective Bus drivers are key to providing high quality 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.

Procedures

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 Traffic Safety Act, Board Policy 17 and Transportation administrative procedures and the Division's bus driver job descriptions.
   1.1 All bus drivers must hold a Class 1-5 license with an "S" endorsement prior to operating a school bus with students on board.
   1.2 All bus drivers must pass a medical examination as outlined in Saskatchewan Government Insurance (SGI) guidelines.

2. Bus drivers must operate the bus in a safe and defensive manner at all times and to take no action that could in anyway compromise the safety and well-being of the students in his charge.

3. Bus drivers must keep the bus in a clean, uncluttered and sanitary condition and operate the bus in a manner that promotes low maintenance and extended life of the bus.

4. The bus driver must organize the morning schedule in order to complete the bus route safely and within the confines of *The Saskatchewan Highway Traffic Act*.
   4.1 The bus shall arrive at the school no later than five minutes prior to the first class bell and shall be parked and ready for boarding no later than five minutes prior to the afternoon dismissal as permitted by route constraints.

5. The bus driver shall be aware of school attendance and School Division boundary lines.
   5.1 The bus driver shall confirm any questionable student locations or circumstances with the Manager of Transportation prior to providing transportation services.
   5.2 In the event that a questionable student boards the bus, the bus driver shall provide transportation for that day and confirm further transportation with the Manager of Transportation.

6. The bus driver shall operate the bus in a physical condition unaltered by drugs, alcohol or the side effects of medication.
   6.1 The consumption of alcohol is not permitted for a minimum of ten (10) hours prior to operating the bus.
   6.2 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.
   6.3 The Division may require all or any bus driver(s) to undergo drug testing.
   6.4 The Division considers violations of the drug, alcohol or performance altering medication requirements of this policy to be just cause for immediate dismissal without pay.

7. The bus driver is required to submit information ~~reports~~ regarding student numbers and route mileage at the request of the Manager of Transportation or any time a significate change in the route has occurred.

8. The Division will compensate the bus drivers for plugging in their bus at home.
   8.1 Buses must be plugged in for sufficient time to promote easy starting and longer engine life.
   8.2 The use of automatic timers on school bus plug-ins is prohibited.

9. The bus driver is required to submit a written report to the Manager of Transportation on details of all bus accidents and of any incident by a student causing damage to a bus. The bus driver is required to report accidents to SGI and local authorities if necessary.

10. Bus drivers shall be required to attend all Board sponsored in-services, workshops and annual route meetings.

11. The bus driver is the first contact in dealing with student discipline on the bus and at student transfer points.
   11.1 The bus driver shall work closely with parents, the principal and the Manager of Transportation regarding student discipline on the bus.
   11.2 The bus driver shall warn the students, document incidents and contact parents before enlisting the assistance of the principal or Manager of Transportation with discipline on the bus.
   11.3 The bus driver has the responsibility to report serious incidents and recommend in writing that the principal and Manager of Transportation suspend the student from transportation privileges.
   11.4 Suspensions for up to 10 days shall be at the discretion of the principal and Manager of Transportation.
   11.5 Suspensions of more than 10 days shall be at the discretion of the principal and Manager of Transportation in consultation with the Superintendent of Schools.
   11.6 Suspensions shall be communicated to the student and his/her parents or guardians by the principal or Manager of Transportation.

12. The bus driver is authorized to cancel all or part of the bus route during times of inclement weather if the Director or the Manager of Transportation has not cancelled all areas of bus routes for the day.
   12.1 The bus driver will notify the Manager of Transportation and the school when canceling any portion of a bus route.
   12.2 The Manager of Transportation will communicate bus cancellations as per AP 710: Bus Cancellations: Cold or Weather Conditions.

Reference: Section 85, 87, 109, 110, 121, 194-197 *The Education Act, 1995*
The Provincial Vehicles Act
The School Bus Operating Regulations of the Highway Traffic Act
Municipal by-laws (where applicable)

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