



# BUS DRIVER MANUAL

**2019**



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## 1. INTRODUCTION

Prairie South Schools provides safe, effective and efficient transportation for students requiring access to school in accordance with Board Policy and Administrative Procedures for Student Transportation. Provision is also made for special use of buses to enable students to participate in educational and extra-curricular activities.

This manual provides bus drivers with information they require to provide the best possible service to our students, parents/guardians and staff. The safety of students and staff is paramount.

Bus drivers carry a high profile in most communities and as representatives of Prairie South Schools are expected to dress and act in a professional manner.

Prairie South Schools provides daily transportation to students on over 100 bus routes with a total daily distance of over 20,000 kilometers or over 4 million kilometers per year.

## 2. ROLES AND RESPONSIBILITIES OF A BUS DRIVER

### Duties of a Bus Driver

The function of school bus drivers is to transport division students to school with the utmost efficiency and safety. Bus drivers are responsible to the division through the Transportation Manager for the performance of their duties as outlined below.

Bus drivers shall:

1. be in possession of and abide by the regulations in the School Bus Log as supplied by Saskatchewan Government Insurance Vehicle Standards & Inspection;
2. strictly observe the School Bus Operating Regulations as outlined in Chapter H-3.1 Reg. 5 of the *Highway Traffic Act*, Section 42;
3. follow the prescribed bus route wherever possible and operate on a strict time schedule to avoid speeding and arrive in ample time before school dismissal;
4. wait ten minutes after school is dismissed to allow students to board the bus;
5. maintain a neat personal appearance including weather appropriate dress and proper footwear – shoes must provide full foot coverage (closed toes and heels);
6. ensure their bus is in clean and sanitary condition before transporting students;
7. ensure that when operating the bus there are no extremes in either speed of braking – slow the bus gradually, when turning do most of the braking before the turn, not in it;
8. place the bus in neutral or park and apply the parking brake when loading or unloading;
9. ensure passengers boarding the bus carrying objects such as musical instruments or skates in a protective bag avoid accidentally injuring another passenger. The school bus driver will determine where such items will be stored. School buses may not be able to accommodate large musical instruments;
10. not allow students to take any article on the bus that may be classed as a projectile item (i.e. skates/ski boots without protective bags, golf clubs, hockey sticks, toboggans, skateboards, ski/ski poles, snowboards, shovels, etc.);
11. not allow weapons, pets or animals on school buses;

12. use extreme caution in operating their bus, including when passing other vehicles on the highway;
13. cooperate with all officials in the effort to promote safety;
14. refrain from the use of all tobacco products or cannabis on school buses and any other school property;
15. not use cellular devices, hands free/blue tooth or otherwise, while the school bus is in motion;
16. report disciplinary cases as per this manual;
17. ensure bus rules are posted on the school bus and review with students at the beginning of the year and;
18. abide by directions outlined in this manual.

A complete check of the entire school bus shall be completed at the school in the morning following unloading of the students as well as at the end of the route at the end of the day. Following the seat check, the school bus driver shall place the "School Bus Empty" sign in the rear window of the bus. At the start of each route, the school bus driver shall remove the sign from the rear window and keep the sign at the front of the bus with them.

### **School Bus Maintenance and Inspection**

The Director through the Transportation Manager is responsible for implementing a preventive maintenance program and for ensuring that school buses meet the approval of Saskatchewan Government Insurance Vehicle Standards and Inspection in order to promote good service and to facilitate the longevity of vehicles.

1. Maintenance and safety standards shall meet the approval of Saskatchewan Government Insurance Vehicle Standards and Inspection and Ministry of Education.
2. It is the duty of the Transportation Manager and the bus drivers to ensure that safety inspection certificates are retained in buses.
3. Regular maintenance including oil changes and lubrication shall be carried out according to a schedule as established by the appropriate Shop Foreman.
4. Normally all servicing and repairs are to be done at the one of the division bus shops.
5. Drivers should report any change in performance or operation of their vehicle to the appropriate Shop Foreman so that corrective steps may be taken to prevent major problems.
6. Drivers are encouraged to have all defects corrected as they occur.
7. Drivers are responsible for cleaning and fueling the bus. For safety's sake, the bus must be maintained at all times. On a weekly basis, or more often if required, you should clean the: floors and steps; interior and exterior mirrors; windows both inside and outside; seats; and exterior of the bus. If you are returning a bus that you used while your regular bus was in for service or you had a bus for a charter, make sure the bus is cleaned and fueled in case it's needed in an emergency situation. Drivers who do not clean or fuel up buses will be notified as a reminder for the first two occurrences. Further reminders may include a written warning which will be placed in your employee file.
8. Fuel can only be obtained at places designated by the division.

