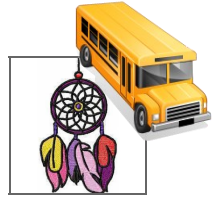


Northland School Division - Transportation



YAHKOHTEW



Sept 2014

Tansi

Welcome to all the returning and new Northland school bus drivers. School started for Northland students on August 28th or Sept 2nd in some areas. The students are excited to be returning to school to learn and to visit with friends. I hope that every driver had a restful summer with friends and families.

We are starting this year with a new staff member. Please join me in welcoming Crystal Smith to the Transportation Department. Crystal has come on board as the Facilities and Transportation Secretary. With her assistance we look forward to providing great service to drivers, schools and students. Susanne is the Transportation Coordinator and I am the Transportation Manager. We are here to assist you with any transportation related issues or inquiries.

Thank you to drivers, contractors and school staff who attended the start up meetings. We took some time to view and discuss clips from the School Bus Driver Training DVD's as well as go over some new forms and procedures. Once again this year, information bulletins and magnets were distributed to the drivers to hand out to students on their bus routes. The information will go a long way to keeping everyone on the same page when it comes to student, parent, driver and administration responsibilities. Please make certain that you distribute the bulletins and magnets, one per family.

I travelled across the division this summer and checked out 61 of the 63 busses in the Northland fleet. Drivers will find the necessary paperwork (CVIP, insurance, registration & Safety Fitness certificate) housed in a plastic sleeve on the inside cover of the First Aid Kit of every bus.

On your mark! Get set! Go! The race is on to have the best school year ever!



WELLNESS CORNER

HEALTH §

Winners!

Bus Driver Appreciation Draw. To be eligible drivers were required to be in attendance at the start up meeting and have completed all of the paperwork. All spare drivers had their names entered in a special spare driver draw. The winners are:
Jason McRobie, route #428—\$100.00 VISA
Vince McCallum, route #398 —toy School Bus
Sylvia Desjarlais, route #443— bus planter
Violet Cardinal, Trout Lake—\$50.00 VISA

Clean Bus Draw: To be eligible busses had to be clean inside and out and parked in summer parking. The winners of \$25.00 gift cards were:
Jason McRobie, route #428, Serge Levesque, route #429, Agnes Sinclair, route #431

Congratulations and Thank you to all of the Northland drivers. I was impressed with the number of drivers who were eligible for both contests!

Winners!



SCHOOL BUS EVACUATIONS

Northland school division requires that drivers complete school bus evacuations with their students twice a year. A form is provided for you to complete indicating the students that you have selected to assist you with these evacuations. A form has also been provided for you to return to the transportation office indicating the dates that the evacuations were carried out. The first evacuation needs to be completed in the month of September. The second needs to be completed in the month of February. The 'S' endorsement evacuation procedure handout has been included with the newsletter.

Please contact your school principal if you need assistance and to let them know the date and time of your scheduled evacuation.

Thank you to all the bus drivers who assisted with the pickup & delivery of busses!!

A big Thank you to Joseph Houle and Kevin Auger for all their work in keeping the High Prairie, Wabasca and area busses up and running.

- Joseph Houle is the lead hand for Wabasca and area. Joseph will be available to assist drivers with the spare fleet, repairs and supplies at (780) 773-5304 between the hours of 7:00 am and 8:00 pm.
- Joseph will undertake minor bus repairs. Please get in touch with him if you have any mechanical problems. He will make necessary arrangements for a spare bus and arrange for repairs or towing as necessary.
- Joseph is in charge of bus supplies. A stock of supplies will be kept at the bus garage. If you require any bus supplies ie windshield washer antifreeze, radiator antifreeze, oil, inspection books or time books. Joseph will also assist drivers with paperwork when required.
- Please contact Joseph in Wabasca or Kevin in High Prairie if you require a spare bus. Spare busses are to be returned to the bus compound immediately following their use. The busses must be clean (swept and garbage removed) and fueled by the driver prior to their return.
- Joseph and Kevin will organize drivers as necessary to shuttle busses to and from Slave Lake or High Prairie for repairs and semi-annual inspections.



NORTHLAND BUSES THAT REQUIRE SEPTEMBER CVIP'S

#505, #511, #547, #552, #556, #557, #560, #564, #567, #572, #581, #582

Please ensure that these busses are taken to an approved repair facility prior to the end of September. Make certain that you inform the mechanics if you have any items that need repair!

CONTRACTORS, PLEASE SUBMIT COPIES OF ALL REQUIRED BUS PAPERWORK INCLUDING SEMI-ANNUAL INSPECTIONS



Dates to Remember

Sept 15—Paperwork to be completed and sent to the transportation office

- Bus Passenger List & Route Map—*please double check students on Sept 30th and send in any additions and deletions.*
- Odometer Reading

Sept 16—Time logs & Pretrips

Sept 30—Paperwork to be completed and sent to the transportation office

- Seating Plan
- Bus Emergency Evacuation Helper
- Route Assessment Checklist
- First School Bus Evacuation Report

SAFETY

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CLEANING SCHEDULE

A clean bus is a safe bus. Cleanliness and safety go hand in hand. A clean bus provides a healthy environment for the students and the driver. If you begin with a clean bus the students are more inclined to help you keep it in good condition. Clean lights and windows will ensure that you can “see” and “be seen” by other motorists. Follow the schedule below to ensure that your bus is always a “Safe Bus”.

Daily:

- * Driver's area must be neat and clean
- * sweep floors and remove garbage
- * daily cleaning is important for students with allergies (dust), smell, etc.
- * clean lights and windows (a.m. and p.m.)
- * critical to ensure all lights and signage at the rear of the bus are visible to motorists

Weekly:

- * mop floors
- * wash exterior
- * clean driver's window on the interior

Monthly:

- * remove debris from between seat/backrest and seat/wall
- * wipe seats and interior of the bus

Please note a cleaning allowance is paid to all regular drivers. Cleaning supplies will not be available nor will they be charged at local stores.



INFORMATION CORNER

*** The first driver/contractor with all the Sept 15th and Sept 30th required paperwork correctly completed and received by the transportation office will receive a \$100.00 VISA gift card***