



ADMINISTRATIVE PROCEDURE 550

TRANSPORTATION SAFETY

Background

The Division believes that it has a responsibility to ensure that transportation services provided for students are safe.

Procedures

1. The ability of the bus operator is the prime factor in providing a safe transportation system.
 - 1.1 All Division Bus Operators and all Contract Bus Operators shall be approved by the Director - Transportation Services.
 - 1.2 The Director - Transportation Services shall be responsible for granting and/or revoking approvals of operators of Division-owned buses.
 - 1.3 All Division and Contract Bus Drivers will ensure that they are not under the influence of any substance which could affect performance of their duties during hours of work. Without restriction, the foregoing "substance" includes alcohol, legal or illegal narcotics or other drugs, and also includes any prescription or non-prescription medication which carries a warning of the possibility of drowsiness, reduced vision, decrease in hand-eye coordination or other motor functions as a result of the use of the said medication.
 - 1.4 If a driver requires a substance that will adversely affect performance of duties, the Grande Yellowhead Public School Division No. 77 Transportation office shall be notified as soon as possible so that a spare driver can be dispatched.
 - 1.5 If a driver is found under the influence of any substance which affects performance of duties, the Director - Transportation Services will take appropriate action.
 - 1.6 If a driver is found to have violated any National or Provincial Highway Statutes or Board policies or administrative procedures, the Director - Transportation Services will take appropriate action.
2. Satisfactory student conduct and discipline is essential to safe student transportation.
 - 2.1 The operator of a bus shall be responsible for maintaining satisfactory discipline on a school bus.

- 2.2 Operators shall immediately report a student who is a persistent or serious discipline problem to the Principal of the school the student attends, and to the Director - Transportation Services. The operator can recommend to the Principal that the student be suspended from riding the bus.
 - 2.3 The operator may refuse to transport any student who he/she feels will present a threat to the safety and welfare of the student him/herself, or to the other students on the bus. When this does occur, the operator shall inform the student's parents, the Principal, and the Director - Transportation Services as soon as possible.
 - 2.4 If, at any time, the operator finds the behavior of a student to be uncontrollable, he/she is to use the mobile radio or go to the nearest telephone, and inform the Director - Transportation Services, who will inform the Principal of the school involved in the situation. In extreme cases or where no other assistance can be obtained the RCMP may be called in. He/she is to remain with the students until such a time as relief arrives. The operator shall not put a student off the bus between home and school for disciplinary reasons.
 - 2.5 If the Director - Transportation Services becomes aware of a student who is frequently a discipline problem on the school bus, he may recommend to the Principal that the student be suspended from riding the bus.
3. The condition and maintenance of the bus fleet is vital to a safe transportation system.
 - 3.1 A bus accident is defined as any incident in which a Division bus or a Contractor's school bus is involved in injury or damage to: a student, a second vehicle, a building, property, other persons, or objects.
 - 3.2 Each and every bus accident involving a Division Bus Operator or a Contract Bus Operator, no matter how minor, MUST be reported as soon as possible to the Director - Transportation Services as well as to the appropriate police authority.
 - 3.3 Failure to report a bus accident to the office of the Director - Transportation Services will be considered a serious offense, and will result in suspension and/or recommendation for dismissal of the School Bus Operator or Contractor as determined by the Director - Transportation Services.
 - 3.4 The Director - Transportation Services will conduct an investigation into each bus accident and may file a written report, with a copy to the Division Bus Operator or Contractor concerned.
 - 3.5 When the investigation of a bus accident involving a Division Bus Operator or Contract Bus Operator reveals that the accident involved potential or actual injury to a student, and that the Bus Operator was either charged and convicted of a driving offense and/or deemed by the Director - Transportation Services to be primarily or totally responsible, the Director - Transportation Services will take appropriate action.