## Daily Circle Check

1. Under the hood checklist
  - ✓ fluid leaks
  - ✓ wires, hoses, belts
  - ✓ fluid levels – oil, radiator, windshield washer, power steering
  - ✓ battery
2. Engine start-up checklist
  - ✓ all gauges, warning lights and indicator lights
  - ✓ fuel level (**never fuel the bus with passengers aboard**)
  - ✓ wipers and washers
  - ✓ defrosters, fans and heaters individually
  - ✓ horn
  - ✓ parking brake, service brake
  - ✓ unusual engine noises
  - ✓ all lights (turn them on to check)
3. Outside the bus checklist
  - ✓ headlights (high and low beam) and turn signals
  - ✓ clearance lights or markers, reflectors and alternately flashing lights
  - ✓ hazard warning lights
  - ✓ brake lights, tail lights and license plate light
  - ✓ tires, wheels and rims, lug nuts, objects lodged between the duals
  - ✓ exhaust tail pipe
  - ✓ body damage
  - ✓ rear emergency door opens and closes properly
  - ✓ fuel filler cap
  - ✓ operation of specialized equipment for transporting persons with disabilities
  - ✓ all windows and mirrors check for damage, cleanliness and proper adjustments
  - ✓ general cleanliness – be sure all signs and license plates are legible
  - ✓ under the bus – look at the suspension, shocks, fuel tanks, air tanks or vacuum tanks, and check for fluid leakage
4. Inside the bus checklist
  - ✓ adjust the driver's seat
  - ✓ all mirrors
  - ✓ check operation of front entrance door
  - ✓ all emergency exits open and close and ensure the alarm system is operational
  - ✓ interior (seats, floors, step well lit, etc. for cleanliness and damage)
  - ✓ emergency equipment, first aid kit, fire extinguisher, approved warning devices
  - ✓ restraint straps for mobility aids
  - ✓ vehicle documents
5. Final checklist
  - ✓ fasten the seatbelt
  - ✓ re-check all gauges
  - ✓ holding ability of the parking brake
  - ✓ brakes and clutch – check by driving forward and stopping
  - ✓ steering wheel for excessive play (by rocking the steering wheel back and forth)
  - ✓ all mirrors

## Student Conduct

1. Bus drivers shall exercise discipline in a manner that would be expected of a kind, firm and judicious parent.
2. At the beginning of the school year, bus drivers shall establish and post rules of acceptable behavior and personally communicate their expectations regarding student behavior. The following general rules apply to all students travelling on a school bus:
  - students are to be ready to board the bus at the appointed pick-up time, both before and after school;
  - students are to show respect to the driver and understand that the bus driver is in charge at all times while on the bus;
  - the bus driver has the right to assign seating;
  - students must observe instructions given by the bus driver when they are boarding, riding or exiting the bus;
  - students must stay in their seats while the bus is in motion and shall not attempt to board or exit the bus while it is in motion;
  - profanity is not permitted;
  - no part of the body is to protrude out of an open window;
  - do not eat or drink on the bus;
  - use of alcohol, tobacco, cannabis or non-medical drugs is prohibited.
3. Bus drivers shall maintain discipline and use a progress of disciplinary actions when infractions arise.
  - Minor Infractions: acts of disrespect or disruption
    - Examples: tardiness; eating or drinking while on the bus; yelling or use of inappropriate language or gestures; entering/exiting the bus in a disruptive or unsafe manner; standing/moving around while bus is in motion; willfully blocking the aisle; littering on the bus or at the bus stop; refusal to sit in assigned seat; getting off the bus at a stop not designated to the student.
    - Consequences: first infraction the student is in the front of the bus for 1 day; second infraction the student is at the front of the bus for 3 school days; three or more infractions the student is in the front of the bus for 10-14 school days. School administration would meet with the student and possibly the parent/guardian. After three incidents the student may receive a bus suspension of up to 3 days and the parent/guardian will be responsible for transportation.
  - Intermediate Infractions: acts that may cause harm to others or damage to the bus
    - Examples: throwing objects in the bus; teasing or harassing others (verbally or physically); placing body or objects outside the bus window; unauthorized opening of emergency exits/equipment.
    - Consequences: first infraction the student is in the front of the bus for 3 days; two or more infractions the student is at the front of the bus for 3-14 days depending on the severity of the incident. School administration requires a meeting with the student and possibly the parent/guardian. After three incidents the student may receive a bus suspension of up to 3 days and the parent/guardian will be responsible for transportation.
  - Major Infractions: physical harm of a person or physical damage to property
    - Examples: physically fighting; smoking or consuming alcohol on the bus; damage to the bus (e.g. cutting or inking the seats or bus frame); threats.
    - Consequences: student will be suspended for 3-30 days from transportation depending on the severity of the action and the student's behavioural bus history. Transportation will be

the responsibility of the parent/guardian. Repeated infractions will lead to increased transportation suspension lengths. School administration will meet with the student and the parent/guardian.

