

Transportation Manual

**Saskatchewan Rivers
Public School Division**



Preface

Saskatchewan Rivers Public School Division (SRPSD) No. 119 provides transportation for students requiring access in accordance with Board Policy and Administrative Procedures for Student Transportation, The Education Act, 1995, and The Traffic Safety Act. Provision is also made for special use of buses to enable students to participate in educational and extracurricular activities.

This manual provides bus drivers with information they require to provide the best possible service to our students, parents/guardians and staff.

The school division transports approximately 4,000 students daily, traveling 16,000 kilometres on 122 bus routes. The safety of students and staff is our highest priority. This utmost regard for safety is reflected in the Saskatchewan Rivers School Division No. 119 Transportation Mission Statement:

“To provide safe, economical and appropriate transportation to our students”



**Board of Education
Saskatchewan Rivers
Public School Division**



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Chapter 1: Duties, Roles and Responsibilities of Bus Drivers

Section 1.1: Role of Bus Drivers

1. The bus driver's central role is to transport students safely and efficiently to and from school and school-related activities. In fulfilling this role, bus drivers shall:
 - a. Perform duties as assigned by the Manager of Transportation.
 - b. Abide by directions outlined in this manual.
 - c. Work under the direction of the Manager of Transportation.

Section 1.2: General Duties of Bus Drivers

1. Bus drivers shall:
 - a. Be familiar and abide by the rules and procedures outlined in this manual.
 - b. Be familiar with and abide by the relevant sections of the statutes and regulations of The Saskatchewan Highway Traffic Act, all applicable SRPSD Administrative Procedures and the SRPSD's bus driver job descriptions.
 - c. Follow the prescribed bus route wherever possible.
 - d. Maintain a neat personal appearance.
 - e. Ensure that rules are posted in the school bus.
2. Bus drivers shall render assistance to students entering or leaving the bus when age or other conditions make such assistance necessary or appropriate.
3. Bus drivers shall not use tobacco and/or nicotine related products, including vaping equipment on school buses or other school division property.
4. Bus drivers shall not use their cell phones in any manner while in motion. The use of hands free or blue tooth devices is prohibited as well.
5. The bus driver shall be aware of school attendance and School Division boundary lines.
 - a. The bus driver shall confirm any questionable student locations or circumstances with the Manager of Transportation prior to providing transportation services.
 - b. 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.



Section 1.3: General Bus Maintenance

1. Bus drivers shall, through the performance of general daily maintenance inspections, ensure that their bus is in clean and sanitary condition before transporting students.
2. Bus drivers shall perform a daily circle check of his/her bus. The circle check shall be carried out as indicated below:

Before starting the bus:

- Check engine oil
- Check power steering fluid
- Check coolant level and all hoses
- Check fan belts for cracks and tension
- Check for engine and coolant leaks

Driving Compartment Check:

- Transmission in neutral, parking brake on, start engine
- Check all gauges
- Check windshield wipers and washers
- Check heaters and defrosters
- Check horn
- Check mirrors for visibility
- Check service door operation
- Check driver's seat for adjustment
- Check clutch travel (at least 1" free travel)
- Check handbrake
- Check foot brake
- Check safety equipment
- Check operation of emergency windows and doors
- Check for loose and ripped seats

Other Checks:

- Check all lights and signs (working and clean)
- Check all tires for:
 - flats, tread depth and cuts
 - nothing stuck between the duals
 - valve stems
 - hub oil seal for leaks
- Check for loose or missing wheel nuts (shiny/worn spots)
- Check under front end for exhaust, fluid leaks, and broken springs
- Check under side and rear of bus for exhaust leaks, broken exhaust hangers, broken spring and fluid leaks at rear wheels, rear end and transmission
- Check operation of emergency door
- Check for clean mirrors, windshield and side windows

At the completion of each trip, the driver shall:

- Allow the engine to idle for a few minutes before shutting engine down.
- Check for flat tires
- Check for coolant, oil and brake fluid leaks

Section 1.4: Student Conduct

1. In Charge of Discipline

Bus drivers shall follow the concept of “**in-loco-parentis**” (in place of the parent) and must exercise discipline in a manner that would be expected of a kind, firm and judicious parent.

2. School Bus Rules

At the beginning of the school year, bus drivers shall post the SRPSD rules of acceptable behaviour and personally communicate their expectations regarding student behaviour. Rules should be posted on the school bus in an area visible to all students. The following general rules apply to all students traveling on a school bus:

- a. The student is to be ready to board the bus at the appointed pick-up time, both before and after school.
- b. Students are to show respect to the driver and understand that the bus driver is in charge at all times while on the bus.
- c. The bus driver has the right to assign seating.
- d. Students must observe instructions given by the bus driver when they are boarding, riding or leaving the bus.
- e. Students must stay in their seats while the bus is in motion.
- f. Students shall not attempt to board or leave the bus while it is in motion.
- g. Profanity is not permitted.
- h. No part of the body is to protrude out of an open window.
- i. Students shall not eat while on the bus.
- j. Use of alcohol or non-medical drugs, tobacco, as well as vaping equipment is prohibited

3. Dealing with Discipline Concerns

Bus drivers shall maintain discipline and use a progression of disciplinary actions when behavioural concerns arise. Since no two discipline situations are identical, attempts to solve concerns will not always follow the same path. The following measures are provided by way of example:

- a. Initially, bus drivers should discuss discipline concerns with students individually.
- b. If, after discussion, student conduct does not improve, bus drivers may consider the following measures:
 - i. Contact parents for additional support and reinforcement of required behaviours.
 - ii. Contact principal for additional support and reinforcement of required behaviours
 - iii. Contact principal or Manager of Transportation seeking suggestions for alternative solutions or support and reinforcement of required behaviours.



4. Reporting Student Discipline Concerns

If efforts to maintain discipline do not achieve required results, bus drivers shall report their concerns to the Principal as follows:

- a. If a student continues to misbehave, despite efforts of the bus driver to work with that student, the bus driver shall submit a written report to the Principal.
- b. In addition to other disciplinary measures, the bus driver may submit a suspension request to the Principal or Manager of Transportation from riding the bus. (See Suspension of Transportation Privileges Forms)
- c. Please refer to AP 723 – for further information

5. Dealing with Major Discipline Concerns

Exceptionally violent, illegal or other major discipline concerns should be addressed immediately. In situations where the bus driver perceives these types of concerns, the following steps should be taken:

- a. In extreme situations, the bus driver should contact the Transportation Office seeking immediate direction.
- b. If necessary or directed, the bus driver should return students to the school.
- c. The bus driver should prepare an incident report and submit it to the principal and the Transportation office immediately after the matter is under control.

Section 1.5: Reporting Driving Violations, Incidents or Accidents

1. Types of Accidents

There are two general types of accidents as follows:

a. **Major Accidents**

A major accident is one involving any injury or suspected injury and/or significant damage to the bus. In the event of a major accident, the Transportation office must be consulted before the bus is moved from the accident scene.

b. **Minor Accidents**

A minor accident is one involving no injuries and only minor damage to the bus.

2. Reporting Major Accidents

The following general conditions apply to major accident situations:

- a. Obtain the name and plate number of any other person involved in the accident.
- b. Consult the Transportation office before the bus is moved from the accident scene.
- c. Complete an incident report and submit to the Manager of Transportation.
- d. Report damages to the Manager of Transportation.
- e. When able to do so, contact the principal particularly if the accident results in an alteration to the regular schedule or other circumstances that might affect school operations.



3. Reporting Minor Accidents

The following general conditions apply to minor accident situations:

- a. Complete and submit an accident report to the Manager of Transportation or designate.
- b. Report damages to the Shop Manager.

4. Traffic Violations

Under *The Traffic Safety Act*, bus drivers must report the following situations to the Manager of Transportation:

- a. Traffic violations that occur while driving the school bus.
- b. Traffic violations that occur while driving any other vehicle, including personal vehicles.
- c. Drug or alcohol related incidents.

5. Tickets

The following applies to situations where a traffic violation summons or ticket has been issued to a bus driver:

- a. Bus drivers who are cited for a moving violation must pay fines with their own funds.
- b. SGI reports all traffic violations to the school division Driver Abstract Review Committee annually.
- c. Traffic violations become part of the National Safety Code. In this document, the driving record of all employees is summarized and demerits are assigned. This document is for internal use by Transportation office staff only.

