



# Clearview Public Schools

We All Belong – We All Succeed

## TRANSPORTATION HANDBOOK & SAFETY PROGRAM



	PAGE
PREAMBLE	5
STUDENT TRANSPORTATION OBJECTIVES	5
AUTHORIZED DRIVERS	5
COMPLIANCE WITH THE LAW	6
DIRECTOR OF TRANSPORTATION	
I. Reporting Relationship	6
II. Primary Function	6
III. Performance Responsibilities	7
IV. Conditions of Employment	8
V. Performance Appraisal	8
SCHOOL BUS DRIVER	
I. Reporting Relationship	8
II. Primary Function	8
III. Performance Responsibilities	8
IV. Fueling Procedures	14
V. Loading/Unloading Students	14
VI. Railway Crossings	16
VII. Following Distance	16
VIII. Danger Zone	17
IX. Evacuation Procedures	17
X. School Bus Safety Facts	18
XI. Fire Extinguisher Operation	19
XII. Student Absences from Bus	20
XIII. Conditions of Employment	20
XIV. Performance Appraisal/Driver Monitoring	20
FIELD TRIPS	
I. Application Procedures	21
II. Assignment of Drivers	22
III. General	22
STUDENT CONDUCT - REGULAR ROUTES	22
STUDENT CONDUCT - STUDENT RESPONSIBILITIES	23
PARENT RESPONSIBILITIES	25
ACCIDENT PROCEDURES	
I. Minor Collisions without Injury	25

II.	Major Collisions	26
III.	Use of Warning Devices/Reflectors	27
IV.	Duties of Director of Transportation Services And Shop Personnel	28
		PAGE
V.	Duties of School Administrators	28
VI.	Work Related Accidents & Injuries	29
SCHOOL CLOSURE PROCEDURES		29
HOURS OF SERVICE		
I.	Regular Route	29
II.	Field Trips	30
III.	Time Required off Duty	31
IV.	Time Breaks	32
V.	Prohibition From Driving	32
VI.	Retention Of Records	32
DRIVING VIOLATIONS AND DISCIPLINARY ACTION		
I.	Drivers Responsibility	33
II.	Director of Transportation Responsibility	33
DRIVER FILE		34
ELECTRONIC VIDEO EQUIPMENT		
I.	Drivers Responsibility	35
II.	Director of Transportation Responsibility	35
III.	Protection of Information	36
IV.	Functionality	36
MAINTENANCE SAFETY		
I.	School Bus Flashing Lights	37
II.	Flashing Amber & Red Lights	37
III.	Crossing Arm	38
IV.	Strobe Light	38

## APPENDIX

- A. Commercial Vehicle Safety Regulation  
(CVSR) AR 121/2009
- B. Trip Inspection
- C. Misconduct Report
- D. A.S.B.I.E Claim Report
- E. Vehicle Passing a Stopped School Bus
- F. Driver Timesheet and Fuel Report
- G. Field Trip & Student Travel Application  
with Sample Field Trip & Log Sheets
- H. Drivers Field Trip Log
- I. Cold Weather Policy Form
- J. Driver Evaluation Form
- K. Driver Monitoring Form

## **PREAMBLE**

---

This handbook has been created as a guide to all persons involved in the student transportation services as provided by the Clearview Public Schools. It establishes and describes the procedures to be employed when dealing with events affecting the transportation of students.

The information and procedures contained in this handbook are maintained and updated by the Transportation Department based on the direction of the Board of Trustees. It is intended to function as a guide to bus drivers, school administrators, and users of the student transportation system.

## **STUDENT TRANSPORTATION OBJECTIVES**

---

- To provide a safe, efficient, and effective system of school bus transportation service for the students of Clearview Public Schools in accordance with established Board Policy and Alberta Learning Student Transportation Regulations.
- To provide assistance and support to families and students requiring special transportation services due to student disabilities.
- To provide opportunities for the continual improvement of driver abilities through a system of driver training and safety education programs.
- To provide and maintain an effective driver appraisal program aimed at improving driver service to the division.

## **AUTHORIZED DRIVERS**

---

All staff authorized by the Division to operate Division vehicles are required to comply with the safety program policies and procedures, including:

- Part-time or occasional drivers;
- Division Mechanics who test drive or drive Division vehicles;

- Safety staff who train drivers;
- Managers who drive;
- Anyone else authorized to operate a Division vehicle.

## COMPLIANCE WITH THE LAW

---

Drivers operating company vehicles will comply with all transportation safety laws as required.

*Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* identified that:

“**Safety laws**” means, as the context requires,

- i) The Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) The *Dangerous Goods Transportation and Handling Act and the regulations made under that Act*;
- iii) The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

In addition all drivers operating company vehicles will comply with Clearview Administrative Procedure 509 Accidents and Driving Offenses of Clearview Staff. Drivers will annually have their driver’s abstract reviewed. Drivers with excessive demerits will receive progressive disciplinary actions as outlined in the section Driver’s Violations and Disciplinary Action.

## DIRECTOR OF TRANSPORTATION SERVICES

---

### I. Reporting Relationship

- 1. Reports to the Associate Superintendent, Business & Finance.
- 2. Supervises the following staff:
  - Transportation Coordinator
  - Bus Shop Mechanics
  - Regular and Part time Bus Drivers
- 3. Responsible for maintaining and implementing this safety program and ensuring compliance with safety laws.

### II. Primary Function

Manages and controls the functioning of Student Transportation Services for the Division, ensuring that the transportation system functions in a **safe, efficient, and effective** manner.

1. \_\_\_\_\_  
III. **Performance Responsibilities**

2. Establishes and monitors all bus routes within the Division according to Alberta Education regulations and Board policy. Also maintains all records as required by Alberta Education for grant and statistical purposes.
3. Assists the Associate Superintendent, Business & Finance in preparing the annual operating budget for Transportation Services and is responsible and accountable for the control of all expenditures made by the department.
4. Ensures that all buses are properly maintained according to established Provincial and Commercial standards.
5. Hires all Student Transportation Personnel and ensures that bus drivers present a valid Class 1 or 2 Alberta driver's license, a criminal background check, an intervention check, acceptable 3 year drivers' abstract, acceptable insurance accident claims history and holds a valid "S" Endorsement certification within one year of employment. Ensures that all regular and substitute bus drivers have been properly screened which includes interviews, minimum of two reference checks, and an on-road driver test. Employment is conditional until all of the above conditions have been met.
6. Provides for the on-going professional development of all Transportation Services personnel which includes Clearview Public Schools Transportation Handbook & Safety Program/Clearview Public Schools Maintenance Program, Division Policies, *Traffic Safety Act and regulations*, Commercial Vehicle Safety Regulations, "S" Endorsement Training and Refresher Courses, Daily trip Inspection, safe vehicle operation, Hours of Service, Cargo Securement, and Public School Works
7. Implements salary and wage rates as set by Clearview Public Schools for all Transportation Services personnel as authorized by the Administration.
8. Designs all bus routes.
9. Establishes all Transportation Services employee work schedules and approves all time sheets.
10. Provides advice to Administration in all matters to do with Transportation Policy.
11. Liaises with members of the general public and responds to all complaints and inquiries relating to student transportation.