### **Reporting Driving Violations, Incidents or Accidents**

There are two general types of accidents: Major Accidents and Minor Accidents.

#### *Major Accidents*

1. Consult with the Transportation Office before moving the bus from the accident scene.
2. Obtain the name and plate number of any other person involved in the accident or any witness(es) to the accident.
3. Complete a Vehicle Accident Report form and submit to the Transportation Manager.
4. Report damages to the appropriate Shop Foreman.
5. File a claim report with SGI.

#### *Minor Accidents*

1. Complete and submit the Vehicle Accident Report form to the Transportation Manager.
2. Report damages to the appropriate Shop Foreman.
3. If directed, file a claim report with SGI.

#### Traffic Violations

1. Bus drivers must report all traffic violations that occur while driving the school bus and while driving any other vehicle, including personal vehicles to the Transportation Manager.
2. Bus drivers are responsible for paying any fines with their own funds.
3. All traffic violations are reported on the driver's abstract which are reviewed on an annual basis.

Please refer to Administrative Procedure #407 – Reporting Criminal Charges if you have been charged with a criminal offense.

## **3. EMERGENCY AND SAFETY PROCEDURES**

### **Assessing the Scene**

In the event of an accident assess the situation quickly. There are three separate things that require evaluation:

- condition of the scene
- types of injuries
- need for immediate medical treatment

Radio the shop immediately for help. The dispatcher will get emergency personnel there as soon as possible. In all cases, your first concern must be to remove your passengers from threat of further danger. After the situation is under control, complete an incident report detailing the entire accident.

### **Securing and Protecting the Collision Scene**

The first action you must always take at the scene of a crash is to remove people from further danger. What you actually do in a given situation will depend primarily on the collision scene itself.

There are a number of factors which will dictate what you should and can do:

- condition of the bus: is it operational or is it on fire?
- the position of the bus: in the middle of the road, in the ditch, on its roof?

- the position of other vehicles
- the presence of pools of gasoline, flammable liquids or gases
- your personal condition

As a general rule, and under most conditions, do not move the school bus until directed to do so by a police officer. However, the safety of others may depend on your moving the vehicle to avoid further collision with oncoming traffic, which may not be able to see you clearly due to the nature of the terrain or the degree of lighting. In such cases, by all means move the bus! And the safest place you can move it to is the extreme right of the roadway or shoulder of the roadway. If possible, try to mark or note original location before vehicle is moved.

When you have the bus in its final resting place, the following procedure is recommended:

- stop the bus completely, turn off the engine and remove the keys (remember the radio will not work when the engine is turned off),
- activate the four-way flashers,
- set the parking brake,
- reassure and/or direct passengers,
- set out (or have a responsible student set out) hazard markers,
- assign a bystander to direct traffic (if necessary).

### **Evacuation of The Bus**

Usually students remain on the bus during an emergency. But two situations require that you evacuate the bus:

- fire, or danger of fire
- unsafe position.

There are several standard ways to conduct a school bus evacuation. While evacuation procedures vary depending on bus layout and the situation at hand, available means of exiting the bus may be as follows:

- front entrance/exit
- rear door exit
- side emergency door exit
- emergency window exit

There are three objectives for any bus evacuation. A successful evacuation is one where students:

- move in a safe and orderly fashion, as directed
- move in the shortest possible time without compromising safety
- evacuate to assigned area

It is important that evacuation procedures are practiced. Bus drivers shall:

- communicate procedures students are expected to follow in the event of an evacuation
- conduct a minimum of two practice drills throughout the year, submitting appropriate documentation to the Transportation Manager upon completion of each drill

#### **a) Front Door Evacuation**

In considering a front door evacuation drill, the following steps should be used:

- Stop the bus, set parking brake, and turn off engine (remove key).
- Stand, open the door, face the children, and get their attention.
- Give the command: *“Emergency drill, remain seated, front door evacuation.”*
- Advise a designated student to guide passengers to assigned place of safety.
  - Helpers can be appointed each month to assist the driver
  - One helper should be assigned the job of leading the students to a designated safe location

