



Transportation Safety Procedures

Background

KTCEA places a high priority on implementing a school bus safety program so that bus drivers and student riders are fully versed in school bus safety procedures.

Guidelines

A Transportation Safety Handbook lays out operational guidelines, processes and procedures for staff to follow in conducting day-to-day tasks and activities.

Clearly defined roles and responsibilities are essential to ensure a safe transportation system.

#	Procedure	Roles & Responsibilities
1.	<p>The Transportation Manager will develop comprehensive safety procedures and will incorporate them into a Transportation Safety Handbook.</p> <p>1.1 The Transportation Manager will update and amend the handbook at minimum each year or as required to keep it current.</p> <p>1.2 The Transportation Manager will implement training programs and communicate safety procedures as contained within the handbook to drivers, other vehicle operators, staff, students and parents as required.</p>	Transportation Manager, Bus Drivers, Principals, Students
2.	<p>The Transportation Manager will ensure that school bus drivers, including contractors and other KTCEA staff, are fully trained and qualified to operate their buses and or other KTCEA vehicles. The Transportation Manager will</p> <p>2.1 hold monthly safety meetings with drivers, operators and other transportation staff to review safety performance and to address issues arising.</p> <p>2.2 ensure that drivers have focused training in bus evacuation protocols.</p> <p>2.3 ensure that drivers have training in how to deal with school bus accidents, hazardous road conditions and other emergency situations.</p>	Transportation Manager, Bus Drivers
3.	<p>Early in September of each year, the Transportation Manager will work with the school principal to</p> <p>3.1 arrange an in-service opportunity where students and school staff are instructed in safety procedures and behavioral expectations while riding in a school bus, waiting for a bus, and while entering and exiting a school bus including crossing a roadway.</p> <p>3.2 conduct in-the-field bus evacuation drills with drivers, school staff and students.</p>	Transportation Manager, Principals, Staff, Students

	3.3 provide training related to what to do in the case of a school bus accident.	
4.	<p>In the case of a school bus accident, including a collision with a large animal</p> <p>4.1 the driver will notify the school principal and the Transportation Manager regardless of the severity or time of day.</p> <p>4.2 where injuries are apparent, the driver will call 911 or alternate medical services.</p> <p>4.3 the Transportation Coordinator will contact the additional authorities as necessary.</p> <p>4.4 the Transportation Coordinator will notify the Superintendent and other KTCEA staff as necessary.</p> <p>4.5 the school Principal or designate will notify parents/guardians.</p> <p>4.6 the Transportation Manager will make alternate transportation arrangements as required.</p> <p>4.7 the Transportation Coordinator will investigate the accident and, together with the Superintendent or designate, decide if disciplinary action is required.</p> <p>4.8 the Transportation Coordinator will prepare a written report of the accident with recommendations and will submit it to the Superintendent.</p>	Superintendent, Transportation Manager, Drivers

Definitions:

Not Applicable

References:

- Student Transportation Regulation 250/98 (AR 197/2000) Traffic Safety Act
- School Bus Operation Regulation
- Alberta Rules of the Road
- Freedom of Information and Protection of Privacy Act

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.