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Chapter 2: Emergency & Safety Procedures

Section 2.1: Assessing an Emergency Situation

1. In the event of an accident, a quick assessment must occur.
Three things requiring immediate attention are:
 - a. **Condition** of the scene.
 - b. **Types** of injuries.
 - c. Need for **medical treatment**.
2. If passengers are in danger, immediately direct them away from harm.
 - **Note:**
For more information on student evacuation procedures, see [Section 2.3: Bus Evacuation](#).
3. Immediately after an initial assessment and ensuring that passengers are safe from harm, radio for help. If you have an emergency, be sure to state clearly (repeat if necessary) that you have an **“EMERGENCY SITUATION”** to ensure that the dispatcher notifies emergency personnel.
 - **Note:**
For more information on use of the radio in emergency situations see [Section 2.7\(4\): Radio Communications in Emergency Situations](#).
4. Shortly after the emergency situation is under control and while details are still fresh in your mind, complete and submit an Incident Report.

Section 2.2: Securing and Protecting a Collision Scene

1. First Actions
As a first action, direct passengers from further danger and monitor your personal condition.
2. Factors for Determining Appropriate Action
There are several factors dictating what the bus driver should do:
 - a. **Condition of the Bus**
 - i. Is the bus operational?
 - ii. Is the bus on fire?
 - b. **Position of the Bus**
 - i. Is the bus upright?
 - ii. Is the bus on the road, in the ditch or some other location?
 - c. **Position of Other Vehicles**
Assess the position of other vehicles, including the potential for moving vehicles entering the collision scene.
 - d. **Dangerous Materials**
Assess the scene for presence of dangerous materials such as gasoline, flammable liquids, or gases.



e. **Moving the Bus**

- i. As a general rule do not move the school bus until directed by a police officer or supervisory personnel.
- ii. If the safety of others is at risk if you do not move the bus, then do so. In such cases, the extreme right portion of the roadway is usually the safest position.

f. **Securing the Bus**

Once the bus is in a safe final location, do the following:

- i. Stop the bus and turn off the engine.
- ii. Activate the 4-way flashers.
- iii. Set the parking brake.
- iv. Reassure and/or direct passengers.
- v. Set out hazard markers

[Section 2.7 Article 2.7.2 Flares and Reflectors](#)

Section 2.3: Bus Evacuation

1. Practicing Bus Evacuation

A bus evacuation drill must be performed by each full time driver at least once in the school year, generally during Education Week.

It is important that evacuation procedures are practiced. Bus drivers shall:

- a. Communicate procedures students are expected to follow in the event of an evacuation.
- b. Conduct at minimum one practice drill per school year. It is recommended that 2-3 drills be conducted through the school year to ensure all students are able to take part.

2. Situations Requiring Evacuation

In most instances students remain on the bus during an emergency however, two situations require bus evacuation. These situations are:

- a. Fire or potential for fire.
- b. Unsafe position.

3. Standard Means of Evacuation

There are several standard ways to conduct a school bus evacuation. While evacuation procedures vary depending on bus layout and the situation at hand, available means of exiting the bus may be as follows:

- a. Front Entrance/Exit;
- b. Rear Door Exit;
- c. Side Emergency Door Exit;
- d. Emergency Window Exit.

4. Evacuation Objectives

There are three objectives for any bus evacuation. A successful evacuation is one where students:

- a. Move in a safe and orderly fashion, as directed.
- b. Move in the shortest possible time without compromising safety.
- c. Evacuate to assigned area.

Article 2.3.1: Front Door Evacuation

The following steps should be followed when conducting a front door evacuation drill:

1. Stop the bus, set the parking brake, turn off the ignition and remove the key.
2. Stand, open the front door, face students, and get their attention.
3. Give the command, "Emergency Drill – Remain Seated – Front Door Evacuation".
4. Choose designated students to assist guiding passengers as follows:
 - a. Assign a student to lead students to a designated safe location at least 30 paces from the school bus.
 - b. Assign a student to stand outside the front door to count and assist students as they leave the bus.
5. Stand between the first occupied seats and turn toward the front of the bus. From this position:
 - a. Beginning with the right hand seat, tap the shoulder of the student nearest the aisle, indicating that they should leave the bus. Remind all students to walk and use hand rails.
 - b. Hold hands up to students in the left hand seat to prevent them from departing at the same time.
 - c. Now alternate to the left-hand seat and continue this pattern moving toward the back of the bus or the last occupied seats. (*see Figure 1*)
6. When the last seat is empty, walk to the front of the bus while checking that all students have left the bus.
7. In the case of a drill, assess how students have done and advise accordingly.

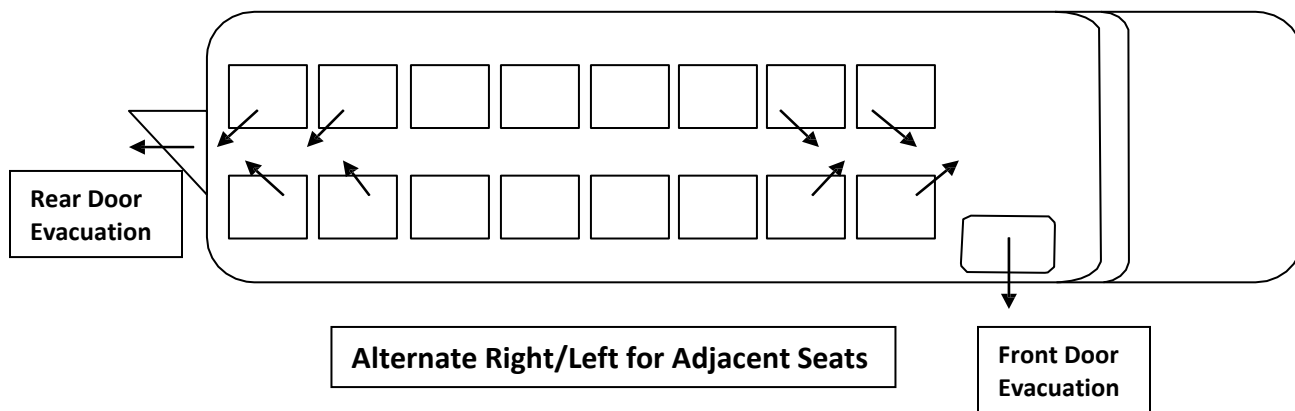
Article 2.3.2: Rear Door Evacuation

1. In a "Rear Door Evacuation" or drill, follow the same steps as Article 2.3.1 in reverse order. ([see Figure 1](#))

Article 2.3.3: Emergency Window Evacuation

1. This type of evacuation should only be attempted in actual situations where the standard front or rear doors are not available for evacuation. This type of evacuation should only be considered in *actual* emergency situations.

Figure 1



Section 2.4: Fire or Danger of Fire

1. Background Considerations

The following considerations must be taken into account in the event of fire or danger of fire:

- a. A bus shall be stopped and evacuated immediately if the engine or any portion of the bus is on fire.
- b. Passengers should move a distance of 35 metres (115 feet) or more in the safest direction from the bus and remain there until it is determined that no danger exists.
- c. Where an existing fire, gasoline or other combustible material spill is in close proximity to the school bus *and* the bus is unable to move away from the threat, this situation should be treated as a “danger of fire” scenario and passengers should be evacuated to a safe location.
- d. If you suspect there is an engine fire, **DO NOT** open the internal engine cover or the external engine hood.



2. Steps to Follow for Fire or Danger of Fire

The following steps should be conducted in sequence:

- a. Secure the bus.
- b. Unload passengers using standard bus evacuation procedures.
 - **Note:**
For more information on emergency evacuation procedures, see [Section 2.3: Bus Evacuation](#).
- c. Before leaving the bus, make a final check for any passengers left on board. If the bus is smoke filled, crawl along the floor to do this check.
- d. Remove the fire extinguisher after the final check for passengers.
- e. Direct passengers to a safe location.
- f. Call for emergency help.

- **Note:**
For more information about calling for emergency help, see [Section 2.7\(4\): Radio Use in an Emergency Situation](#).

3. Fire Fighting Tips

Consider the following fire-fighting tips:

- a. Be aware that the bus may move forward if the transmission is left in forward gear. This happens when the insulation is burned off the starter solenoid and the starter engages.
- b. Tire fires cannot normally be extinguished by a small fire extinguisher. Water must be used to cool the tire.
- c. Be aware of exploding tires when fighting fires. Pressure build up can be tremendous when tires are exposed to extreme heat. This may cause an explosion and potential for personal injury.

Section 2.5: Unsafe Position

1. Assessing an Unsafe Position

In the event that a bus is stopped due to collision, mechanical failure, road conditions, human failure, or any other reason beyond the control of the bus driver, the driver must immediately assess whether it is safest for passengers to remain in the bus *or* evacuate.