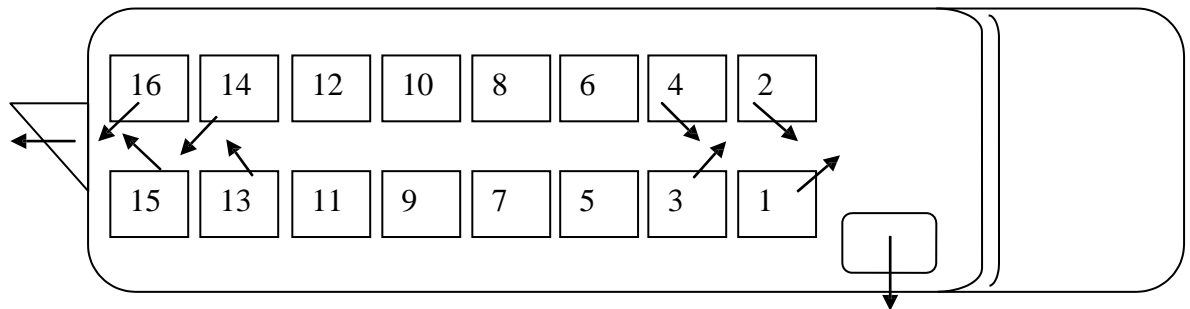


- A second helper can be appointed to stand outside the front door to count and assist passengers as they leave the bus
- Standing between the first occupied seats, you will then turn and face the front of the bus.
  - Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants shall move out. Say, *“Walk – don’t run. Use hand rails.”*
  - Hold your hand before the occupants of the left-hand seat in a restraining gesture.
  - When the pupils in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.
  - Continue the evacuation procedures as described, alternating right and left seats, until the bus is empty.
- When the last seat is empty, walk to the front of the bus checking to see that everyone is out.
- In the case of a drill, assess how students have done and advise accordingly.

#### b) Rear Door Evacuation

- To conduct a rear door evacuation, the above procedures can be applied in reverse. Using both front and rear doors, it will be necessary to appoint an additional helper for the opposite doorway. Figure 1 illustrates the proper way to evacuate a bus using both doors.

Figure 1



### Fire or Danger of Fire

A bus shall be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 35 meters or more in the safest direction from the bus and remain until you have determined that no danger remains. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible material, should be considered as “danger of fire”, and passengers must be evacuated. In case of an engine fire, do not open the hood, to do so will add more air to the fire. Discharge the extinguisher through the radiator.

#### Steps to Follow for Fire or Danger of Fire

- Secure the bus.
- Unload passengers using emergency evacuation procedures.
- Before leaving the bus, make a final check for any passengers left on board. If the bus is smoke-filled, crawl on the floor.
- Remove the fire extinguisher after final check for passengers.
- Direct passengers to a safe location.
- Make an early decision to call for fire-engine help.
- Fight fire by any means available.

#### Some firefighting tips:

- Discharge the fire extinguisher through the radiator for engine fires to prevent flash-up.
- Be aware that the bus may move forward if transmission is left in a forward gear. This happens when insulation is burned off starter solenoid wires and starter engages.

- Tire fires cannot normally be extinguished by a small fire extinguisher. Water must be used to cool the tire.
- Be aware of exploding tires when fighting fires or near wheels. Pressure buildup can be tremendous when tires are exposed to high heat, possibly causing sudden failure and personal injury.
- For electrical fires, remove battery cables, if possible.

### **Unsafe Position**

In the event that a bus is stopped due to a collision, mechanical failure, road conditions, or human failure, you must determine immediately whether it is safer for passengers to remain in the bus or evacuate. You must evacuate if:

- The final stopping point is in the path of any train or adjacent to any railroad tracks.
- The stopping position of the bus might change and increase the danger. If, for example, a bus should come to rest near a body of water or a precipice where it could still move and go into the water or over a cliff, it should be evacuated. You should be certain that the evacuation is carried out in a manner which affords maximum safety for the children.
- The stopping of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 meters or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

### **Mechanical Breakdowns**

Despite a good preventive maintenance program, your bus may occasionally have a mechanical failure. In such situations, you must know what to do, how to do it, and when it should be done.

Although the breakdown may appear relatively harmless at first, the lives of your passengers could be endangered. Knowing how to handle an emergency situation created by mechanical failure quickly and effectively is an important part of the bus driver's job.

Steps to follow for Mechanical Breakdowns

- Even though you can't possibly know when a mechanical breakdown is going to occur, you can be prepared to handle it by knowing your route and the best pull-off positions, the locations of public telephones and whom to call. What to do:
  - Stop the bus as far to the right of the road as possible, or on the shoulder of the road.
  - Secure the bus, activate four-way hazard lights, engage the parking brake.
  - If location of the bus is safe, keep the children on the bus.
  - If location of the bus is unsafe, remove the children to a safer location.
  - Place reflectors or flares in accordance with provincial law.
  - Radio the dispatcher, giving location of the bus and description of the breakdown and an indication of who is on the bus.
  - See that all pupils are delivered to their destination.

### **Using Emergency Equipment**

Any school bus you ever drive must be equipped with:

- Flares or Reflectors
- Fire extinguisher
- Four-way hazard flasher
- First aid kit

Flares and Reflectors

Placement of these warning devices is most important. You want to caution drivers approaching from both ways and those passing the scene. The rules are:

- Place one device on the roadway side of the bus, ensuring it is a safe distance (against the pavement or along the most traveled track) from both the bus and oncoming traffic.
- Put a second device 35 meters behind the bus. On hills or curves, increase the distance, but never beyond 90 meters.
- Put a third device the same distance in front of the bus

#### Four-Way Hazard Flashers

When involved in a crash or other emergency situation, you can use the four-way flashers on your bus as a further warning device to alert motorists. Do not use your alternating flashing lights. They are only to be used when loading or unloading passengers.