#### **IV. Conditions of Employment**

Compensation, benefits, termination provisions, and other conditions of employment are as set by the Board of Trustees.

#### **V. Performance Appraisal**

1. Regular appraisal of the performance of the Director of Transportation Services is a responsibility of the Associate Superintendent, Business & Finance. In carrying out this responsibility, it is recognized that the Director of Transportation Services is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the school system.
2. The performance appraisal shall focus primarily upon the responsibilities of the Director of Transportation Services as outlined in Section III above.
3. The Associate Superintendent, Business & Finance and Director of Transportation Services will develop and agree upon the procedures for carrying out an effective performance appraisal.

---

### **SCHOOL BUS DRIVER**

---

#### **I. Reporting Relationship**

- Reports to the Director of Transportation Services.

#### **II. Primary Function**

- Provides safe student transportation through the operation of a school bus.

#### **III. Performance Responsibilities**

1. Operation of a school bus along routes established by the Director of Transportation Services in accordance with the provisions contained in the Commercial Vehicle Safety Regulation (CVSR) AR 121/2009, attached hereto as **Appendix A**, and established operating policies of the Clearview Public Schools. Drivers must follow all Provincial, Federal and Municipal By-laws, as required.
2. Possession of a valid Alberta Class “1” or “2” driver’s license. As per current legislation, all drivers must successfully complete the School Bus Driver Improvement “S” Endorsement Program within one year of employment. Successfully completes all requirements of a

qualified driver. Drivers must immediately notify changes of this status to the Director of Transportation Services.

3. Must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.
4. Be a professional and courteous driver by driving in a defensive manner. Being prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills. A driver must be aware of surroundings and look ahead, leaving a safe distance between vehicles, keeping the vehicle under control at all times and being prepared for changes in road, weather and traffic conditions.
5. Maintain a professional and respectful relationship with students, parents, school and division staff, co-workers and the general public. Drivers are representatives of the Division and should conduct themselves accordingly. Drivers should dress in a professional manner and ensure they are wearing appropriate footwear for the weather conditions to prevent accidents or injuries.
6. Attending safety meetings and inservices, courses and seminars as directed by the Director of Transportation Services. These meetings are held for information distribution, problem solving, suggestions and on-going safety training. These are paid meetings and attendance is mandatory, unless approved in advance.
7. To be familiar with Board Policies and Administrative Procedures respecting the transportation of students.
8. Maintain an acceptable level of discipline on the bus in order to ensure the safe and orderly operation of the bus.
9. Drivers shall perform at least four evacuation drills per year. Suggested times are one in September, one in October and two other times during the current school year. Drivers shall ensure at least one other Clearview staff member is present during the evacuation process, for student safety, and shall record evidence of same on the comment section on their monthly time sheets.
10. Under the CVSR, it is mandatory that a driver of a school bus must perform a trip inspection of the school bus prior to the commencement of all trips. Every driver shall complete and sign a daily trip inspection form. Defects need to be marked with an "x" and comments noted at the bottom of the sheet. All major defects, as per NSC Schedule 2, must be immediately reported to the Bus Shop. Drivers must not operate vehicles in an unsafe condition and/or with major defects present. The mechanic must sign off that all major defects have been corrected. All minor defects must be reported to the mechanics in a timely manner

The daily trip inspection is mandatory and valid for 24 hours from the time recorded in the trip inspection report. The trip inspection must be carried on the bus and must be presented to a peace officer upon demand. The daily trip inspection is handed into Central Office within 20 calendar days and filed on each vehicle file within 30 calendar days. Each trip inspection completed must be kept on the vehicle file for a minimum of six months. Attached as **Appendix B** is the Division's Trip Inspection and NSC Schedule 2.

Perform a trip inspection of the school bus after each trip. Any defects and service requirements must be reported to the Bus Shop.

11. If a driver observes any safety defect specified in Schedule 2 of *NSC Standard 13*, the driver shall record the safety defects in the trip inspection report immediately after their run and report that defect:
  - a) Without delay if the defect is a major defect; or
  - b) In a timely manner, and not later than the next required daily trip inspection, in all other cases.
12. The Division will not permit a driver to drive, and a driver shall not drive, a commercial vehicle unless, before doing so, a certified mechanic has:
  - a) Repaired or corrected any major defect listed on the trip inspection report and certified on the report that the defect has been repaired or corrected, or
  - b) Certified on the report that the repair or correction is unnecessary.
13. Report all conditions that may disrupt the efficient and safe transportation of students to the Director of Transportation Services. This includes such things as road conditions, student-loading areas, vehicles passing stopped school buses, etc. Attached as **Appendix E** is the form to be completed for Vehicle Passing a Stopped School Bus.
14. Maintain a clean bus inside and out. Sweep the floor daily, remove garbage and wash the inside of windows, dash and floor as required. Wash the outside of bus as required, ensuring all lights are kept clean and clearly visible. It is an offence under the *Traffic Safety Act* to operate a school bus that is not reasonably clean inside and out. The bus driver can be charged.
15. The driver is responsible for monitoring the mileage and notifying the shop when within 200 kms of a required service. The driver is also responsible to make sure the bus is at the shop for its scheduled appointment and whenever the shop staff require it. The shop floor

is OFF limits to ALL drivers. Drivers will be given access to their fluids and supplies in an appropriate designated area. To enter the shop floor, drivers must be escorted by one of the shop staff. Drivers should park the bus in the lot or by the shop bay door and a mechanic will pull the bus into the shop.

16. Drivers must wear a seatbelt, as required under law, when operating a school bus.
17. Headlights and clearance lights must be used at all times.
18. Provide the Director of Transportation Services with a route map and list of students on regular routes indicating the students name, grade, pick up and drop off times, legal land description, and home phone number. It is expected that copies of these shall be maintained and kept on the bus at all times. These lists are to be submitted as at September 30 each year. Drivers must report any interim changes to the Director of Transportation Services on the monthly time sheet. Drivers will be required to take attendance from time to time to determine which students do not use the bus services. Any time during the year, if a family indicates there will be a change to their rider status, this change must be reported to the Director of Transportation Services or Coordinator of designate.
19. Submit month end payroll documents (i.e.) fuel report, field trip report and log sheet. Failure to do so may affect the driver's pay for the month. Attached as **Appendix F** is a sample of a properly completed Driver's Timesheet and Fuel Report. Attached as Exhibit H is a properly completed Drivers Field Trip Log. Please ensure that all time on and time includes pre-trips, post-trip and fueling. Take note of hours of service regulations to ensure you are not exceeding daily work limits.
20. The driver shall complete the Route Assessment Form, developed by Alberta Government, at the start of each school year. Each Route Assessment must be returned to Central office by no later than the end of the first week in October of each school year. If a driver has any concerns throughout the school year, they should be reported to the Director of Transportation Services immediately. If necessary a revised route assessment will be completed. In addition during a Driver on-route monitoring/evaluation, a route assessment may be completed by the Director of Transportation Services or designate, along with the driver, to re-assess hazards.
21. Use of cellular phones while the bus is in motion is prohibited. Should a driver require the use of the phone, they must move to a safe location before answering the phone or making a phone call. Buses are equipped with two-way radios for drivers to communicate with Central Office, the local bus shop and other drivers. Radios are to be used for business use only and accordingly personal

conversations are to be avoided. Student issues are never to be addressed over the radio. Respect to other radio users is to be shown at all times. Unless it is an emergency, call individuals directly rather than carry on lengthy conversations over the two-way radio. Often this results in a safety concern where other drivers will turn radios down or off.