2. Evacuation in an Unsafe Position

The bus driver shall evacuate passengers when:

- a. The final stopping point is in the path of any train or adjacent to any railroad tracks.
- b. The stopping position of the bus might increase the level of danger – for example in a situation where the bus is resting on unstable ground near water or a steep incline.
- c. The stopping point of the bus is such that there is danger of collision. In normal traffic conditions, the bus

should be visible for a distance of 100 metres (330 feet) or greater. A stopped position over a hill or around a curve where such visibility does not exist is reason for evacuation.

Section 2.6 Mechanical Breakdown

1. Background Considerations

The following considerations must be taken into account in the event of a mechanical breakdown:

- a. Despite good preventative maintenance, buses may experience mechanical failure. In such situations bus drivers must know what measure to take.
- b. Although the breakdown may appear relatively harmless, the lives of your passengers could be endangered in the process. Knowing how to handle an emergency situation of this nature quickly and effectively is essential.
- c. Even though you cannot know when a mechanical breakdown is going to occur, you can be prepared to handle the situation by knowing your route for the best pull-off positions, location of public telephones, key landmarks, and appropriate contact persons.

2. Steps to Follow for Mechanical Breakdowns

The following steps should be conducted in sequence:

- a. If able to do so, stop the bus as far to the right of the road as possible, or on the shoulder of the road and engage the parking brake.
- b. Secure the bus and activate four-way hazard lights.
- c. If the location of the bus is safe, keep children on the bus.
- d. If the location of the bus is unsafe, move children to a safer location.
- e. Radio the dispatcher, giving location of the bus, description of the breakdown, and an indication of who is on the bus. The dispatcher will contact parents.
- f. Place reflectors or flares in accordance with provincial law.
 - Note: For information regarding the placement of reflectors and the use of flares see [Section 2.7: Emergency Equipment](#).



Section 2.7: Emergency Equipment

1. Basic Safety Equipment

All school buses must be equipped with the following safety equipment items:

- a. Flares or reflectors.
- b. Fire extinguisher.
- c. Four-way hazard flasher.
- d. First-Aid kit.
- e. Seat-belt cutter.

- **Note:**

If your bus does not have these items, speak with the Transportation office, requesting required items.

2. Flares and Reflectors

Proper use of these warning devices is critical for adequately signalling motorists. General rules of use are as follows:

- a. Place one device on the roadway side of the bus, ensuring it is a safe distance from both the bus and oncoming traffic.
- b. Put a second device approximately 35 metres (115 feet) behind the bus. On hills or curves, increase the distance but do not go beyond 90 metres (300 feet).
- c. Put a third device the same distance as in 2(b) in front of the bus.

3. Four-Way Hazard Flashers

When involved in a crash or other emergency situation, you can use the four-way flashers on your bus as a further warning device to alert motorists. Do not use your alternative flashing lights. They are only to be used when loading and unloading passengers.

4. Radio Use in Emergency Situations

If you are in an emergency situation, keep the following points in mind:

- a. If you have an emergency, when you call your dispatch or base be sure to state that you have an **"EMERGENCY"**, as this alerts base and immediately increases the priority level of your call.
- b. Wait a moment to give the base operator a chance to reply before proceeding with your message.
- c. When giving a message, speak clearly and slowly, giving the base operator time to write down your message.
- d. Base operators should repeat your message to confirm the information as being correct.
- e. Keep your message brief, think about what you are going to say before keying the microphone.
- f. If your emergency is of a medical nature try to provide as much information as possible. Be prepared to comment on:
 - i. Patient condition (conscious, unconscious, etc.)
 - ii. Approximate age of patient.
 - iii. Type of injury present.
 - iv. Number of patients.

Section 2.8: Safety Standards

Article 2.8.1: General Safety Standards

1. Bus drivers shall exercise extreme caution in operating their bus.

2. Bus drivers shall exercise correct judgment in the use of loading/unloading lights.
3. Bus drivers shall cooperate with all officials in efforts to promote safety.
4. Bus drivers shall ensure that any object carried onto the bus that cannot be held by the passenger is stored as close to the front barrier as is practical. Such objects shall not exceed the height of the front barrier.

Article 2.8.2: Winter Weather Safety Standards

1. Students boarding the bus are to be warmly dressed during winter months. A school bus driver shall notify the principal and parents on the first occurrence where a student is inadequately clothed. Adequate clothing is defined as clothing that is capable of preventing frostbite/frozen flesh during a one kilometre walk in prevailing weather conditions or as forecasted.
2. Upon such notification as indicated above, the principal will advise the parent by letter that the student will not be allowed on the bus when dressed inadequately unless denying access to the bus would place the student in greater danger.
3. Once steps above have occurred, the bus driver should refuse to admit the student providing that in doing so, the student is not placed in greater danger.

Article 2.8.3: Highway Safety Standards

1. General Highway Safety Standards

Bus drivers shall:

- a. Use directional signals when required.
- b. Exercise extreme caution when passing other vehicles on the highway.
- c. Operate on the established time schedule and route map without exceeding posted speed limits.
- d. Report highway regulation offenders to the police.

2. Safety Lights

Bus drivers shall, except where prohibited by municipal bylaw, activate safety lights as follows:

- a. No less than 100 metres before stopping to load or unload passengers on a highway with a speed limit of 50 kilometres per hour, or more.
- b. No less than 25 metres before stopping to load or unload passengers on a highway with a speed limit of less than 50 kilometres per hour.

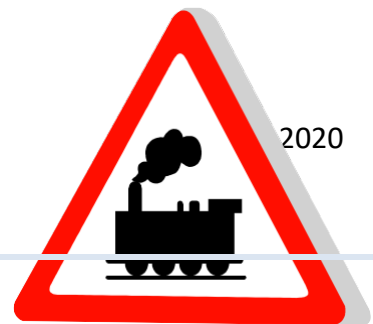
3. Strobe Light

Bus drivers shall, except where prohibited by municipal bylaw, activate the bus strobe light when the bus is outside of a city, town, or village.

4. Uncontrolled Railway Crossing

When approaching a railway crossing not equipped with an automatic signal device, bus drivers shall:

- a. Move the bus as far to the right as possible.



- b. Activate the hazard warning lamps not less than 100 metres before the crossing when on a highway with a speed limit greater than 50 kilometres per hour.
- c. Activate the hazard warning lamps not less than 25 metres before the crossing when on a highway with a speed limit of 50 kilometres per hour or less.
- d. Stop the bus not less than four (4) and not more than ten (10) metres from the railroad crossing.
- e. Open the front door of the bus and look in both directions.
- f. Proceed across the tracks when it is safe and, in the case of standard transmission buses, remain in first gear until the bus is completely clear of the tracks.
- g. Move back into the travelled portion of the highway when it is safe, and deactivate the hazard warning lamps.

5. Loading and Unloading Passengers

When loading or unloading passengers, bus drivers shall:

- a. Exercise due caution.
- b. Move the bus as far to the right as possible when on a highway.
- c. Stop the bus on the side of the street nearest the school when on a street that allows traffic in both directions.



6. Added Conditions for Operating a School Bus

Bus drivers shall not:

- a. Enter a provincial highway without:
 - i. Stopping the bus not less than four and not more than ten (10) metres from the travelled portion of the provincial highway.
 - ii. Ensuring that it is safe to proceed.
- b. Operate a bus unless the head lamps and tail lamps of the bus are activated.
- c. Operate a bus unless all passengers are seated in a seat designed for the purpose of transporting passengers.
- d. Activate the safety lights unless the bus is stopped or in the process of stopping for the purpose of loading or unloading passengers.
- e. Activate the stop arm unless the bus is stopped for the purpose of loading or unloading passengers.
- f. Be under the influence of alcohol as defined in the SGI Professional Drivers Handbook.
- g. Transport firearms, explosives, or other dangerous commodities on a bus.



- h. Back up the bus on school grounds except while under the direction of a responsible person who is positioned in such a manner to see that the bus is safely backed up.
- i. Leave a bus that contains passengers unless:
 - i. The bus has an interlock ignition system or a device that prevents the bus from being moved or operated by anyone other than the driver.
 - ii. The interlock ignition system or similar device has been activated.
 - iii. The driver has turned off the engine of the bus and removed the ignition key.
 - iv. The parking brake is engaged.

Section 2.9: Procedures for Inclement Weather



1. Monitoring Inclement Weather

The school division uses Environment Canada (www.weatheroffice.gc.ca) weather towers to track weather conditions across the school division.