### Safety Standards

#### Uncontrolled Railway Crossings

Every driver is required to stop at all railway crossings except those equipped with automatic signals, which is defined as any device that automatically warns traffic of an oncoming train and includes any cross buck equipped with flashing red lamps with or without crossing arms.

- When approaching a railroad crossing that **does not have an automatic signal** indicating the approach of a train, every school bus driver shall:
  - signal right and move the bus as far to the right as is safe and practical;
  - activate the four way flasher not less than 100 metres before the crossing when on a highway with a speed limit greater than 50 km/hr;
  - activate the four way flasher not less than 25 metres before the crossing when on a highway with a speed limit of 50 km/hr or less;
  - stop the bus not less than four and nor more than 10 metres from the railway crossing;
  - open the front door of the bus and look in both directions for oncoming trains;
  - close the door;
  - proceed across the tracks when it is safe to do so and, in the case of standard transmissions, remain in first gear until the bus is completely clear of the tracks;
  - check mirrors; and
  - turn off the four way flasher, turn on the left signal and move back into the travelled portion of the highway when it is safe to do so.

#### Strobe Light

The bus strobe light **shall only be used** when you have students/passengers on board while operating the bus outside of a city, town or village.

#### Reversing a School Bus

Reversing a school bus is a leading cause of collisions. It should be avoided whenever possible. It is illegal to reverse a loaded or unloaded school bus in a schoolyard or at a location next to a school ground unless there is a responsible guide located outside at the rear of the bus giving direction. Remember that you are responsible for all movement of the bus. Here are some guidelines:

- physically check the area for any obstructions and clearances
- have a responsible adult act as a guide
- agree on the hand signals that will be used
- tell the person where to stand
- activate your four way flashers
- tap the horn (several times or as needed)
- reverse slowly and smoothly – not faster than walking speed
- as you back, constantly check all mirrors and rear windows

- stop immediately if you lose sight of the guide
- remember the overhang on the bus – do not back up until your wheels hit something
- remember, even with a guide, you are still responsible for all movement of the bus.

### **Severe Weather**

- The Transportation Manager will cancel applicable bus routes when the temperature including wind chill reaches -40°C or lower.
- Buses may be cancelled pending consideration of the following factors:
  - Severely drifted or extremely icy roads
  - Limited visibility because of fog or blowing snow
  - Other environment conditions are typically announced by Environment Canada through its telephone information services, website or on a local radio station
- The decision to cancel morning buses shall be made by 7:00 a.m.
- The decision to cancel afternoon buses shall be made no later than 2:00 p.m.
- If a bus is cancelled in the morning due to cold weather, it will not operate in the afternoon.
- School buses provided for out-of-school curricular and extracurricular activities are also cancelled on days that transportation services are cancelled.
- Responsibility of Bus Drivers:
  - Each driver is responsible for cancelling a route to ensure the safety and well-being of his/her passengers. This includes school buses used for transporting students for other educational and school related activities.
  - Having made such a decision, the bus driver is to inform the Transportation Manager by radio, text or telephone.
  - Under no circumstances should buses start on the route at the height of a winter storm.
  - Under no circumstances shall bus drivers commence their routes prior to normal departure time.
  - If the decision is made before students have been picked up from home in rural areas, the driver is to inform parents/guardians of all passengers that the bus will not operate.
  - If the decision to stop operation is made after students have been picked up, the driver is to arrange to deliver each student to a safe, supervised destination. In the rural area, drivers are to inform parents/guardians directly or indirectly of the location of the students. The driver must also inform the principal and Transportation Manager.
  - Local radio stations will be informed and social media updated. Bus cancellation information shall be available on the Prairie South Schools website: [www.prairiesouth.ca](http://www.prairiesouth.ca).

## **4. EMPLOYMENT – TRAINING, BENEFITS, COMPENSATION AND CHARTERS**

### **Training & Terms of Employment**

1. All new bus drivers must receive training from the school division Transportation Office. We provide training out of our Moose Jaw and Assiniboia offices.
2. Before any school bus driver is hired, a driver abstract of that person's driving record must be produced by the applicant and reviewed by the Superintendent of Human Resources and the Transportation Manager responsible for hiring of school bus drivers within the school division.
3. Employment within the school division is contingent upon a satisfactory Criminal Records Check and Vulnerable Sector Check being submitted to the school division. The cost of this is the responsibility of the driver.
4. A driver must complete a medical examination by a qualified physician in compliance with SGI medical standards.