22. The driver shall keep to a schedule and notify parents and students beforehand if any changes are anticipated. Stop locations and routes are not to be changed without the approval of the Director of Transportation Services. Any suggestions to improve safety or efficiencies must be approved prior to making any changes. Courtesy stops are not allowed. Ensure that all enquires to drop children off at unscheduled locations (i.e. grandparents or babysitters, etc.) have been approved by the Director of Transportation Services.
23. The driver shall arrange the bus schedule so that they do not arrive at school before the time set by the Director of Transportation Services.
24. Alberta Regulations dictate that:  
*“No person shall operate a school bus in reverse where the school bus is:*
  - a) on a school ground, or*
  - b) at a location, adjacent to a school ground, at which the school bus is loaded or unloaded, unless there is a responsible person located outside at the rear of the school bus giving directions as to the operating of the school bus in reverse.”*
25. While on duty, the driver shall not:
  - smoke in the bus
  - use or be under the influence of alcohol or illicit drugs or the misuse of any prescription drugs while operating vehicles and other equipment which affects his/her ability to drive
  - use medication that would impact their ability to safely operate a school bus or be responsible for children
  - use abusive language.
26. Under the requirements of the Vehicle Equipment Regulation (AR 122/2009) regarding transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.
  - the place provided for carrying luggage, cargo, goods, equipment or tools must not interfere with free access to the exits of the bus;
  - be constructed so as to prevent the luggage, cargo, goods, equipment or tools from falling on or against a passenger;

- in the case of passenger luggage, protect the luggage from dust and moisture.

Drivers shall ensure they have read and are following **Clearview Administrative Procedure 511 “Cargo on School Buses”**.

27. A school bus when used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR 121/2009) shall not transport any of the following:
  - animals;
  - firearms;
  - explosives
  - combustible materials or substances, or
  - anything of a dangerous or objectionable nature or anything that may endanger the lives or safety of the persons in the bus.

If applicable the carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle.

28. The driver, in cases of absence, shall arrange for a qualified substitute as per the approved list of Clearview Substitute bus drivers. All leaves of absences must be approved by the Director of Transportation Services.

Spare drivers must be paid by Clearview School Division No. 71. Regular drivers cannot pay spares directly. Clearview School Division No. 71 must be seen as the employer in order to comply with *Workers Compensation* rules, *Unemployment Insurance* and *Canada Pension*.

Regular drivers must make every effort to engage a spare driver who is listed for their area. If a spare driver cannot be found from that list of drivers, the regular driver is to look for a spare from the next closest area. Drivers must keep in mind that when this happens, the Board must pay for mileage costs as well as the route earnings for the spare driver. Because of this cost, drivers must only recruit a driver from another school area once all efforts to engage a local driver have been exhausted.

29. Each bus driver is to establish a telephone network of parents along his/her route in order to inform them of bus cancellations. Please ensure that before releasing any telephone numbers, that the appropriate FOIP forms have been collected from families.
30. When a bus driver deems that his/her bus cannot or should not be operated, the appropriate service center for repairs and appropriate school(s) are to be notified as soon as possible.

31. If any missing elementary students cannot be accounted for, the driver shall immediately report the fact to the school staff. The driver shall not drive away from school without approval from the school staff or Director of Transportation Services.

#### IV. Fueling Procedures

Alberta Regulations dictate that:

*“The person operating a school bus shall not, nor shall he permit another person to put fuel into the fuel tank of the school bus while any person, other than the person operating the school bus, is on the school bus.”*

The following guidelines shall be followed when refueling a school bus:

1. Gasoline/Diesel:
  - Do not dispense fuel into the fuel tank while the engine is running.
  - Never overfill the fuel tank.
  - In the event of a minor spill immediately apply an accepted absorbent material.
  - In the event of a major spill notify the proper person/agency.
  - Do not dispense fuel in proximity to electrical sparks or open flame and **DO NOT SMOKE** or **OPERATE YOUR CELL PHONE**.
  - When washing buses, please clean out any mud from around the fuel filler neck so that it doesn't mix with the fuel.

A fuel report is to be submitted on the last working day of each month. A copy of a properly completed Fuel Report is attached as **Appendix F**.

#### V. Loading and Unloading Students

School bus collision data shows that passengers are more likely to be killed or injured during the loading/unloading process than during the actual bus ride. This is the time of greatest danger, not only to students but also for others on the roadway.

School bus drivers should observe the following procedures:

1. Be on time.
2. Report all unsafe stopping points.
3. Understand the law regarding the use of alternatively flashing lights. The driver must activate the alternately flashing lights when loading or unloading passengers except when operating on a roadway where a bylaw prohibits their use. The drivers of vehicles approaching a stopped school bus which is displaying alternately flashing red lights must stop from either direction on an undivided highway and behind you on a divided highway.

4. The alternately flashing amber lights should be activated at least 150 metres from the stop. Activate the alternately flashing red lights when the bus stops completely and it is safe to do so.
5. Before loading or unloading, ensure that the transmission is taken out of gear, the park brake is applied and firm pressure is maintained on the brake pedal.
6. The Alberta Student Transportation Advisory Committee recommends drivers choose a pick-up location that allows students a safe footing and is at least one meter away from the waiting children.
7. All buses manufactured after February 1, 2000 must be equipped with a crossing arm. In a rural area a school bus driver must direct a student to cross the highway in front of the school bus arm, with the crossing arm in its open position. Have the student(s) wait for the driver's direction. Advise the students also to stop before they enter the roadway. Establish a line of sight up and down the roadway, checking for traffic that may not stop. Be sure that you do not lose sight of the students during this procedure.
8. Before moving off, check all mirrors including the cross over mirror to ensure that no students are lingering near the bus.
9. Where possible, minimize traffic disruption by allowing vehicles to pass before the alternately flashing lights are turned on and the loading or unloading process begins.
10. Students must not enter or exit the vehicle while it is moving.
11. Be sure that all students are seated while the bus is in motion.
12. Never overload the bus.
13. Even though other drivers are obligated to stop, they don't always do that, so use constant mirror checks. Be sure it is safe before activating the alternately flashing red lights and giving the signal for the students to proceed.
14. If a driver of a vehicle does not stop for the alternately flashing red lights, write down the vehicle's license plate number and report this incident immediately to the local police authority and the Director of Transportation Services. At the first available opportunity, check the operation of the eight light system to ensure it is in working order. Please complete Vehicle Passing a Stopped School Bus form which is attached as **Appendix E**.
15. Stay alert – carelessness can kill.