2. Cancellation of Rural Bus Service

Cancellation of bus service proceeds as follows:

- a. The Director or designate has authority to cancel bus service on a school division basis.
- b. In making this decision, the Director or designate will use discretion, based on best interests of students. Factors to be considered include, but are not limited to:
 - i. Severe cold weather temperatures of -40 Celsius or colder without a wind chill factor as reported by Environment Canada (www.weatheroffice.gc.ca).
 - ii. Severe cold weather temperatures of -45 Celsius or colder with a wind chill as reported by Environment Canada (www.weatheroffice.gc.ca).
 - iii. Severely limited visibility created by blizzard, white-out conditions or extremely dense fog; and/or
 - iv. Unsafe or extremely adverse road conditions caused by ice or drifting snow.
 - v. Wheelchair lifts will not be operated, and Developmental Education buses will not run if the temperature is at or below -30c.
- c. If the Director or designate decides to cancel bus service school division-wide, the Manager of Transportation will:
 - i. Email members of the Administrative Council,
 - ii. Contact the following radio stations: CKBI and CJVR
 - iii. Communicate the cancellation using Remind.com
 - iv. Arrange for a notice to be posted on the school division website at www.srsd119.ca
- d. All out of school curricular and extracurricular activities are typically cancelled on days that transportation services are cancelled.

2. Local Cancellation of Bus Service

- a. If weather conditions do not meet the criteria for a school division-wide cancellation, the decision to cancel bus service may be made at a local level by the bus driver. Factors to be considered are:

- i. Severely limited visibility created by blizzard conditions or dense fog.
 - ii. Unsafe or extremely adverse road conditions caused by ice or drifting snow.
 - iii. Mechanical issues with the bus that may be aggravated by inclement weather.
- b. If the bus driver decides to cancel the route for that day, the driver will:
 - i. Notify the Manager of Transportation and school principal as early as possible
 - ii. The Manager of Transportation will contact the following radio stations: CKBI and CJVR as well as placing it on the appropriate Remind.com notifier.
- 3. Cancellation of Bus Service While Route is in Progress
 If the bus driver decides to stop the route after some or all students have been picked up, the driver is to deliver each student to a safe, supervised destination and:
 - a. Inform the Transportation Office.
 - b. The Transportation Office will ensure the school and families are notified as necessary.
 - c. Remain in communication with the Transportation Office, if possible, until all students are delivered back in their parent or guardian's care.
- 4. Early Cancellation of School
 In the event of a weather warning or storm in the immediate vicinity of the school, the principal may authorize the early dismissal, delay or cancellation of afternoon bus routes.
 - a. Parents, guardians or contact persons must be advised by the school if afternoon bus routes are delayed in order that they have the option of waiting for the bus operations to resume or of picking up their children at the school.
 - b. Parents, guardians or contact persons must be advised by the school if afternoon bus routes are cancelled so they can arrange to have their children billeted or picked up at school.

Section 2.10: GPS (Global Positioning System)

All SRPSD regular duty buses are equipped with GPS. The GPS system allows the Transportation office to locate any bus at any point in time to direct any rescue vehicles to assist in the event of a breakdown or accident.

The GPS is also used to verify information in order to respond to complaints from the public regarding driver speed and other reported traffic infractions

Access to the GPS data is restricted to those employees in the Transportation department who require the information to perform their duties.

Information concerning routes may be shared with families on the route but personal information such as driver speed and parent and student information will not be shared.

Information will be used to:

- a. Locate buses and direct rescue vehicles in emergency situations;
- b. Generate data regarding student ride times for monitoring and reporting;

- c. Assist in the planning of efficient bus routes;
- d. Monitor safe driving practices;
- e. Monitor idle times;
- f. Generate distances for calculating driver salaries;
- g. Investigate and respond to inquiries.

Section 2.11: Video Cameras on School Buses

Saskatchewan Rivers Public School Division believes the use of video cameras on school buses will enhance the safe operation of its school buses. Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

1. Video Surveillance on Buses

Division buses may be equipped for video surveillance system.

Placement of a video surveillance system on buses may be on a random basis at the discretion of the Division.

2. Notice to Students and Parents

Parents and students of the Division will be advised that bus passengers may be video- taped. Each school year, every school shall provide this advice to parents in its first newsletter.

Affected buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.

3. Access to Video Surveillance Equipment

The following persons shall have access to the video surveillance data:

- Manager of Transportation;
- Assistant Manager of Transportation;
- Principals/Vice Principals;
- Director of Education, or designate.

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Chapter 3: Training and Recruitment of Bus Drivers

Section 3.1: Recruitment & Postings

1. Available Bus Driver Positions

Vacant positions are posted on the school division website, CUPE bulletin, and if deemed necessary, media, such as PANOW.com, KIJILI, Saskjobs.ca and the Prince Albert Daily Herald.

2. If a permanent position occurs between roughly April 1st and May 30th, the posting shall be processed as per the CUPE agreement (article 3.3).

3. Changing Routes

The following conditions apply to changing bus routes:

- a. All routes are posted for competition.
- b. It is the driver's responsibility to review the website and keep current on driving positions across the school division.

Section 3.2: Training

1. Basic Training

All bus drivers must receive training from the school division Transportation Office. Once a school bus driver has been accepted into a training position, the following steps shall occur:

- a. The bus driver is provided with the *Saskatchewan Professional Driver's Handbook* for further study. This handbook is produced by SGI and covers a number of professional driving situations.
- b. The bus driver is provided with a copy of *The Saskatchewan Rivers School Division Transportation Manual* for further study.
- c. The bus driver is provided with medical forms that must be submitted to SGI before the driving test can be taken. Completion of this form will require a medical that must be arranged for by the driver.
- d. The bus driver is required to make an appointment for a medical.
- e. SGI will administer a written exam followed by a road and daily inspection exam.
- f. Road training can begin at any time but the driver is expected to complete the training prior to taking the road test.
- g. After the driver successfully passes the road test and receives the "S" Endorsement a copy of the license endorsement, the trainer's evaluation and any additional related information will be placed in the bus driver's personnel file.
- h. Most bus drivers start out as substitutes.

2. Training Expense

Upon completion of training, the bus driver shall submit original receipts for the successful completion of their medical test, written test, road test and circle check test along with a completed signed expense reimbursement claim form to the Manager of Transportation. Reimbursement will be as per the current CUPE contract.

3. Training Assignments

Training assignments leading to the position of “spare driver” will operate as follows:



- a. Once initial training is complete and a new driver has successfully attained their license, the driver is encouraged to contact the regular drivers in their area to introduce themselves and discuss their availability, location, and contact options.
- b. The new bus driver may have the opportunity to ride- along with a regular driver to learn that run. Only one ride- along per route will be paid for unless pre-authorized by the Manager of Transportation.
- c. A ride-along must be properly documented on the spare drivers’ time sheet.
- d. Newly appointed spare drivers are encouraged to keep in contact with the regular drivers in their area to remain up to date on route changes.
- e. The area that spare bus drivers cover will vary depending on situational and individual circumstances.
- f. Spare bus drivers shall call the Transportation Office if there are any other questions in regard to their assignment.

4. Annual Workshops

- a. Bus driver workshops occur bi- annually. The following topics may be included in the workshop agenda:
 - i. Defensive driving.
 - ii. Bus driving skills.
 - iii. Emergency procedures (including First Aid).
 - iv. Student management/conduct/discipline.
 - v. Transportation of students with diverse and intensive needs.
- b. Meetings are held in numerous locations as announced approximately one to two months in advance.
- c. Attendance is compulsory. Drivers unable to attend the Annual Workshops must get written approval from the Manager of Transportation.
- d. At the meetings, bus drivers are updated on new regulations and requirements, and review existing procedures and practices that must be followed.

4

Chapter 4: Employment: Conditions, Compensation & Benefits

Section 4.1: Conditions of Employment

1. General Terms of Employment

Bus drivers are employed under the conditions of their applicable collective agreement or through Saskatchewan Rivers School Division conditions of employment.

2. Required Documentation

All new drivers are required to produce the following documentation:

- a. A valid Class 5 Driver's License.
- b. A Criminal Record Check of good standing, including a check in the Vulnerable Sector.
- c. Access to a current driver's abstract.

3. Criminal Record Check

Human Resources will review the prospective bus driver's criminal record check at the time of hiring. Regarding this review:

- a. A positive result allows the hiring process to continue.
- b. Criminal Record Checks that cite a conviction will be assessed by the Director or designate.

4. Driver's Abstract

The driver's abstract is reviewed by the Manager of Transportation and the Abstract Review Committee at the time of hiring and each succeeding year prior to school start up (in the case of continued employment). This committee consists of the Manager of Human Resources & Manager of Transportation.

Where concerns exist, the committee may direct any of the following actions:

- a. Driver evaluation;
- b. Professional development and training, e.g. defensive driving course;
- c. Letter of reprimand;
- d. Letter of commendation;
- e. Suspension;
- f. Termination of employment.

The recommendations for actions will follow the committee's predetermined action template.