5. The driver must write the written tests through SGI, which include the Class 5 test, sign test and S endorsement.
6. Road training will begin once the driver has passed their written tests. The road training must take place prior to the driver taking the road test.
7. After the driver has successfully passed the road test and receives the “S” endorsement, a copy of the licence endorsement must be submitted to the Transportation Office.
8. The driver will be asked to sign a MySGI Online Driver Abstract form. This allows us to access a yearly online Driver Abstract at no cost. If the form is not signed by the driver, the cost of a yearly abstract will be the responsibility of the driver and must be submitted to the Transportation Office no later than August 15 each year.
9. The driver must retain original receipts for their medical test and passed written and road tests. Expenses will be reimbursed through Atrieve.
10. Most bus drivers start out as spare drivers to gain some experience.

First Aid training is not a requirement but is offered throughout the year. Emails will be sent advising drivers of these opportunities.

Once initial training is complete and the driver has successfully attained their license, the driver shall contact all other drivers in their area to schedule a ride-along. The ride-alongs are when new drivers go out on the route with the regular driver to become familiar with the route map and to meet the students. The spare driver will be paid for ride-alongs through Atrieve. The area that the spare driver covers will vary depending on situational and individual circumstances.

Bus drivers are evaluated a minimum of once every 5 years through an on-bus evaluation carried out by the driver trainers.

### **Professional Development (PD) Days**

Bus driver PD Days occur annually in August before the start of school. The following topics may be included in the PD Days:

- Defensive driver
- Bus driving skill
- Emergency procedures, and
- Student management/conduct/discipline

Driver suggestions for workshop topics are welcome and encouraged. Please contact the Transportation Manager. Attendance is compulsory at the annual PD Day in August. Additional meetings/workshops (i.e. First Aid) may be held throughout the year for interested drivers.

### **Compensation and Benefits**

Payroll questions should be directed to Tanya Miner at 306.624.2134. Tanya works mornings only.

Drivers are paid for 182 or 196 days depending on which calendar you follow. In addition, drivers are paid for all service trips, charter trips or any days that are beyond regular duty.

Bus drivers must enter their trips into Atrieve. This includes all absences for regular drivers (spares won't be paid unless the regular driver enters the leave), all charter trips and service trips, as well as all expense claim forms (reimbursement for meals when on charters or for drivers licence receipts).

Benefits are available for regular drivers and for those spare drivers who drive at least 15 hours/week or 780 hours in the previous year. All benefits questions need to be directed to Tanya Miner at the above number.

Drivers who park their vehicle at home will receive a plug-in reimbursement for electrical consumption.

### **Driver Status**

The following items are required for maintaining ongoing status for bus drivers:

- All new drivers must submit a current Driver's Abstract and a Criminal Record & Vulnerable Sector Check along with a photocopy of a current Driver's License.
- School Bus Driver Examination Certificate is required as per SGI schedule (currently every five years).
- Prairie South School Division will pay for all passed driving tests and medicals.
- Any changes to the bus driver's medical or licensing status MUST be reported to the Transportation Department immediately.
- All drivers must submit a copy of their current driver's license annually.

### **Charters**

1. Charters are arranged for extra-curricular school events, curricular field trips and magnet programming between schools.
2. Charter assignments are made by the transportation staff in Moose Jaw.
3. Drivers seeking employment for charter service must notify the Assistant Transportation Manager annually, requesting that their name be placed on the driver charter list. Bus drivers that are available and commit to charters readily will continue to be given charter assignments.
4. Circumstances may dictate who will be asked to drive. Some examples would be the scheduled times that the charter takes place may conflict with regular runs, additional costs incurred to the school if one larger bus would work, etc.
5. Charters can be during school hours, after school hours, overnight trips and on weekends.
6. Drivers must report to the school at least 10 minutes prior to departure time.
7. All charter time must be entered into Atrieve within three working days after the trip is complete.
8. When the charter is over, the bus driver is expected to fuel and clean the interior of the bus. If this cannot be done because the charter is finished late, then it should be done the next morning. If we are notified buses are not being fueled or cleaned, the driver will receive a call that they need to come in and complete the fueling and cleaning. If this persists, a written warning may be placed in the driver's personnel file.
9. School bus drivers are not allowed to participate in any activity that is deemed "high risk", such as skiing or snowboarding, when they are responsible for operating the school bus on a special event trip.

### **Spare Bus Drivers**

It is the responsibility of the regular bus driver to:

- operate their route on a regular basis;
- find a spare driver from the authorized list of spare drivers when they cannot operate their route on a given day;
- enter their absence into Atrieve including the reason for the leave and enter the name of the spare driver;

- notify the Transportation Office whenever a spare driver is on duty;
- notify the Transportation Office when a spare driver is not available; and
- take the bus to the spare driver for days off.