## **VI. Railway Crossings**

Railway crossings present a special hazard because any time is train time and a collision is likely to lead to disaster. Report any hazardous crossings to the Director of Transportation Services and ask for guidance on how to handle the situation. Remember to ensure that no part of the bus is on the railway track when stopping in traffic. The bus driver is required by law to stop at a railway crossing unless it has a traffic control signal (lights), or a peace officer or flagman directs the bus driver to proceed.

The following procedure is recommended when stopping at a railway crossing:

1. There should be no undue noise from passengers, radios, heaters, etc.
2. If the bus is in the left lane of a multi-lane highway, signal and change to the far right hand lane well in advance of the crossing.
3. Check traffic behind and signal to stop well in advance. Activate the bus hazard lights.
4. Slow to a gradual stop not less than 5 metres or more than 15 metres from the nearest track.
5. Put the transmission in neutral, engage the parking brake and maintain firm pressure on the brake pedal.
6. Open the front door and the driver's window.

Look both ways and listen for an approaching train. When it is determined it is safe to proceed:

- Select an appropriate low gear.
- Disengage the park brake.
- Check left and right.
- Close the window and doors.
- Cross the tracks.
- Do not shift gears until the bus is clear of the last track.
- Shut off hazard lights.

## **VII Following Distance**

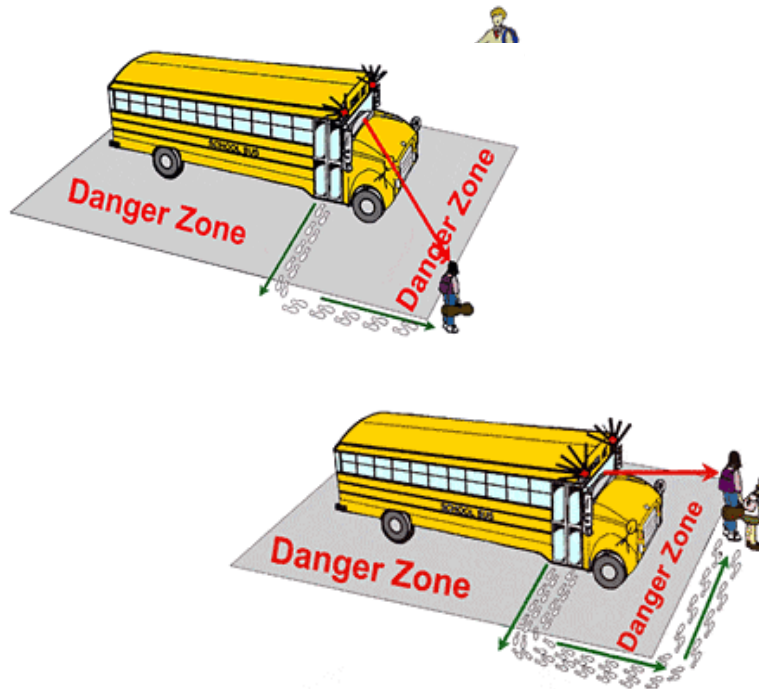
School bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds ahead. Due to the size and weight of a school bus, it requires a considerable distance to bring it to a full stop. Therefore, when following another vehicle, use the “four second” rule to establish a

safe and acceptable following distance under ideal conditions. Under adverse road and weather conditions extend the following distance.

## VIII Danger Zone

The danger zone is the area immediately around the outside of a bus where:

- The driver has poor or limited visibility.
- The student could get injured by being too close to the bus.



## 12. Evacuation Procedure

Using available exits



There are **two standard** ways to evacuate a school bus although other methods can be used for extreme situations. Getting the passengers off the bus safely in the shortest possible time in an orderly fashion is the objective, regardless of which method is used. The two methods are (1) front exit and (2) rear exit.

The following procedure is recommended:

- The preferred exit is the front door. However, either the front or rear exits could expose passengers to additional danger such as fire and traffic. In those cases only the safest exit should be used.
- Remain calm and speak loudly and clearly. Ask for an orderly evacuation and explain the exit(s) that will be used.
- Assign a responsible leader(s) to take the passengers to a safe place the driver has have pointed out which is at least 35 meters from the bus. The leader(s) will be responsible for keeping everyone together at that safe place and counting them (lining up in rows of five is the easiest method.)
- Assign the most capable and responsible student(s) to wait outside each exit to provide assistance. One will be required at the front door, two at the rear door controlling the flow and advising the students to “watch your head, and use the helpers’ assistance to get down.” The helper(s) should be counting the students as they exit the bus.
- The bus driver remains inside the bus supervising the entire evacuation.
- Students must remain seated until it is their turn to leave. The seats are emptied in an orderly left to right sequence.
- All carry-ons such as lunches, books, etc., should be left behind.
- Students should walk in an orderly manner to the door.
- After the last student exits, the driver must walk the length of the bus to check that all passengers have left. The driver then exits. The number of passengers exiting the bus should match the number at the safe point.

The bus driver is required to notify the Director of Transportation Services each time an evacuation is performed.

It is mandatory for the bus driver to complete a minimum of four practice bus evacuations per school year.

## **X     School Bus Safety Facts**

- The school bus driver is responsible for the vehicle, the passengers and to other road users. Be aware of your responsibilities.
- The school year in Alberta can present an assortment of almost every driving condition. Follow the defensive driving steps which cover the six variables in any driving situation: light, weather, road, traffic, vehicle, and driver.

- Prior to commencing a trip a bus driver must always conduct a daily walk-around inspection and at the end of a work shift complete a post-trip inspection.
- Regular maintenance checks, if done properly, will reduce maintenance costs, breakdowns, complaints and help prevent injury and deaths on roadways.
- If the school bus breaks down, the law requires that approved warning devices, which are triangles, flares, reflectors or red flags, be placed approximately 30 meters in front and behind the vehicle.
- School buses are required by law to stop at a railway crossing unless it has a traffic control signal (lights) or a peace officer or flagman directs the driver to proceed.
- Following another vehicle too close can be dangerous. School bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds or 1 to 1 ½ blocks ahead.
- The greatest time of danger to students and for others on the roadway is during the loading/unloading process as opposed to the actual bus ride. As a school bus driver, know the procedures and follow them at all times.
- Alberta Regulations dictate that:
  - a) 90 kilometers per hour, or
  - b) the speed limit prescribed by law

*whichever is the slower speed.”*

The speed requirement applies whether or not there are passengers on board the bus

- Drivers should also refer to the *Commercial Vehicle Safety Regulation* which is attached hereto as **Appendix A**.