5. Complaints Regarding Bus Drivers

Complaints against bus drivers are handled as follows:

- a. Complaints will be investigated by the Manager or Assistant Manager of Transportation.
- b. If discipline appears to be warranted the investigation will be furthered by the Manager of Human Resources.
- c. Complaints against bus drivers are kept in the employee's file at the Education Centre.
- d. Documents on file can become part of the permanent file of a driver.
- e. Drivers will receive written notification when a letter has been put in their permanent file.

Section 4.2: Staff Discipline

1. SRPSD and CUPE recognize the process of progressive discipline as a fair guideline when affecting a disciplinary measure. The parties will adhere to the relevant portions of the Saskatchewan Employment Act.
2. Steps to appeal a disciplinary action are to be followed as detailed in the most recent version of the CUPE collective bargaining agreement.

Section 4.3: Compensation and Benefits

1. Payroll Information

Questions about the amount of salary, time sheets, or pay stubs are directed to Payroll at division office (call 764-1571).

2. Charter Service

The hourly charter rate is at the current CUPE rate.

3. Service Trips and Additional Driver Meetings

a. **CUPE Bus Drivers**

- i. CUPE drivers are paid for 186 days which includes 2 days for professional development.
- ii. In addition, drivers are paid for all service trips and/or additional drivers' meetings that are beyond regular duty meetings.
 1. Bus drivers must sign in and out at the shop in order to be paid for service trips. A sign-in/sign-out sheet will be provided at all non-regular driver duty functions.
 2. In addition, drivers are paid minimum wage for waiting time while buses are being serviced.

4. Plug-In Reimbursement

All bus drivers that park their buses at home are eligible for plug-in/electrical consumption reimbursement according to the following conditions:

- a. The bus is to be plugged in as necessary during cold conditions.
- b. Drivers who have a regular route are paid monthly on a five month plug-in time frame (mid October to mid March) at a rate as stated in the CUPE Collective Agreement.
- c. Spare drivers are paid for plugging in their buses on a daily basis.



5. Expense Reimbursement Forms

- a. All drivers' claiming for reimbursement of expenses must complete the Expense Reimbursement Form.
- b. Common expense claim items include:
 - i. Driver's Licence Testing (where successful).
 - ii. "S" Endorsement renewal costs, written, driven and medical.
 - iii. Driver's medical costs.

Section 4.4: Bus Driver Status

1. The following items are required for maintaining ongoing status for bus drivers:
 - a. A "School Bus Driver Examination Certificate" is required every 5 years.
 - b. Any changes to the bus driver's medical or license status shall be reported to the Manager of Transportation immediately.
 - c. All bus drivers shall submit a copy of their current driver's license as changes or renewals occur.

Section 4.5: Charters

1. General Conditions for Charter Service

The following general conditions apply to charter service in the school division:

- a. Charters are arranged for extracurricular school events and curricular field trips.
- b. Charter assignments in the City of Prince Albert are generally made by the Transportation office.
- c. Charter assignments at rural schools are generally arranged at the school with their school's drivers.
- d. The Manager of Transportation may change charters conditions as required.

2. Urban Charter Process

Charters are available to all Saskatchewan Rivers Public School Division school bus drivers. When a charter trip request is received at the Transportation Office:

- a. Prior to 2:00 p.m., it is stamped and placed on the charter bulletin board and will be available to full time drivers at 2:00 p.m. the following work day.
- b. After 2:00 p.m., it must remain on the board one (1) additional work day.
- c. Substitute drivers must wait one (1) additional day to claim a trip.

When a trip request does not allow the waiting period, or if a trip remains unclaimed a short time before the requested date, the Transportation Office, at its discretion, may offer this trip to a driver.

3. Charter Bus Driver Responsibilities

In addition to regular roles and responsibilities for bus drivers in the school division, charter service bus drivers are responsible for the following:

- a. Bus drivers are responsible for ensuring that they have emergency phone numbers when doing after-hours charters.

- b. When the charter is over, the bus driver is expected to fuel and clean the interior of the bus. If this cannot be done because the charter is finished late, then it should be done the next morning.

4. Compensation for Charter Service

- a. Drivers are to receive remuneration in accordance with the current salary grid.
- b. Drivers are paid an hourly rate for the charter that includes driving, waiting time and cleaning the bus after the charter.
- c. Charters that extend overnight are set up so the driver is aware of all compensation connected to the trip.
- d. On overnight charters, the school is responsible for ensuring the drivers accommodations and meals are taken care of.

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Chapter 5: Maintaining an Effective Bus Route

Section 5.1: Driver-Student Interactions:

As a professional bus driver, you should always have a general knowledge of each of your passengers, including their names and general behavior. Since you have contact with the students for only a short time each day, you may not initially know as much about the students as their teachers, but often you will be assigned to a route transporting the same students for several years. This may give you a chance to develop relationships with students that other school division staff may not have. You must not only know how to perform your job as a driver, but you must also know something of your riders' behavior patterns and a great deal about their reactions in order to safely pick up and deliver your passengers. Your main function is to transport the students to their destination and discharge them safely.

You must also know how to approach students in a way that will gain their respect. It is better to talk to students without shouting, showing anger or displaying irritation. Be careful to never threaten them with any action you cannot enforce. Give your instructions to the students without favoritism. If you overlook poor behavior by one student, you lose the respect of the other students. Strike a happy medium by being neither too lenient nor too harsh; both extremes are equally bad for the morale of the students on your bus. Your attitude should be friendly, cheerful and professional.

Building good bus conduct starts the first day of the school year. After arriving at your first destination and prior to unloading, stand and state the rules very clearly. Be sure to deal with the very first infraction promptly and firmly. It is much easier to prevent a bad situation than to correct one.

Work to build cooperation with your students by being friendly, courteous and helpful. Over time, high student morale will help you control the worst offenders. When offenders find that improper conduct is unacceptable to the group, they will think twice about doing things that cause them to "lose face" with the group.

1. General guidelines for interacting with students

You can avoid many problems on the bus by recognizing good behavior and using proper techniques to reinforce that behavior. While it is often easier to use negative terms when dealing with behavior, it is much more effective to use positive comments to reinforce the good things that happen on the bus. Learn to recognize desirable behaviors and emphasize them with positive comments.

For example:

- "I saw you pick up that gum wrapper, Fred, and I appreciate it."
- "Jane, you were at the stop on time this morning. Good for you."
- "That's what I like to see."

If you learn to stress specific, positive and behaviorally-related activities on your bus, you will eventually eliminate the negative ones. Work to develop this skill. It will mean many safe and pleasant trips.

Remember the following points, when dealing with students:

- a. Though each student is different, do not allow special privileges for any student unless requested by the school administration.
- b. Observe the rights and privileges of each child only as long as he or she obeys the rules of good bus behavior. Riding is a privilege, not a right. The moment a student "gets out of line," deal with the offender fairly, impartially and in the same manner you treat all such offenders.
- c. Remember that all eyes are on you while you are driving the bus. Your words and actions have tremendous influence on your passengers. Speak quietly, clearly, confidently, and firmly when talking to the students on your bus.
- d. Praise students generously when they accept responsibility and show a general pattern of good behavior.

- e. If you are faced with a discipline problem, pause and relax for a few seconds. Use this time to think about what you are going to say and do next. How you handle behavioral situations, appropriately and inappropriately, will be watched closely by the students for consistency, fairness and understanding.
 - i. If you yell, expect yelling back, if not at you, then at someone else.
 - ii. If you praise, expect it to be picked up by others.
 - iii. Expect and encourage discussion and openness with students, and you will get it.
 - iv. Keep discussions short and simple.
 - v. Never use profane or obscene language or raise your voice above a level necessary to be heard.

A word of warning directed to the offender may be enough for a minor infraction. Avoid getting into lengthy discussions, while the bus is moving.

2. **CLASS - A Student Management Memory Aid**

To help you remember important student management techniques, learn the rules represented by the letters of the word "CLASS." By remembering one easy word, you will be able to remember five simple rules for student management.

- C = Consistent** Always be consistent with praise and discipline. Whenever a student behavior problem arises, follow through with the appropriate consequences.
- L = Limits** Set limits and make sure the students are aware of them. They should be the same for all students.
- A = Attitude** Have a positive attitude. A cheerful smile may change the behavior of a student. The attitude of the driver often becomes the attitude of the student.
- S = Share** Share with the students what is expected of them. State the rules and their consequences. If the students do not know the rules, they cannot be expected to follow them.
- S = Support** Support other drivers and exchange experiences. Other individuals may be able to assist in difficult situations. Also by sharing, common problems may be discovered and new techniques explored. Support is also available from your supervisors and from the school division, usually via the principal.