It is the responsibility of the spare bus driver to:

- in extenuating circumstances, pick up the nearest bus – whether it be a spare bus or the regular driver’s bus;
- inform the Transportation Office of their general availability;
- complete a Timesheet on Atrieve for any charters or ride-alongs worked; and
- pick up a designated spare bus when doing charters.

All spare drivers shall be paid by Prairie South Schools.

## 5. ROUTING AND BUS MANAGEMENT

### Bus Planner

The school division uses BusPlanner software to generate route maps and student lists.

At the beginning of each year, bus drivers will receive a route map and student list based on student information generated from BusPlanner.

New students must register for transportation with the school, which will in turn be forwarded to the Transportation Office, the route maps updated and drivers notified of changes.

Any changes required to route maps due to construction or other road restrictions must be reported to the Transportation Office.

Any deletions to students come from the school on a Busing Information Change Form.

Any change to the route must be generated by the Transportation Office.

### Route Management

The division shall provide transportation for students with a major attempt to provide for the welfare of the pupils and for efficiency.

1. Bus service will be provided for students when safety and/or distance to school are factors. Because the variables surrounding bus service are so complex, the authorization to provide bus service will be based on the merits of each individual situation.
2. Authorized students shall only receive transportation services to division designated schools.
3. All students must be registered through the Transportation Office. Bus drivers are not to pick up students without the approval of the Transportation Office.
4. RURAL SCHOOLS ONLY: Approval of occasional student trips for guest passengers will be granted providing the following conditions have been met:
  - a note from a parent,
  - space availability on the bus,
  - approval by the Transportation Manager and/or Principal, and
  - authorization to the bus driver.
5. The Transportation Manager in consultation with the Director will be responsible for organizing and coordinating bus services.
6. Teachers, parents, and children except as provided above are not to be accommodated on school buses except in an emergency or otherwise as determined by the Director. Notwithstanding the above, the Board Trustees may ride any school bus for the purpose of inspection.

## 7. School Bus Scheduling and Routing

- Approval of the establishment and the management of bus routes is the responsibility of the Transportation Manager. No bus route shall be changed, nor shall the driver change the loading procedures, without the approval of the Transportation Manager.
- There may be circumstances or conditions making it necessary for the division to make arrangements with parents other than the provision of school bus service.
- Where bus service is provided, buses are restricted to provincial highways, municipal roads, and approved yard service.
- The Transportation Manager may approve yard service subject to the following conditions:
  - the place of residence must be a distance of at least 200 metres from the road allowance (fence line).
  - the residence access road should be of all-weather construction.
  - there must be room in the yard for the bus to turn around without using reverse gear.
  - the turnaround must be maintained, passable and no obstructions in the driving path.
- Bus drivers shall have a time schedule based on normal travel conditions and shall make every effort to travel the bus route in accordance with that schedule.
- This schedule shall be communicated to parents of students. Under normal conditions, buses shall wait no longer than two minutes at any one pickup point, neither shall they leave any such point ahead of the scheduled time unless all students have been accounted for.
- School buses are not to arrive at division schools earlier than 20 minutes prior to the commencement of classes except when a bus must proceed to a school located in another centre.
- School buses shall not depart from the school until 10 minutes after dismissal time.

### **Fueling and Keys**

1. The school division has buses that operate on gas, diesel and propane.
2. Prairie South has several locations available for fueling. The bus should go to the nearest location.
3. Fuel cards are given out by the Transportation Office.
4. No passenger is allowed on the bus during fueling.
5. Drive on the top half of the tank. If the fuel drops below half, fill it up!
6. Moose Jaw bus keys are located in the shop. Do not leave keys on the bus – hang them up in the shop or place them in the locked box outside the office if after hours.
7. Bus compound gate keys are given out by the Transportation Office depending on the need for them.

### **Radio Communications**

1. Each bus is equipped with a two-way radio and is in direct contact with the base and other bus drivers. Each unit has a bus number that should be quoted when making calls so that the caller can be easily identified. Emergency situations or mechanical difficulties that require immediate attention should be called in immediately.
2. Shop mechanics are always available and are happy to look after all your mechanical needs. It is important to give a detailed explanation of the buses mechanical problem, so that it can be diagnosed quickly.
3. Using a radio requires hand/mouth coordination the same as driving a standard transmission vehicle requires clutch/throttle coordination. The radios are not able to receive a message while the mike is “keyed”, so always remember to release the mike switch when you are finished speaking. Remember to keep the radio on and turned up at all times.