## **XI Fire Extinguisher Operation**

While you may encounter many extinguisher types, they are all used in basically the same way. The procedure is to:

- remove it from the bracket;
- pull the safety pin by breaking the seal;
- approach the fire from upwind if possible;
- hold the extinguisher in an upright position;



- point the discharge apparatus (hose, horn, nozzle) at the base of the fire;
- squeeze the handle;
- use a side to side sweeping motion and continue to use until fire is out and extinguisher is fully discharged;
- replace the safety pin and return it to the compartment;
- ensure all discharged fire extinguishers be replaced with a fully charged one;
- report the use of a fire extinguisher to the Director of Transportation Services.
- Remember the word **PASS**
  - ☐ **Pull** – Pull the safety pin by breaking the seal;
  - ☐ **Aim** – Aim the nozzle, horn or hose at the base of the fire;
  - ☐ **Squeeze** – Squeeze the handle;
  - ☐ **Sweep** – Sweep from side to side moving carefully toward the fire; keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

## **XII Student Absence from School Bus**

- A driver may permit a student to travel on a bus on which they are not a regular passenger, provided there is room. Passengers must give a note signed by the parent to the driver to travel on the bus.
- The driver shall expect a note, signed by the parent, when an elementary school student (K-6) will not be returning home on the bus after school or will be dropped off at a different scheduled stop. When a note is not presented the driver shall inform the Principal as soon as it is practical. Secondary students may inform the driver verbally.

## **XIII. Conditions of Employment**

The appointment of School Bus Drivers is secured through a written letter of employment. Compensation, benefits, termination provisions, and other conditions of employment are as detailed by the Board of Trustees.

**13.**

**14. XIV**

**Performance**

**Appraisal/Driver Monitoring**

1. Regular monitoring of the performance of school bus drivers, both regular and substitute, is a responsibility of the Director of Transportation Services or designate. In carrying out this responsibility, it is recognized that the Bus Driver is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the school system.

2. The performance appraisal shall focus primarily upon the responsibilities of the School Bus Driver as outlined in Section III to XI above. A copy of the Driver Evaluation Form and Monitoring Form are attached as **Appendix J** and **Appendix K**.
3. The Director of Transportation Services or designate shall schedule evaluations as deemed necessary. Drivers will be evaluated on their driving skills through road tests and internal audits of records on logbooks, time records, pre-trip inspections, hours of service, cargo securement, and dangerous goods. Copies of evaluation results will be retained on each driver's file.
4. During monitoring if driver's are found to be non-compliant, they will be subject to retraining sessions, follow-up monitoring procedures and disciplinary actions as deemed necessary by the Director of Transportation Services or designate. The main purpose of the monitoring is to ensure all drivers have a working understanding of the requirements for both safety and compliance.
5. All bus drivers are encouraged to maintain an ongoing self-evaluation.

---

## **FIELD TRIPS**

---

### **I. Application Procedures**

1. Use of Divisional Vehicles
  - a. The Principal is expected to make arrangements for divisional vehicles at least five days in advance.
  - b. The Principal must complete and send to the Director of Transportation Services, the Student Travel Application Form, a copy of which is attached as **Appendix G**.
  - c. Upon receipt of the request a driver (if required) and a bus will be assigned by the Director of Transportation Services. The request will be faxed back to the school that sent it in.
  - d. A copy of the field trip form must be carried in the vehicle at all times during the trip.
2. Use of Privately Owned Vehicles
  - a. Any volunteer using their own vehicle for the purpose of transporting students on behalf of the Board must carry one million dollars

(\$1,000,000.00) bodily injury and property damage insurance on said vehicle.

- b. Must have a valid class 4 license, if being compensated.
- c. Must complete a Liability Waiver & Release form found on Clearview Public Schools website in the Transportation section (Section 500).

## **II     Assignment of Drivers**

All drivers for field trips shall be approved by the Director of Transportation Services.

## **III.   General**

Schools are responsible for the costs of the driver wage and benefits as well as operating costs of the bus. The rates to be charged are as per the salary and wage schedules in effect at the time the trip is taken. The “per kilometer” rate is based on the extra-curricular rate as defined by the Board of Trustees.

Drivers are expected to arrive at the school at least ten (10) minutes prior to the scheduled departure time.

In the event that a driver arrives at a school for a scheduled trip and the trip has been cancelled without prior notification having been given to the Transportation Supervisor or the Bus Shop, the school will be charged a minimum driving time of two (2) hours at the rate currently in effect.

In the event that a school requires more buses than are currently available in their area, drivers will be assigned from the next closest area available. In this instance schools will be responsible for the driver’s time from the moment the driver leaves their home base but will only be charged the kilometre rate from the school.

Drivers are not responsible for student behaviour while on the bus beyond that of ensuring that the bus operates safely. It is expected that the school will provide adequate supervision to ensure that an acceptable level of student conduct is maintained. Schools will be held responsible for any damages that occur on the bus for the duration of the trip.

Drivers must attach to their timesheet a copy of the driver hours log sheet, **Appendix H**, (if applicable). Failure to do so will affect driver’s pay for that month.

## **STUDENT CONDUCT – REGULAR ROUTES**

School bus drivers are responsible for the conduct of students while they are being transported on the bus. Most behavioral problems can be handled effectively by employing low profile techniques which positively influence the

rules of conduct on the bus. The following guidelines are meant to serve as a sample process for the handling of student behavioral problems:

- Drivers should attempt to solve the problem by dealing directly with the student(s) involved in the incident. Dealings should be strictly verbal, as physical discipline by bus drivers is prohibited.
- Should verbal warnings fail the driver may wish to try an alternate mode of discipline such as moving the student(s) to the front seat of the bus for a specific period of time. The driver must document all actions that have been taken beyond that of informal discussions.
- Should the problem(s) persist the driver may choose to contact the Parent(s), school administrator or Director of Transportation Services to discuss possible further disciplinary action.
- If problems persist the driver must complete a misconduct report and submit it to the school administrator for further action. All misconduct reports must be accompanied by a detailed explanation of the events that have transpired and disciplinary actions that have been tried to date of the misconduct report. A copy of the misconduct report must also be forwarded to the Director of Transportation Services. A copy of this report is attached as **Appendix C**.
- It is expected that the School Principal will utilize the discipline techniques they feel are necessary to deal with the student misconduct. This may include any or all of parent(s) contact, school suspension, or suspension of school bus rider privileges. The School Principal shall notify the driver and the Director of Transportation Services detailing the disciplinary actions taken.
- School buses are an extension of the classroom and all policies and regulations regarding student conduct in the classroom apply to buses.

## **STUDENT RESPONSIBILITIES – REGULAR ROUTE**

---

1. The driver is in full charge. Students must obey the driver promptly.
2. The driver may assign a seat for each student and complete a seating plan. A student may be required to sit in an alternate seat for misbehavior.
3. Any student causing willful damage on the bus shall pay for repairs.
4. The student must be on time. (3 to 5 minutes prior to bus arrival)
5. Unnecessary conversation with the driver is prohibited.



6. Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not live up to this rule.
7. Use of tobacco, illicit drugs, alcohol, and obscene language on the bus is prohibited.
8. Students must not throw paper or other rubbish on the floor of the bus or out of the bus windows.
9. Students must not extend arms or heads out of the bus windows.
10. Students must enter or leave the bus in an orderly manner and shall remain SEATED while the bus is in motion.
11. For safety reasons, no equipment will be permitted on the bus unless it can be stored under the seat or stored in overhead racks and properly secured or safely wedged between seats.
12. Students must observe the directions of the bus driver when loading and unloading and when crossing the road prior to loading or after unloading.
13. All students shall remain absolutely quiet while the bus is stopped at railway crossings and shall remain quiet while the bus is crossing.
14. Normally, a student may only be picked up or dropped off at pre-arranged and approved pick-up or drop-off points.
15. No student shall be in possession of matches or lighters while on a school bus.
16. No student shall be in possession of any type of weapons while on a school bus (i.e.: knives, firearms).

For violation of any of these rules, a student may be reported to the Principal of the school who can suspend the pupil from riding the bus, in accordance with the *School Act*, and Board of Trustees policy. In an emergency situation, the Director of Transportation Services may refuse to transport a student and must report this situation to the Principal as soon as possible (examples of emergency situations include fighting, open disobedience, and use of alcohol).

## **PARENT RESPONSIBILITIES**

---

1. Parents should ensure that students are dressed appropriately – in accordance with the weather. If, in the opinion of the bus driver, a student is not dressed appropriately for the weather conditions, the student will be picked up and the matter reported to the Principal for appropriate action.
2. Parents should inform the driver, by telephone if possible, when their students are to be absent from school.
3. When students are sent home early, parents are expected to make arrangements for their children's early arrival from school.
4. Parents are urged to listen to radio stations and/or check the Division's website for Clearview Public Schools bus cancellations.
5. Parents shall ensure that their students are at the bus stop on time.
6. Parents will be responsible for any damage to a bus by their children.
7. Parents will encourage students to obey all traffic rules and regulations.
8. Parents will accept responsibility for the proper conduct of their students prior to boarding a bus, during the daily trips, and upon discharge.
9. Parents should provide the driver with a signed note when an elementary student (K-6) will not be returning home on the bus after school or will be dropped off at a different scheduled stop.

## **ACCIDENT PROCEDURE**

---

### **I. Minor Collisions Without Injury**

- Quickly assess the situation and evacuate passengers if necessary and as required.
- Summon the assistance of the Police.
- Summon the assistance of the Director of Transportation Services, Shop Personnel and/or emergency response personnel as required. The Director of Transportation Services or Shop Personnel will inform the school administrators and Central Office Personnel of the situation and any anticipated delays in student arrivals. Central Office Personnel will contact area trustees as necessary to inform them of accidents occurring in their area.
- Arrange for another bus to complete the route as required.
- Obtain the particulars of all other drivers involved in the accident.

- Make a full report of the incident to the Director of Transportation Services as per the attached **Appendix D**, including list of students on the bus.

## **II. Major Collisions**

- The severity of the collision will determine the order in which a driver must proceed. People involved in a major accident will tend to panic and complicate the situation. The most important job of the bus driver is to remain calm and attempt to maintain order by helping to calm others and summon the assistance of the Police as well as the Director of Transportation Services and shop personnel.
- Quickly assess the situation and evacuate passengers if necessary and as required.
- Assign an individual to protect the scene in order to prevent other motorists from becoming involved in any further accidents. Set out reflectors as required.
- Treat injured passengers as required in order of severity. Those passengers who have stopped breathing must be the first priority, then severe bleeding, shock and minor injuries.
- Summon the assistance of emergency response personnel as required.
- Advise the Director of Transportation Services who will arrange for the school administrators and Central Office to be contacted.
- After the accident provide a complete report of the incident to the Director of Transportation Services. Each bus is equipped with an Accident Reporting Kit which should be completed by the driver/Division staff as soon as reasonably possible after the accident. Where ever possible the names and statements of witnesses should be obtained for insurance purposes, along with pictures of the accident scene. Items collected will include:
  - o Date of Accident
  - o Time of Accident
  - o Time Notes were Made
  - o Location of Accident
  - o Nature and Number of Injuries
  - o Weather Conditions at Time of Accident
  - o Road Conditions at Time of Accident
  - o Road Signs
  - o Description of Intersections (if applicable)
  - o Sight Lines at Location of Intersection
  - o Direction of Travel of Vehicles
  - o Description of Events Leading Up to Accident

- o Names of any Witnesses, Phone Numbers and if possible obtain Witness Statements
  - o Pictures of the scene from all directions, impact points on vehicles, as well as anything that may be helpful for insurance claims
  - o Names of all Occupants
  - o All details of other vehicle, driver's name, license plate, description of vehicle, drivers' license number, etc.
  - o Any other Important Information
- School bus accidents in which the total damages to vehicles appears to be over \$2,000.00 must be reported to the RCMP and/or if there are any injuries. This report is to be made as soon as possible after the accident.
  - No admission of liability or similar statements to anyone implying that the Board's insurance company will pay for damages, should be made.
  - If you have any kind of an incident with your school bus, no matter how minor, personnel at the bus repair shops must be notified in order that a safety check of the unit can be made.
  - All media inquiries are to be made to the Associate Superintendent, Business and Finance.

### **III Use of Warning Devices/Reflectors**

All school buses are equipped with a set of three reflectors located on the bus. The devices are used to warn other drivers of a problem or collision ahead, and this helps avoid any further problems at the collision or breakdown scene. The devices protect the bus passengers, other drivers, and the bus driver.

Whenever a collision or breakdown occurs, the bus driver must put out the devices that are on the bus and mark the scene.

Placement of these warning devices is most important. A bus driver must caution drivers approaching from both directions and those passing the scene.

When during the period between sunrise and sunset, a public vehicle is stationary on a highway outside the limits of an urban municipality, the person operating the vehicle shall:

- cause the flashing emergency hazard warning lights on the vehicle to be activated, and
- place approved warning devices on the highway in line with the vehicle at a distance of approximately 30 meters (100 feet) in front of the vehicle and at a distance of approximately 30 meters (100 feet) behind the vehicle.

When, during the period between sunset and sunrise, or at any time when there is not sufficient light to clearly see persons or vehicles on a highway at a distance of 150 meters, a public vehicle is stationary on a highway outside the limits of an urban municipality, the person operating the vehicle shall:

- cause the flashing emergency hazard warning lights on the vehicle to be activated, and
- place approved warning devices on the highway in line with the vehicle at a distance of approximately 75 meters (250 feet) behind the vehicle.