3. **Serious Discipline Problems:**

For problems of a more serious nature, such as a fight on the school bus, apply the following general procedure:

- a. Drive out of traffic to a safe location, stop and secure the bus. This may be in a parking lot or a driveway. The fact you have taken this action makes the students realize the situation is one out of the ordinary.
- b. After stopping the engine and removing the ignition key, get out of your seat, and stand and face the students. Address the offenders in a courteous manner, but in a firm voice. Don't show anger, but all students must realize you expect an immediate, positive response.
- c. Address the student(s) involved by name and state specifically what behavior you will not allow. Explain the school division guidelines you expect the student to obey and you can enforce. Maintain control of yourself and avoid projecting hostility.
- d. Relate your comments to a specific unacceptable behavior you want changed; don't humiliate the child involved. This may require repeating the action you expect (using the same words) several times. Limit this communication to what is not acceptable and what must occur to remedy the situation. Suggest an action that can be performed successfully.

- e. Once you are sure you are on firm and acceptable ground, and you have committed yourself, then relay the consequences. You cannot afford to initiate hollow consequences. You must take the action you have indicated. This emphasizes the point made in (1.a) regarding your relationship with your Transportation Manager and with the school principal.
- f. Don't forget to inform your supervisor as soon as possible after any confrontation. Make sure you document the incident, children involved and actions taken so a record is on file. If these steps don't work, radio the bus garage; don't start the bus until you get a response.

You are responsible for all students; keep them on the bus. If you are near the school, you also might consider turning the bus around and driving back to the school. Never order any student off of the bus. Always call for assistance and be prepared if there is not a response.

When working through more serious discipline problems, never physically move a student. In fact, never physically touch a child. If a change in seating is needed, do not direct the student to sit directly behind you, but to a seat where you can more closely observe the behavior. Also keep in mind you have no legal right to put the student off the bus, except at the student's regular bus stop or at school. Similarly, you cannot deny the student a seat on the bus the next morning.

Keep in mind there are behavioral approaches to help you with student management. However, it is most important to consistently follow established school division procedures. If the situation escalates or requires additional attention, do not try to handle serious discipline cases by yourself. Refer all such cases to your supervisor or the school principal. Give all the facts, in detail, and be sure the entire problem is stated clearly. Usually the child who causes problems on the bus is also causing problems in the classroom. The school administrator has the whole picture of the child, while you, as a driver, know only about his or her bus behavior.

Section 5.2: Route Mapping System

1. Mapping System

The school division uses BusPlanner software to assist in generating route maps.

2. Establishing Annual Bus Routes

At the beginning of each year, bus drivers will receive a route map and a student list based on our most up-to-date student information provided by the school and parents.

3. Changes to Route Maps and Lists

- New students must register for transportation with the Transportation office, which will in turn update the route maps and notify the drivers and schools.
- Drivers will be provided with updated routes on a regular basis.
- Drivers need to complete a Route Change Information Form for all deletions from route.

4. GPS (Global Positioning System)

All regular duty Saskatchewan Rivers School Division buses are equipped with GPS. The route information generated by the GPS is valuable in planning any route changes.

Section 5.3: Basic Route Management

1. Route Revisions

The Manager of Transportation is responsible for making changes that will enhance the efficiency and effectiveness of routes. Routes are reviewed near the end of each year and bus drivers are usually consulted before routes are changed. Bus drivers are not to deviate from the established route without prior approval from the Transportation Office.

2. New Students

All students must be registered through the Transportation Office. Bus drivers are not to pick up students without the approval of the Transportation Office.

3. Guest Riders

The following conditions apply to the practice of allowing guest riders:

- a. There must be room on the bus.
- b. The guest rider must understand and agree to bus rules.
- c. The bus driver must receive written requests from parents 24 hours in advance in order to allow riding privileges to a guest rider or have the approval of the administrator. Notes are required from parents of students initiating the invitation and parents of students receiving the invitation.
- d. Written requests for guest riders shall be kept with the bus driver's route information for the days in question.

4. Turn Around Policy

The school division allows for pick-up of students at their door if they live 400 metres or more from their Road allowance. This pick up will be done provided the following conditions are met:

- a. There must be room in the yard for the bus to turn around without using reverse gear.
- b. The turnaround must be maintained and passable.
- c. There are no obstructions in the driving path of the turnaround area.

5. School Bus Driver Generated Reports

Daily logs for each bus are kept inside the bus in a metal container. They are completed daily, submitted within 20 calendar days, and *are not* transferable between buses. A summary of daily log reports follows:

a. **Pre-Trip Inspection Form**

This report logs daily mileage as well as oil and fuel fillings.

b. **Fuel Receipts**

These are to be submitted with the pre-trip inspection reports.



6. School Division Generated Reports

Student lists and route maps are provided to bus drivers at start-up. Any change to the route must be generated by the Transportation Office.

a. **Route Maps**

Any changes required to route maps due to construction or other road restrictions must be reported to the Transportation Office.

b. **Student Lists**

Any changes to Student lists shall be submitted as directed by the Manager of Transportation.

Any deletions to the student list should be submitted immediately to the Manager of Transportation.

7. School Calendar

Bus drivers must keep the following points in mind with regard to school-year calendars:

- a. The school division calendar applies to all SRPSD bus routes.
- b. School bus drivers should consult with schools at the beginning of the year and on a monthly basis throughout the year for calendar updates.



8. Additional Bus Driver Resources

Depending on the situation, bus drivers may have access to the following:

Fuel Cards, Compound Gate Keys and Fuel Tank Keys

- a. Fuel cards, compound gate keys and fuel tank keys are provided by the Manager of Transportation and must be signed for. If your fuel card has a password, store this separately from the card at all times.
- b. Fuel cards, compound gate keys and fuel tank keys are to be returned to the Transportation Office at the end of the school year. They will be reassigned as necessary at the start up meetings.



Note:

Ask your lead mechanic, driver trainer or experienced bus driver about fuelling routines in your area. All supplies such as oil, antifreeze, and various other fluids are supplied by the bus shop. Do not use the credit cards or fuel cards to purchase these items.

Section 5.4: Scheduling

1. Scheduling

School bus drivers shall:

- a. Set their schedule such that their bus arrives at school approximately ten minutes before school starts or as designated by the Principal or Manager of Transportation.
- b. Set their schedule such that their bus leaves school no sooner than eight minutes after school is dismissed to allow time for students to board the bus.
- c. Communicate their bus route schedule to parents. This schedule assumes normal driving conditions.
- d. Remain at all pick-up locations until scheduled time has passed except in cases where all students have been accounted for.
- e. Only pick-up or drop-off students at pre-approved bus stops or in accordance with provisions for guest riders (see above).
- f. Contact families to advise them of any changes to pick-up times.



Section 5.5: Contacts

1. Contacts

The following contact persons are available to assist bus drivers:

a. **Mechanical Problems**

Shop personnel will assist bus drivers with mechanical problems. The Transportation Shop may be reached at 306 764-3990.

b. **Discipline**

The Manager of Transportation, Assistant Transportation Manager and/or the school principal will assist bus drivers with student discipline.

c. **Safety Issues**

The Manager of Transportation shall be contacted where safety issues arise.

d. **Passenger Eligibility**

The Manager of Transportation oversees passenger eligibility.

Section 5.6: Fuelling the School Bus

1. Fuelling Procedures

- a. Each fuelling station has a different fuelling procedure.
- b. The school division has vehicles that operate on gas, propane and diesel.
- c. Bus drivers must ensure that they have instructions for proper fuelling procedures for their bus.
- d. Bus drivers must record the amount of fuel and the date that the fuelling took place on the pre-trip inspection form at the time of the fuelling operation.



2. Safety Considerations for Fuelling the School Bus

- a. No student or passenger is allowed on the bus during fuelling.
- b. Bus drivers must check with the lead mechanic or one of the mechanics if requiring information on proper procedure for fuelling the bus.

Section 5.7: Radio Communications

1. General Radio Use

- a. Each bus is equipped with a two-way radio and is in direct contact with the Bus Shop base and other bus drivers.
- b. Each driver should quote the bus number when making calls so that the caller can be easily identified.
- c. Using a radio requires hand/mouth coordination in the same way driving a standard transmission vehicle requires clutch/throttle coordination.
- d. Bus radios are not able to receive a message while the microphone is “keyed”. Always remember to release the microphone switch when finished speaking.



2. Speaking Into the Microphone

The following suggestions will improve quality of communication when using the radio microphone.

- a. Speak across the microphone in normal tones rather than directly into the receiver.
- b. The microphone should not be closer than 5 centimetres to your mouth.
- c. Avoid shouting, as this will distort your voice making it difficult for your message to be understood by the receiver.

