

## SCHOOL BUS SAFETY

### Background

Prairie South School Division makes provision for a school bus safety program to facilitate the safe transportation of students.

### Procedures

#### 1. Safety Program

- 1.1 An on-going school bus safety program shall be maintained and kept current by the Transportation Manager.
- 1.2 The Transportation Manager shall maintain a list of all hazards which result in students being bused rather than walking. See *Appendix A: Hazards Resulting in Busing Exceptions*.

#### 2. Transportation of Carry-On Items

- 2.1 Assuming there is room, every object carried onto the bus for transportation that cannot be held by a passenger is placed as close to the front barrier as possible and as low as possible. These objects cannot exceed the height of the barrier or extend into the aisle and must be placed in front of or under a seat that is close to the front of the bus.
- 2.2 Sport Equipment including but not limited to: golf clubs, hockey equipment, hockey sticks, curling brooms, baseball bats, lacrosse sticks, skateboards, snowboards, skis and poles, or other similar items are not allowed unless they are in a sport bag. Skates must be in a bag.

#### 3. Workshops

- 3.1 Bus driver workshops shall be held annually. All bus drivers are required to attend. Topics may include the following:
  - Defensive driving
  - Bus driving skills
  - Emergency accident procedure
  - First Aid
  - Driver assertiveness training and,
  - Training in dealing with children with special needs

#### 4. Student Awareness

- 4.1 The Transportation Manager is responsible for maintaining a student awareness program regarding bus safety. Principals shall cooperate and assist in the maintenance of the program

## **5. Driver Instruction**

- 5.1 Prospective new bus drivers are required to complete adequate training prior to transporting students. Driver training instructions are to be given by the Transportation Manager or designate.

## **6. Driver Manual**

- 6.1 The Transportation Manager or designate is to develop and keep current a Bus Drivers' Manual. The manual is to outline the duties of bus drivers, current Board procedures relevant to student transportation, and relevant information and forms required by drivers. Each driver is to receive a copy of the Bus Drivers' Manual and ensure that it is kept current.

## **7. Evaluation**

- 7.1 The Transportation Manager is responsible for ensuring that evaluation and assessment of school bus drivers is conducted on an on-going basis. A School Bus Drivers' Evaluation Report is to be completed for each driver on a rotational basis.

Reference: Sections 85, 87, 121, 194, 195, 196, 197, Education Act  
Highways and Transportation Act  
Traffic Safety Act

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