



## Transportation: Driver Hours of Operation

### Background

KTCEA is committed to ensuring that all transportation and associated staff remain safe while operating vehicles.

### Guidelines

Drivers will adhere to the relevant standards, statutes, regulations and guidelines related to active hours of service.

#	Procedure	Roles & Responsibilities
1.	Drivers shall comply with the Transportation Services Policies and Procedures Handbook and the Alberta Hours of Service Regulation. <ul style="list-style-type: none"> <li>1.1 Drivers shall monitor their fatigue status and ensure they do not exceed 15 hours of on-duty time or 13 hours of driving time in one day.</li> <li>1.2 Drivers who complete trips of more than 160 kilometers shall complete a Driver Log Form for the duration of their trip and shall keep 5 days of their log with them in their vehicle.</li> </ul>	Transportation Manager, Bus Drivers Contractors

### Definitions:

**Driver** refers to “the designated driver of a KTCEA vehicle or school acquired vehicle used to transport students to a school activity, and can include volunteers, teachers, Board members, staff, principals and other authority officials, and cannot include students”.

### References:

- Student Transportation Regulation 250/98 (AR 197/2000)
- Traffic Safety Act
- Use of Highway and Rules of the Road Regulation (304/2002)
- ASBIE Off-Site Policy and Procedures Manual
- ASBIE Volunteer Driver Checklist and Authorization Form
- KTCEA Transportation Services Policy and Procedures Handbook

### Procedure Amendments and Updates

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