3. Difficulty with Radio Contact

Keep the following points in mind if you are having difficulty establishing radio contact:

- a. Radio signals travel across “line of sight” so it is possible you may not have direct contact to the repeater.
- b. Occasionally you will not be able to communicate at all for a number of reasons. This can usually be overcome by moving the vehicle a few metres - assuming that the vehicle is mobile.

Section 5.8: Arranging for a Substitute Bus Driver

1. Regular Bus Driver Responsibilities

It is the responsibility of the regular bus driver to:

- a. Contact a substitute bus driver from the authorized spare driver list when required.
- b. Make arrangements for getting the school bus to the substitute driver whenever possible.
- c. Notify the Transportation office whenever a spare driver is not available.
- d. Notify the Manager of Transportation of all substitute bus drivers called into duty on their route.
- e. Ensure that the Transportation Office, route families and schools are aware of times when a spare bus driver is on duty.

- f. Submit a Leave of Absence request prior to taking the leave of absence.

Note:

Matters that are unforeseen or urgent may require some compromise in responsibilities listed above.

2. Substitute Bus Driver Responsibilities

It is the responsibility of the substitute bus driver to:

- a. Inform the Transportation office of their general availability.
- b. Confirm with the Transportation office which bus should be used.
- c. Pick up a designated spare bus when doing charters.
- d. Complete a time sheet.

3. Method of Payment for Substitute Bus Drivers

Substitute bus drivers are paid by the school division. No other form of payment is acceptable.

Section 5.9: Servicing

1. Service and Repairs

Service and repairs to buses operates as follows:

- a. All buses are serviced in Prince Albert at the Bus Maintenance Facility unless otherwise authorized by the Manager of Transportation.
- b. Each bus has a mileage sticker that indicates when the next service is due.
- c. Drivers are to make an appointment to bring their bus into the shop approximately 400 to 500 kilometres before the mileage written on the sticker.
- d. Buses should be delivered to the bus garage for servicing immediately after bus routes are completed in the morning.
- e. Each bus undergoes a thorough annual inspection. A spare bus will be made available during this time.
- f. An SGI sticker is applied to the bus so the driver can track required service updates.



2. Vehicle Licensing

- a. The driver is to compare the licence on the school bus to it's registration daily as part of the pre-trip inspection.

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Chapter 6: Appendices

Appendix A: Quick Reference Guide

Phone Contacts

- Payroll: Call 306 764-1571
- Transportation office: Call 306 763-2323
- Service Shop: Call 306 764-3990

Daily Routines

- Complete pre-trip inspection form (circle check)
- Inspect bus for cleanliness.

Monthly and Bi-Monthly Routines

- Submit Substitute Bus Driver Timesheets by the 15th and last day of each month.
- Submit pre-trip inspection form.

Annual Routines

- Attend the annual Bus Driver Workshop.
- Establish and post school bus rules at the beginning of the school year before the first route.
- Submit a current validated copy of your Driver's License to the Transportation Office in your month of birth.

Ongoing Routines

- Call for an appointment for bus service approximately five (5) work days before services is due (mileage on sticker).
- Check safety inspection decal when it is due for re-inspection.

Appendix B: Board Policy

- **Board Policy 17:
Transportation**

1. Board Policy 17, Transportation, sets the framework for the safe, economical and efficient operation of student transportation in the school division.

Policy 17

TRANSPORTATION

Transportation Services

The Division provides transportation for students requiring access to school in accordance with [The Education Act, 1995](#), [The Highway Traffic Act](#), and [The Vehicle Administration Act](#). In addition, provisions are made for special use of buses to enable students to participate in learning and learning-related activities.

Student transportation shall be operated with due regard for safety, fiscal responsibility, maximum length of ride, school viability, and parental satisfaction. The safety of students and staff is paramount.

Specifically

1. The Board shall provide transportation within approved boundaries only for approved preschool children, registered Prekindergarten to Grade 12 students, approved supervisors, and employees in the carrying out of their duties.
2. The Board will determine by motion the attendance areas and transportation service areas for each school and any adjustments to these.
3. The Board retains authority to approve any changes in the ratio from owner operated buses to school division operated bus or vice versa.
4. The Board retains authority for hearing transportation appeals.
5. The Division shall not normally provide transportation to a resident pupil to out of boundary schools.
6. Open boundaries exist relative to urban high school students.
7. Payment in lieu of transportation may be made when judged advisable.
8. The Director shall maintain a current [Transportation Manual](#).

Reference: Sections 85, 87, 194, *The Education Act, 1995*
Highway Traffic Act,
Vehicle Administration Act

Approved: May 5, 2014
Revised: November 26, 2018

Saskatchewan Rivers Public School Division
Board Policy Handbook

Appendix C: Administrative Procedures

Introduction

Administrative Procedures refer to the transportation of students and/or the role of bus drivers in several places. The titles below provide a brief description of these administrative procedures and reference to where related material may be accessed through this manual.

Titles

- **AP-700: Student Transportation Services**
[AP-700 Student Transportation Services](#) sets the principles under which all other Administrative Procedures are governed
- **AP-705: School Attendance Areas**
[AP-705: School Attendance Areas](#) details the school divisions' procedures as they pertain to transporting students from outside their attendance area or our division boundaries.
- **AP-710: Bus Cancellations: Cold or Extreme Weather Conditions**
[AP-710 Bus Cancellations: Cold or Extreme Weather Conditions](#) outlines the school division's common practices around extreme weather and school bus operations.
 - AP 710 – Appendix A – Wind chill Calculation Chart
- **AP-715: Transportation and Attendance Areas**
[AP-715: Transportation and Attendance Areas](#) outlines how attendance areas are administered throughout the school division. IT also details the school divisions responsibilities as they pertain to transporting students outside attendance area, the division, or to permit other jurisdictions to provide transportation
- **AP-720: Student Conduct on School Buses and School Division Vans**
[AP-720: Student Conduct on School Buses and School Division Vans](#) outlines expectations with AP 300 Student Code of Conduct.
- **AP-723: Bus Driver Responsibilities**
[AP-723: Bus Driver Responsibilities](#) outlines the expectations the school division has of its bus drivers and their role description.
- **AP-725: Special Use of School Division Buses and Vans**
[AP-725: Special Use of School Division Buses and Vans](#) deals with some uncommon situations or questions that may arise concerning the transportation.
- **AP-730: Extra-Curricular Bus Transportation**
[AP-557: Extra-Curricular Bus Transportation](#) outlines special uses of school division buses and 15 passenger vans outside of regular daily bus routes to and from school.
- **AP-740: Cameras on School Buses**
[AP-740: Cameras on School Buses](#) outlines the school division's responsibilities in relation to surveillance equipment on school buses.

Appendix D: Key References

The following key reference documents provide statutory, policy, or procedure related information regarding school bus transportation in the school division.

[The Education Act](#), 1995

- Sec. 85(1)(k); Duties of the Board
- Sec. 85(cc)(iii); Duties of the Board
- Sec. 142(3);(4); Right to Attend at Cost to the Division
- Sec. 178(15); Pupils with Intensive Needs
- Sec. 194; Transportation to Certain Pupils
- Sec. 196; Administration and Supervision of Transportation
- Sec. 197; Reports Respecting School Transportation
- Sec. 354; Acquisition of Vehicles or Transportation Services
- Sec. 356; Specification of Vehicles
- Sec. 370; Regulations

[The Education Regulations](#), 1986

- There are no sections of these regulations that apply to bus drivers or bus routes.

[The Traffic Safety Act](#)

- Division IV: Safety Lights and School Buses
- Part XX: Regulations, Sec. 287(1)(ii)

[Board Policy](#)

- See Appendix B: [Board Policy](#)

[Administrative Procedures](#)

- See Appendix C: [Administrative Procedures](#)

7

Chapter 7: Forms

Section 7.1: Transportation Department Forms

Introduction

This Chapter lists and includes forms required by bus drivers. These forms are:

1. **Accident Report Form**

- This form is used to report incidents where the bus has been involved in an accident.

2. **Bus Evacuation Form**

- This form is used to record bus evacuation drills

3. **Student Behaviour Form**

- This form is used to report transportation incidents with student behavior issues

4. **Suspension of Transportation Privileges Form**

- This form is used to request a student have their transportation privileges revoked for more serious or repeated failures to follow the rules of the bus.

5. **SGI Medical Form**

- This form is provided to the doctor of a bus driver on the date of their regularly scheduled SGI medical exam.

