



## Driver Responsibilities and Licensing

### Background

KTCEA is committed to operating a safe, respectful student transportation system. School bus drivers play an integral role in ensuring that students arrive at schools safely and ready to learn, and are returned home in a safe and respectful manner.

### Guidelines

Drivers should have access to appropriate training to enable them to be successful in their roles.

Drivers are responsible for the safe operation of the vehicles at all times.

Drivers are responsible for the safety of their riders during the operation of their routes.

Principals and the Superintendent or designate are responsible for any disciplinary actions needed to support the ongoing safe operation of school bus routes.

#	Procedure	Roles & Responsibilities
1.	<p>School Bus Drivers must be certified and licensed for the vehicles they operate. All Drivers must</p> <ul style="list-style-type: none"> <li>1.1 have at least an Alberta Class 1 or 2 license.</li> <li>1.2 obtain the 'S' Endorsement (MELT) within the first 3 months of active service.</li> <li>1.3 attain their 'S' Endorsement Refresher every 3 years.</li> <li>1.4 attain Level C First Aid Training with CPR within the first 10 months of service.</li> <li>1.5 attend monthly safety meetings and group in-service sessions as required by the Transportation Manager.</li> <li>1.6 attend First Aid and CPR refresher courses, as they are made available within the KTCEA, subject to the approval of the Transportation Manager.</li> <li>1.7 provide at least 10 hours service after upgrading their license credentials with the support of KTCEA.</li> <li>1.8 notify the Transportation Manager of any changes to the status of their operator's license including demerits within 24 hours of such change.</li> </ul>	<p>Transportation Manager, Bus Drivers</p>
2.	<p>Subject to the prior approval of the Transportation Manager, KTCEA</p> <ul style="list-style-type: none"> <li>2.1 will reimburse certain fees or costs incurred by drivers to upgrade their license class or accreditation.</li> <li>2.2 may provide the use of a vehicle for the purpose of driver testing.</li> </ul>	<p>Transportation Manager, Bus Drivers</p>

3.	Drivers with more than six (6) demerits on their operator's license will be suspended from duty until there are 6 or fewer demerits on the license at which time they may be reactivated.	Bus Drivers
4.	<p>Drivers may not at any time or for any distance, transport a person other than the authorized students on their route or roster</p> <p>4.1 except in a bona fide emergency situation.</p> <p>4.2 or where an exception is granted for a driver to allow a pre-school family member to accompany them, subject to the prior written approval of the Superintendent or designate.</p>	Bus Drivers
5.	<p>In terms of performing the primary role of transporting students, drivers must</p> <p>5.1 adhere to all KTCEA policies and administrative procedures, including but not limited to AP 630A School Bus Safety - Students and Parent Responsibilities.</p> <p>5.2 provide a phone number to the Transportation Manager and the principal where the driver can be reached in case of emergency.</p> <p>5.3 provide a Criminal Records Check prior to employment.</p> <p>5.4 advise the Transportation Manager upon being charged with an offense under the Criminal Code of Canada.</p> <p>5.5 not make any changes to the routes except in emergency situations where a road hazard or unsafe condition is encountered, and immediately reporting such occasions to the Transportation Manager.</p> <p>5.6 notify the principal of any inappropriate or unsafe behavior and making a record in the School Bus Incident Book.</p> <p>5.7 never leave the bus while the motor is running and there is a passenger on board.</p> <p>5.8 never leave the bus without stopping the motor, removing the leys, setting the brake and closing the door, and using hazard lights where appropriate.</p> <p>5.9 never fuel the bus with a passenger on board.</p> <p>5.10 immediately notify the Transportation Manager of a breakdown or emergency.</p> <p>5.11 have no physical contact with a passenger or their belongings except in an emergency situation.</p> <p>5.12 refuse to allow any unauthorized person from boarding the bus and reporting any such attempt to the Transportation Manager.</p> <p>5.13 immediately disclose any medical condition (e.g., mental, physical, medication-related) which might affect the driver's ability to safely operate the bus or perform their duties.</p> <p>5.14 ensure students have entered their home by watching the students all the way to their home or receiving</p>	Bus Drivers

	acknowledgment from the parent that the student has safely arrived.	
6.	<p>Among other duties as set out in the Transportation Safety Handbook and the School Bus Procedures Manual, drivers must also</p> <ul style="list-style-type: none"> <li>6.1 strictly adhere to approved routes and schedules.</li> <li>6.2 operate the bus and equipment in a proper and safe manner at all times.</li> <li>6.3 comply with Alberta Traffic Laws and reporting any traffic violations to the Transportation Manager.</li> <li>6.4 ensure that the bus is cleaned and sufficiently heated for safe operation.</li> <li>6.5 report any bus accidents, however small or large, to the Transportation Manager and school principal.</li> <li>6.6 report any road hazards or equipment safety issues to the Transportation Manager.</li> <li>6.7 contact the Transportation Manager and principal in the case of illness or any other inability to perform their scheduled route.</li> <li>6.8 ensure that no passenger is left behind at the beginning or end of the route.</li> <li>6.9 pick up and drop off only the students or persons on their authorized passenger lists and only at the designated stops.</li> <li>6.10 report to the principal or designate regarding any personal effects left on the bus.</li> <li>6.11 keep the bus clean and free of debris.</li> <li>6.12 use appropriate and respectful language at all times.</li> <li>6.13 ensure that students are seated and remain seated during the route and while the school bus is moving.</li> <li>6.14 ensure that all students are aware of school bus safety rules governing crossing a roadway.</li> <li>6.15 ensure that road crossings are conducted in a safe manner, including indicating to the student when it is safe to do so and waiting to the student to finish crossing before deactivating the crossing gate and stop arm.</li> <li>6.16 complete daily basis passenger attendance lists, odometer readings, seating plans, emergency helpers and route assessments as required by the Transportation Manager.</li> <li>6.17 contact parents at the beginning of a school year to introduce themselves, provide contact information and their bus numbers, and share information regarding pick up and drop off location and times for their children.</li> <li>6.18 notify parents / guardians of any route or timing changes affecting them, driver changes, bus delays or cancellations.</li> </ul>	Bus Drivers

7.	The driver is fully responsible for the student riders and the vehicle at all times during the operation of the bus route.	Bus Drivers
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**Definitions:**

Not Applicable

**References:**

Student Transportation Regulation 250/98 (AR 197/2000) Traffic Safety Act

School Bus Operation Regulation

Transportation Safety Handbook

Alberta Rules of the Road

**Procedure Amendments and Updates**

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