#### **IV Duties of Director of Transportation Services and Shop Personnel**

- Attend to each scene as available.
- Contact schools with details of students involved as soon as practicable. Advise the school administrator of the accident and provide a brief assessment of the situation.
- Ensure that students are taken directly to the school or as directed on a bus as soon as possible.
- Complete accident report forms for insurance purposes and division records and interview the bus driver.
- Investigate the cause of the accident and act accordingly.

#### **V Duties of School Administrators**

- Upon receiving notification of an accident involving a school bus the school administrator will assist the Director of Transportation Services in contacting the parents of students on the bus involved. Parents will be requested to meet their children at either the school or hospital as the case may be depending on the severity of any injuries received. ***It is recommended that parents be advised to not attend the accident scene under any circumstances.*** Students will be transported to their school if the accident is of a minor nature (no injury involved).

It is possible that not all students registered on the bus will be in attendance on the bus at the time of an accident. It is the responsibility of school staff to meet the bus as it arrives at the school to account for students on the bus and check their conditions as they arrive. A list of the students who arrive on the bus should be available for the Director of Transportation Services.

- School staff is responsible for assisting the Director of Transportation Services in compiling information on student names, parent names, their

home addresses and phone numbers for the purposes of filing an accident report.

## **VI Work Related Accidents & Injuries**

Work related accidents and injuries should be reported to the Director of Transportation Services as soon as possible. Workers Compensation Board must be notified within seventy two hours of the accident or injury having taken place. Even if you do not feel you have sustained a serious injury, please contact us. Often injuries are not immediately obvious, but become apparent sometime after the incident. If you are aware of a hazardous situation in your workplace, you have an obligation to file a report on Public School Works.

## **SCHOOL CLOSURE PROCEDURES**

---

- Decisions on bus operation will be made after considering current road conditions and weather forecasts for the area.
- Early morning decisions will be made prior to 7:00 a.m., if possible. The Drivers will begin the bus driver fan-out to advise of the decision to not operate the school buses. Information will be posted on the Division's website, Facebook page, and Twitter.
- The following weather conditions will be taken into account regarding the non-operation of school buses:
  - Air temperatures.
  - Impassable road conditions due to extreme snowfall and blowing snow conditions creating poor visibility.
  - Heavy fog creating reduced visibility situations. In the case of fog a decision will be made on the basis of conditions in individual areas of the division. If possible the running of buses will only be delayed until fog conditions improve at which point buses will be sent out on their regular routes. Other weather conditions that render roads unsafe or impassable.

Clearview Policy 511 "Extreme Weather Conditions" shall be used as a guideline for drivers when determining whether or not to run. Drivers must complete a Cold Weather Policy Form complete with reason they did not run and date and sign same. A copy of this form is attached as **Appendix I**.

## **HOURS OF SERVICE**

---

### **I Regular Route**

- Every driver shall, for each workday that they are engaged as a driver, maintain a true and accurate time log. following information shall be entered in a time log:
  - Start time and end time - AM
  - Start time and end time - PM
  - The date
  - Total hours per day
- Driver does not require a daily log when **ALL** of the following conditions are met:
  - Driver/vehicle does not operate beyond **160 kilometre radius** of the home terminal;
  - Record accurate work shift start **and** end times;
  - Return to home terminal (start and end at the same location);
  - Released from work within **15 hours** from the start of the work shift;
  - The Division will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).

**NOTE:** If one of the conditions on the previous page ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which the condition ceased to exist.

An example of a properly completed timesheet is attached as **Appendix F**. Also attached is a copy of Alberta's *Driver's Hours of Service Regulation (AR 317/2002) Section 12*.

## **II Field Trips**

- In the case of trips that exceed the 160km or are in excess of 15 hours every driver shall for the duration of the trip comply with Alberta Regulation 290/89 Hours of Service regulation.
- Every driver shall maintain a true and accurate daily log.
- The following information shall be entered in a daily log.
  - A graph grid located in the Drivers Daily Log book.
  - The date.
  - The odometer reading at the commencement of driving.
  - The odometer reading at the end of the drive.
  - The total number of kilometres driven by the driver during the work day.

- o In the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day.
- o The total driving time.
- o The total on-duty time other than driving time.
- o The vehicle's unit or license plate number.
- o The name of the motor carrier for whom the driver worked during the work day – **"Clearview School Division No. 71"**
- o The name and signature of the driver.
- o The name of any co-driver.
- o The starting point and the destination point of the work day.
- o The address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day. – **"5031 – 50<sup>th</sup> Street, Stettler, Alberta"**
- o Record at each change of duty status enter the name of the city, town or village or highway location and name of province or state.
- o Record the name of city, town or village or highway location when fuelling in Alberta and the number of litres or gallons of fuel;
- o Record the total number of hours of each duty status and aggregate of these hours.
- o The driver signs the daily log at the end of the driver's work shift.

An example of a properly completed log book is attached as **Appendix G**.

### **III Time Required to be Off Duty**

- Clearview Public Schools shall not permit a driver to commence a work shift unless the driver has been off duty for at least 8 consecutive hours immediately prior to commencing the work shift.
- Because of Driving Limitations.
- Except as permitted by regulations, Clearview Public Schools shall not permit a driver during the driver's work shift to:
  - o Exceed 13 hours of driving time, or
  - o Drive at any time after the driver has been on duty for 15 or more consecutive hours
- A driver may, in the case of unexpected adverse driving conditions, exceed by not more than 2 additional hours the number of hours that they are permitted to drive under this regulation if the trip, as



originally planned, could have been completed within the driving time or the time on duty specified.

- Where the safety of an occupant of a vehicle, the goods being transported by a vehicle or a vehicle itself is in jeopardy, the driver of the vehicle may exceed the number of hours that they are permitted to drive under this regulation in order to reach a place of safety for the person, goods or vehicle, as the case may be - AR 290/89 s6.

#### **IV Time Breaks**

A driver may continuously drive a vehicle:

- For a period of time of up to 4 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 10 consecutive minutes off duty or of non-driving time.

**OR**

- For a period of time that exceeds that permitted but does not exceed 6 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 30 consecutive minutes off duty or of non-driving time.
- Clearview Public Schools shall not permit a driver to drive a vehicle unless the driver takes time off duty or non-driving time as required.
- A driver of a vehicle shall not drive the vehicle unless they take time off duty or non-driving time as required. - AR 290/89 s7

#### **V Prohibition from Driving**

- A peace officer may prohibit a driver from driving a vehicle where the peace officer determines that the driver:
  - o Has not had the time off duty as required
  - o Has been driving for a longer period of time than that permitted
  - o Has been driving when prohibited from doing so under these regulations - AR 290/89 s8

#### **VI Retention of Records**

- Clearview Public Schools will retain daily log records for a period of at least 6 months from the date the information is recorded in the daily log.
- A driver shall retain the duplicate of all of the daily logs maintained by the driver for a period of at least 6 months from the date that the information is recorded in the daily log.

No person shall knowingly falsify or enter false information into a daily log.