ACCIDENT REPORT FORM



Saskatchewan Rivers Public School Division Accident Report Form

Driver Name: _____

Bus Number: _____

Bus License Number: _____

Date: _____

Time: _____

Location: _____

Weather conditions: _____

Road conditions: _____

Road signs: _____

Description of intersection (if applicable): _____

Direction of travel of vehicles: _____

Description of events leading up to accident: _____

Names of witnesses: _____

License number of other vehicle(s): _____

Description of other vehicles(s): _____

Other information: _____



BUS EVACUATION FORM



Bus number: _____

Bus driver completing drill: _____

Route number: _____

Date of Evacuation drill: _____

Location: _____

The following evacuations were done **(must complete all three)**

- ☐ Front door Evacuation
- ☐ Rear door Evacuation
- ☐ Both door Evacuation

Number of participating students: _____

Forward completed form to:
Saskatchewan Rivers Public School Division
Attn: Ryan Bruce
Manager of Transportation Services
545 11th St East
Prince Albert, SK
S6V 1B1



STUDENT BEHAVIOUR FORM



Transportation Incident Report

Student Behaviour Issue

Date: _____ Time: _____

Driver: _____ Route Number: _____

Describe Nature of Incident: (use the other side if necessary)

Action Taken:

Signature

Date



SUSPENSION OF TRANSPORTATION PRIVILEGE REQUEST FORM



All information must be provided by bus driver

Student Name: _____ School: _____

Reason for requesting suspension (check all that apply):

☐
☐
☐
☐
☐

Disobedient or disrespectful to driver
Not remaining seated
Excessively noisy
Tampering with bus and/or equipment
Improper dress for conditions

☐
☐
☐
☐
☐

Smoking/vaping
Fighting/bullying
Profanity
Littering
Other

Comments/details:

Incidence history

1st warning date/info: _____

2nd offense (call to parent): date: _____ person contacted: _____

3rd offense date: _____

Bus driver's name: _____ Date: _____

Principal's use

Principal: _____ Date: _____

Suspension is approved ☐ not approved ☐

Parent contacted (date): _____

Please scan and email completed form to rbruce@srsd119.ca



Commercial Driver's Licence Medical Report

Physicians can not be billed SGI for this report. Payment is the driver's responsibility.

Medical Review Unit - 3rd Floor
 2260 - 11th Ave., Regina, SK S4P 2N7
 Toll Free Phone Number: 1-800-667-8015 ext. 6176
 Local Phone Number: 775-6176
 Toll Free Fax: 1-866-274-4417 or 347-2577
 E-mail: mruiquiries@sgi.sk.ca

Last Name _____ First _____ Middle Initial _____

Number & Street or Box Number _____

Town/City _____ Prov _____ Postal Code _____

Driver's Certificate and Waiver

I certify that the information I have given in this report, to the best of my knowledge, is correct and complete. I agree to allowing my physician to forward this report directly to the Auto Fund Division. I also understand that any driver's licence issued to me may be withdrawn if I do not meet the medical requirements for the licence.

Date: _____ Signature of Applicant: _____

Home Ph: _____ Business Ph: _____

DRIVER'S LICENCE INFORMATION

Date of Birth

Driver's Licence Number: _____ Present Restrictions: _____ DD MM YYYY

Present Class of Licence: _____ Present Endorsement: _____ ☐ Male ☐ Female

Class of driver's licence for which application is made: _____

Name of Examining Physician _____ Office Telephone Number _____ Fax Number _____

Address _____ Postal Code _____ Email Address _____

PHYSICIAN TO COMPLETE (below)**A. VISION**☐ Normal

Acutities	Uncorrected	Corrected
Right	20/	20/
Left	20/	20/
Both	20/	20/

Horizontal Fields

Right	Normal <input type="checkbox"/>	Restricted <input type="checkbox"/>
Left	Normal <input type="checkbox"/>	Restricted <input type="checkbox"/>

Any ocular condition that could affect driving?

☐ Yes ☐ No Describe: _____

B. THE SENSES☐ Normal

- ☐ 1. Hearing Loss: Loss greater than 40 decibels averaged at 500, 1000, and 2000 Hz. (Applies only to commercial drivers.)
- ☐ 2. Hearing Aids: Single ☐ Bilateral ☐
- ☐ 3. Vertigo: Controlled ☐ Uncontrolled ☐
- ☐ 4. Menieres: Controlled ☐ Uncontrolled ☐

C. CARDIOVASCULAR☐ Normal

- ☐ 1. NYHA Class: 1-No limitation ☐ 2-Mild ☐ 3-Moderate ☐ 4-Severe ☐
- ☐ 2. CAD: Mild ☐ Moderate ☐ Severe ☐
- ☐ 3. Hypertension: BP: _____ TX: _____
- ☐ 4. Myocardial Infarction: Date: _____ Stable ☐ Unstable ☐
- ☐ 5. Angina Pectoris: Stable ☐ Unstable ☐
- ☐ 6. Heart Surgery
- ☐ Angioplasty: Date: _____
- ☐ CABG: Date: _____
- ☐ Pacemaker: Date: _____
- ☐ Other: _____
- ☐ 7. Stress Test: Date: _____ Mets: _____
- ☐ 8. ICD: Insertion Date: _____ Last Discharge Date: _____
- ☐ 9. Arrhythmia, Sick Sinus Syndrome, etc.: _____
- ☐ 10. Peripheral Vascular Disease Deficits(s): _____
- ☐ 11. Aneurysm: Location: _____ Size: _____
- ☐ 12. Other: _____

Health History and Physical Examination

D. CENTRAL NERVOUS SYSTEM

☐ Normal

- ☐ 1. TIA: Date: _____ Deficits: _____
- ☐ 2. CVA: Date: _____ Deficits: _____
- ☐ 3. Dementia: MMSE Score: _____ FAQ: _____
- ☐ 4. Head Injury: Date: _____ Deficits: _____
- ☐ 5. Syncope/Fainting/Blackouts: Cause: _____
- ☐ 6. Craniotomy: Date: _____ Reason: _____
- ☐ 7. Epilepsy/Seizure: Onset of Seizures: _____
Type of Seizures: _____
Frequency of Seizures: _____
Medications and Dosage: _____
Date of Last Seizure: _____
- ☐ 8. Progressive Disorders: Parkinson's ☐ MS ☐ ALS ☐
Other ☐ Stable ☐ Deficits ☐
- ☐ 9. Other: _____

E. RESPIRATORY

☐ Normal

- ☐ 1. Sleep Disorder/Narcolepsy: Yes ☐ No ☐
Investigation/Treatment: CPAP ☐
- ☐ 2. COPD: _____
- ☐ 3. Oxygen: Continuous O₂ ☐ Supplementary ☐
- ☐ 4. Other: _____

F. METABOLIC - ENDOCRINE

☐ Normal

- ☐ 1. Diabetes Mellitus: Insulin: Yes ☐ No ☐
- ☐ 2. Hypoglycemia: No ☐ Yes ☐ Date of last episode: _____
LOC ☐ 3rd Party Intervention ☐ Date: _____
- ☐ 3. Hg A1C Level: _____ Date: _____
- ☐ 4. Complications relating to Diabetes: _____
- ☐ 5. Other: _____

G. MUSCULOSKELETAL

☐ Normal

- ☐ 1. Amputation: Which limb: _____ When: _____
- ☐ 2. Altered ROM: _____
- ☐ 3. Arthritis: No ☐ Yes ☐ Severity: _____
- ☐ 4. Disorder of Spine: _____
- ☐ 5. Other: _____

H. PSYCHIATRIC

☐ Normal

- ☐ 1. Psychosis: Stable: ☐ Unstable: ☐
Last hospitalization Date: _____
- ☐ 2. Severe Depression: _____
- ☐ 3. Treatment Compliance: Yes ☐ No ☐
If no, please explain: _____
- ☐ 4. Other: _____

I. OTHER CONDITIONS

☐ None

- ☐ 1. Alcohol or Drug Abuse: Yes ☐ No ☐
- ☐ 2. Alcohol Related Seizures: Yes ☐ No ☐
- ☐ 3. Alcohol Rehab Taken: Yes ☐ No ☐
- ☐ 4. Prescribed Drugs that could impair, explain: _____
- ☐ 5. Physiologic changes of age (Physical and/or Mental)
i.e.: diminished response times: _____

J. OVERALL CONCLUSION:

- ☐ 1. Describe any other significant physical or mental impairment or condition which would likely interfere with the individual's ability to safely operate a motor vehicle.
- ☐ 2. Should patient's ability to drive be further assessed?
☐ No
☐ Driver Evaluation Program (Regina/Saskatoon)
☐ SGI Road Test

For more information regarding the above programs, please go to www.sgi.sk.ca (Drivers>Medical Conditions and Driving Privileges).

Enclose investigations/results (i.e., EEG, CT, etc.) and make comments regarding any physical or cognitive deficits related to your assessment.

Reminder: You can not bill SGI for this report. Payment is the driver's responsibility.

Date _____

Physician's Signature _____