4. Speak across the microphone in normal tones rather than directly into it. The mike should not be closer than two inches from your mouth. Avoid shouting as this will distort your voice making it difficult for your message to be understood by the receiver. Try to speak clearly and slowly even though you may be excited. If your message has to be repeated several times before it is understood, this will cause an unwanted delay possibly compounding your problem.
5. Radio signals travel across “line of sight” so it is possible you may not have direct contact to the base radio. If this happens, it will be necessary to have another vehicle relay information for you. Occasionally you will not be able to communicate at all for a number of reasons, such as mineral deposits in the ground, vehicle location, etc. This can usually be overcome by moving the vehicle a few feet (if the vehicle is mobile).
6. If you have an emergency, when you call base be sure to state that you have an EMERGENCY. This alerts base so that you will not be ignored because of a lot of chatter on the radio or be mistaken for a routine transmission.
7. If your emergency is of a medical nature try to have as much information as possible available such as patient’s condition – conscious, unconscious, approximate age, type of injuries, number of patients, etc. (This information can be relayed to the hospital or ambulance service which can sometimes recommend treatment until help arrives, as well, they will be prepared when the patients are brought in.)
8. Be sure to check the radio to see if it “receives” and “transmits” as part of your pretrip inspection rather than finding the radio is not working when you need it in an emergency.
9. Keep in mind that just because you have a radio, it doesn’t mean that you can neglect your pretrip – the radio can’t change tires, add oil, etc.

## **Bus Service**

All school buses require oil, antifreeze, and other fluids occasionally. The bus shop will have these supplies in stock. The shop is open from Monday to Friday 7:00 a.m. to 5:00 p.m. The Shop Foreman is in charge of shop procedures.

### **Regular Scheduled Maintenance**

- Each bus must be serviced regularly. When a bus reaches a certain amount of kilometres the oil must be changed and the bus serviced. Once a year each bus must have a safety inspection. This is done by a certified mechanic. It is the responsibility of the Bus Shop to book services when they are due.

## **SchoolMessenger**

We will be using SchoolMessenger to communicate quickly and efficiently with all bus drivers or individual groups of bus drivers. Messages are sent in real time to help us stay connected and make quick announcements about weather-related events, street closures, etc. We hope to use it to contact parents as well. Stay tuned for more information in the fall around SchoolMessenger

## **Global Positional System (GPS)**

All regular buses are equipped with GPS. The GPS system allows the Transportation Office to locate any bus to direct rescue vehicles to assist in the event of a breakdown or accident. GPS is also used to verify information in order to respond to complaints from the public regarding driver speed or other reported traffic infractions.

Access to GPS data is restricted to those employees in the Transportation Department who require the information to perform their duties. Information concerning routes may be shared with families on the route but personal information such as driver speed and parent/student information will not be shared.

Information will be used to:

- locate buses and direct rescue vehicles in emergency situations;
- generate data regarding student ride times for monitoring and reporting;
- assist in the planning of efficient bus routes;
- generate distances for calculating driver salaries; and
- investigate and respond to inquiries.

### **Video Cameras on School Buses**

Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

Division buses may be equipped for video surveillance system. Placement of video surveillance system on buses may be on a random basis at the discretion of the division. Affected buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.

The following persons shall have access to the video surveillance data:

- Transportation Manager
- Assistant Transportation Manager
- Principals/Vice Principals
- Superintendent of Business & Operations (CFO)
- Director of Education (CEO)

## **6. DIVISION AND CONTACT INFORMATION**

### **Division Policy and Administrative Procedures**

The following Board Policy and Administrative Procedures relate to transportation:

- Board Policy 17: Transportation
- Administrative Procedure 550: School Bus Safety
- Administrative Procedure 551: Bus Maintenance and Inspection
- Administrative Procedure 552: Student Conduct on School Buses
- Administrative Procedure 553: Closure – Severe Weather and Student Transportation
- Administrative Procedure 554: Special Use of Buses
- Administrative Procedure 555: Transportation in Private Vehicles
- Administrative Procedure 556: Conveyance Allowance

### **Contacts**

The bus driver has contact with the following on a regular basis:

- School Principal/Vice Principal
- Students
- Transportation Manager
- Assistant Transportation Manager
- Staff Members
- Parents and Community Members
- Shop Foreman and Shop/Office Staff

The shop personnel will assist the bus drivers with any mechanical problems encountered. The Transportation Manager or Assistant Transportation Manager will assist bus drivers with any discipline problems, safety issues and ridership (who's on and who's not).

- Moose Jaw Transportation Office: 306.694.8750
- Tanya Miner, Payroll Department: 306.694.1200 ext. 4023 (mornings only)
- Barry Stewart, Transportation Manager: 306.631.6446
- Heather Boese, Asst. Transportation Manager: 306.631.6726
- Sandee St. Pierre, Admin Assistant: 306.631.8586
- Moose Jaw Shop: 306.694.8754
- Assiniboia Shop: 306.642.4112, option 1
- Family Assistance: 866.644.0326
- MEPP: 877.506.6377
- Employment Insurance (EI): 800.206.7218