## **DRIVING VIOLATIONS AND DISCIPLINARY ACTION**

---

### **I. Driver Responsibility**

- It is expected that all drivers exercise caution when operating any motorized vehicle.
- Good driver conduct will include:
  - to safely operate all vehicles on the highway with a professional attitude and obey posted speed limits;
  - drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
  - keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
  - a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
  - driver must report all significant events on roads including violations, near misses, etc.
- All driving violations must be reported immediately to the Director of Transportation Services.

### **II Director of Transportation Services Responsibility**

- It is policy of the Clearview Public Schools to yearly review drivers' violations.
- All disciplinary steps will be progressive in nature. All actions taken, including verbal warnings, will be documented.
- Discipline actions will be taken for any:
  - Regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
  - Significant Division policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers), including trip inspection protocols and monitoring.

- Disciplinary policies and procedures are including but not limited to:
  - **First offence:** verbal warning with documentation completed by the Director of Transportation Services and placed in the drivers file, training to be supplied if required.
  - **Second Offence:** Notification in writing by the Director of Transportation Services, documentation placed in the drivers file, training to be supplied if required.
  - **Third Offence:** Referred to the Associate Superintendent, Business & Finance for further disciplinary action and possible suspension.
  - **Fourth Offence:** Referred to the Associate Superintendent, Business & Finance for further disciplinary action and possible termination of employment.

## **DRIVER'S FILE**

---

It is the policy of Clearview Public Schools to retain an up to date accurate record of the following information

- Driver's complete application form;
- The driver's employment history for the three years immediately preceding the time the driver started working for the carrier;
- A copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- Driver's License;
- Driver's Medical (if available, as original would have been needed to obtain a valid Class 1 or Class 2 license and retained by the Registrar);
- First Aid Courses/Qualifications;
- Annual Driver's Abstract;
- S-Endorsement;
- S-Endorsement Refresher Courses;
- Criminal Records Check ;
- A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- A record of any administrative penalty imposed on the driver under safety laws;
- Record of all collisions involving a motor vehicle operated by the driver that are required under any legislation to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- A record of all training respecting the operation of a motor vehicle that has been successfully completed by the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires;
- Copies of Driver's Evaluations
- Results on internal monitoring on policies, procedures and regulations

- Any other information deemed necessary by the Director of Transportation Services.

A record is kept of all drivers license issue dates and expire dates. Drivers will be notified at least 15 days prior to expiration of their license.

Driver's records will be retained at the Division's principal place of business in Alberta and will be retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation; and will be available for inspection by a peace officer during the regular business hours.

## **ELECTRONIC VIDEO EQUIPMENT**

---

### **I. Driver Responsibility**

- Driver must ensure that electronic equipment appears to operating properly and does not look like it has been tampered with prior to the loading of students.
- Driver must turn over storage drive and any misconduct reports to the Director of Transportation.

### **II. Director of Transportation Services and Shop Staff Responsibility**

- One or more signs of a highly visible nature will advise that the bus may be under video surveillance.
- Legal Guardians will be notified by the Director of Transportation Services that there is video surveillance equipment present annually.
- Administrators may use a video recording of actions by students as evidence in any disciplinary action brought against any student arising out of the students' conduct in or about board property.
- Video recordings of students, staff, contractors or others may be reviewed or audited in accordance with FOIP legislation for the purpose of determining adherence to Board policy and school rules.
- Video records may be monitored in accordance with FOIP legislation on a random and non-random basis as is deemed necessary and prudent in order to ensure for the safety and security of students, staff, visitors and Board property, and adherence to school rules.
- Video surveillance may be used to detect or deter criminal offences, which occur in view of the cameras.
- Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information

and Protection of Privacy Act of Alberta, and the resulting recording may be used for:

- o Inquiries and proceedings relating to law enforcement;
  - o Deterrence; and
  - o Student discipline.
- Video surveillance shall not be used for other purposes unless expressly authorized by or under an Act or enactment.

### **III. Protection of Information**

- All storage drives not in use shall be securely stored.
- The FOIP Coordinator authorization must be received for each request to access to all tapes or video records.
- Any and all records needed to be kept as back-up as evidence for any investigation shall be retained as per Clearview Public Schools Records Retention Policy.
- The FOIP Coordinator shall ensure that a video release form is complete before disclosing tapes to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.

### **IV. Functionality**

- Clearview Public Schools will take all measures necessary to ensure that Electronic Video Equipment is in proper working condition.

## **MAINTENANCE SAFETY**

---

It is the responsibility of Clearview Public Schools to ensure all buses are in safe and proper working condition.

### **I SCHOOL BUS FLASHING LIGHTS**

A school bus must be equipped on its exterior with:

- A red flashing light that is located at each side of the bus on the rear of the bus near the vehicle's roof line.
- Amber flashing light that is located at each side of the bus on the front of the vehicle at or near the vehicle's roof line and inboard of the red flashing light.
- A stop arm located on the left side of the bus that has one or more red flashing lights located at or near the outer end of the stop arm.
- All buses manufactured after February, 1, 2000, must be equipment with a crossing arm as per current CSA Standard D250-07.
- A white flashing strobe light, located on the rear third of the bus, as per current CSA Standard D250-07.
- Reflective tape, as per current CSA Standard D250-07.

When put into operation, the flashing lights, stop arm, crossing arm, and strobe light referred to in section (1) must operate as follows:

### **II FLASHING AMBER AND RED LIGHTS**

- The amber flashing lights located on the front of the bus must flash alternately emitting a beam that is visible to the persons approaching the vehicle from the front of the vehicle; and
- The amber flashing lights located on the rear of the vehicle must flash alternately emitting a beam that is visible to persons approaching the vehicle from the rear of the vehicle.
- When the red flashing lights are activated the amber flashing lights must automatically stop operating.
- The red flashing lights located on the front of the vehicle must flash alternately emitting a beam that is visible to persons approaching the vehicle from the front of the vehicle.
- The red flashing lights located on the rear of the bus must flash alternately emitting a beam that is visible to persons approaching the vehicle from the

rear of the bus and if equipped with a stop arm, the stop arm and the red flashing lights located on the stop arm must be automatically activated so that the stop arm is visible and the red flashing lights located on the stop arm emit a beam or beams that are visible to persons approaching the bus from the front of the vehicle and to persons approaching the bus from the rear of the vehicle and remain activated while the alternately flashing red lights are in operation.

- The alternately flashing red lights must conform with CSA Standard D 250.1 in effect at the date the motor vehicle was manufactured.

### **III     CROSSING ARM**

The crossing arm is located on the front of the bus and must operate in conjunction with the 8 way light system. The crossing arm must extend outward in front of the bus as the flashing red lights are activated.

In rural areas, when operating a bus equipped with a crossing arm, a school bus driver must direct a student to cross the highway in front of the school bus arm, with the crossing arm in its open position.

### **IV     STROBE LIGHT**

For added safety for staff and when transporting students, an operator of a Clearview school bus must activate the white flashing strobe lamp whenever operating the school bus.