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**ADMINISTRATIVE PROCEDURE 555**  
**SCHOOL BUS OPERATOR CREDENTIALS**

**Background**

The Division believes that a safe student transportation system requires qualified and safety oriented school bus operators.

**Procedures**

1. The credentials for school bus operators in Grande Yellowhead Public School Division will be identified.
  - 1.1 The minimum credentials for an operator to drive a school bus for the Regional Division on a permanent basis shall be the Grande Yellowhead Public School Division Operator Authorization.
  - 1.2 The Director - Transportation Services shall approve an operator as a Division Bus Operator, pending completion of the Grande Yellowhead Public School Division Operator Authorization requirements. The minimum requirements shall be:
    - 1.2.1 The possession of a valid Class I or Class II Alberta Operator's License; and,
    - 1.2.2 The possession of a valid "S" Endorsement Certificate. The driven and walk-around portion of the "S" Endorsement Course shall be completed before driving a school bus with children and the classroom portion shall be completed within 12 calendar weeks from the driver's start date.
  - 1.3 All bus operators in the Grande Yellowhead Public School Division shall be approved by the Director - Transportation Services.
  - 1.4 A Grande Yellowhead Public School Division Operator Authorization will be issued by the Director - Transportation Services if an operator satisfies the following criteria:
    - 1.4.1 Possession of a valid Class II Alberta Operator's License;
    - 1.4.1 Possession of a valid "S" Endorsement Certificate;
    - 1.4.3 Possession of a valid First Aid Certificate;

- 1.4.4 Provision of an Alberta Driver's Abstract indicating that the operator has fewer than eight (8) demerit points; and
  - 1.5 The Grande Yellowhead Public School Division Operator Authorization may be revoked by the Director - Transportation Services if the Authorization criteria are not maintained.
  - 1.6 In the event that an operator is involved in an accident while operating a school bus, the Director - Transportation Services may require that the operator attend a Defensive Driving Course.
2. Regular upgrading and training programs will be provided for Grande Yellowhead Public School Division bus operators to ensure high skill levels and safety awareness.
  - 2.1 The Director - Transportation Services will arrange for regular offerings of the courses required for the Grande Yellowhead Public School Division Operator Authorization.

Reference: Section 60, 61, 113 School Act

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