- 3.6 Bus accidents where there is no potential for student injury will also be investigated by the Director - Transportation Services and the response to the operator will be at the discretion of the Director - Transportation Services.
4. The reduction of hazards due to climatic conditions is important to transportation safety.
- 4.1 During periods of inclement weather, and/or hazardous road conditions, the school bus transportation provisions of Administrative Procedure 130 – Emergency Closure of Schools and/or School Bus Transportation shall apply.
- 4.2 When a bus does not operate on any school day, the operator shall contact as many parents as possible by telephone and advise the Principals of the receiving schools that the bus is not running. The Director - Transportation Services will inform a radio station so that the appropriate announcement can be made.
- 4.3 The operator's remuneration shall not be reduced as a result of a decision not to operate a school bus due to inclement weather and/or hazardous conditions if the Director - Transportation Services is satisfied that such conditions did in fact exist.
- 4.4 In the event that circumstances dictate early departures of bus students from school, bus coordination must be arranged with the Director - Transportation Services prior to the departure of the bus.
- 4.5 Operators shall ensure that they arrive at their first receiving school not more than twenty (20) and not less than five (5) minutes before school opening time, except as where otherwise directed by the Director - Transportation Services.
- 4.6 In the afternoon, operators must be at their first school of pick-up not later than five (5) minutes before the school's dismissal.
- 4.7 Operators shall not depart from a school until seven (7) minutes after the school dismissal time unless the bus load is complete.
- 4.8 If an operator is early at a pick-up without prior notice, he/she must wait until the regular pick-up time. Students are expected to be at their bus-stop 5 minutes before their regular pick-up time. Operators must use their discretion when determining how long to wait for tardy students. If a student is within sight, the operator is to wait. Students who are frequently tardy shall be reported to the Principal, who shall warn the students. If they continue to be tardy, they can expect to be suspended from the bus.
- 4.9 In the event of an emergency situation, students may be taken to school or be taken home, by any satisfactory conveyance available, at the discretion of the operator or the Director - Transportation Services.
- 4.10 Students riding on a school bus must be properly dressed during the winter season. The bus driver may refuse to transport a student to school who does not have appropriate footwear, head-gear, coat and gloves or mitts.

- 4.11 Before refusing to take a student because of inappropriate attire on a morning pick-up, the driver must contact the parent and/or the Principal to explain the reason the child will not be picked up in the future when inappropriately dressed. No student shall be left at school because of improper dress on an afternoon run from school to home.
5. The reduction of hazards due to equipment is important to transportation safety.
- 5.1 To provide reasonable safety to passengers and driver, while allowing accessibility to school programs to all students, the operator of the bus shall determine what articles can or cannot be transported on a bus.
- 5.2 Musical instruments may be transported on a daily basis, providing that:
- 5.2.1 Instruments are enclosed in cases;
- 5.2.2 Instruments are stored safely under the seats, or held firmly on the passenger's lap;
- 5.2.3 Large instruments are held firmly on the lap of the student and his/her seatmate(s). Those persons carrying instruments shall occupy the front seats of the bus, to minimize the possibility of injury to other students while loading and unloading the bus.
- Failure to observe these rules may result in denial of the privilege of carrying musical instruments on the bus.
- 5.3 Skates may be transported on a daily basis, but **MUST** be equipped with guards at all times or carried in a closed equipment bag.
- 5.4 Hockey sticks may be transported only at the start and end of the hockey program at the student's school.
- 5.4.1 A new hockey stick may be transported on an occasional basis.
- 5.4.2 Hockey sticks must be stored away under the bus seats.
- 5.5 Where luggage or equipment is being transported in connection with trips authorized under these procedures and provision cannot be made outside of the passenger area, the luggage or equipment shall be distributed throughout the bus, preferably under the seats, in such a manner that it will not:
- 5.5.1 Block the aisles or emergency exits; or
- 5.5.2 Be dislodged to move about the bus in case of an accident, application of the brakes, or acceleration.
- 5.6 Ball gloves, clothing, books and school lunches may be transported on a daily basis, but must be handled in a responsible manner so as not to jeopardize the safety of other students on the bus.

- 5.7 For the safety of all students on the bus, other items, especially of a heavy, sharp, or solid nature, shall not be transported at any time.
- 5.8 Transportation of animals, with the exception of a “seeing eye dogs” on the bus is forbidden.

Reference: Section 45, 51, 60, 61, 113 School Act
Traffic Safety Act
School Bus Operation Regulation

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