



NORTHLAND SCHOOL DIVISION

No. 61

Transportation Manual

The Northland School Division No. 61 Bus Drivers Handbook has been compiled to assist Division employed bus drivers in meeting the obligations of their positions.

The Handbook should be used as a general guideline in all phases of a school bus driver's job. It is not a part of Northland School Division No. 61 policy although Divisional Policies, Provincial Statutes and Regulations are referred to in this Handbook.

May 2009

Table of Contents

Section 1

Northland Policy – Bus Driver Qualifications	4
Bus Driver Duties and Responsibilities	5
List of Forms.....	5
Discipline of Students.....	8
Tips on Discipline	8
Divisional Responsibilities	10
Spare Bus Drivers	11

Section 2

Guidelines for Operators of School Buses	13
Route and Schedule.....	13
Arrival and Departure Times.....	13
Entering Private Property	14
Bus Drivers with Pre-School Children on the Bus	14
Early Childhood Services (ECS) Program.....	14
Items allowed on the bus.....	14
Expectations of the Driver	15
Suspension of a student from a School Bus	15
Transportation within Hamlets, Villages and Towns	16
Local School Board Policies for Transportation within Hamlets, Villages and Towns	16
School Bus Driver Procedure for Cancelled Bus Run	18
Radio Stations Approved by Local School Board for Cancelled Bus Run	19
Emergency Situations.....	20
Non – Operational Temperatures of School Buses for Inclement Weather	21
Local School Board Policies for Inclement Weather	22
School Bus Accidents	24
Daily Walk around Inspections	25
Reporting of Motoring Offences	25
Field Trips and Extra Curricular Activities	27

Section 3

School Bus Regulations for Students.....	29
Responsibilities	29
Seating.....	29
Loading and Unloading	29
Student Rules	30
Additional Safety Measures	30

Section 4

Provincial & Federal Regulations & Acts	33
School Bus Operations Regulations.....	34
School Bus Evacuation Drill Procedures.....	36
Use of Fire Extinguishers	37

Section 1

Northland Policy Bus Driver Qualifications

1. The following information is required from ALL BUS DRIVERS, including spare drivers, to be on file with the Transportation Coordinator:
 - Application Form or Resume
 - Copy of Drivers License
 - Drivers Abstract, updated yearly (or a copy of the Driver Abstract Consent, Form G005a)
 - Criminal Record Check
 - Copies of all safety training certificates "S" Endorsement, First Aid and other driving qualifications including Air Brakes Endorsement, etc.
 - Copy of Medical Report, when required

2. All bus drivers and spare bus drivers must possess a valid Class 1, Class 2 or Class 4 Motor Vehicle Operator's License (appropriate to the vehicle they are operating), in good standing.

Bus Driver Duties and Responsibilities:

1. All bus drivers shall be familiar with, as well as comply with, the statutes and regulations of the Province of Alberta governing the operation of a school bus.
2. All bus drivers shall be familiar with, as well as comply with, regulations with respect to student transportation as outlined in the Transportation Manual.
3. All bus drivers shall use every precaution, due care and attention in protecting the students transported. **The safety of the students is our first priority.**
4. Bus drivers shall, unless directed otherwise by the Principal, follow the route as designated by the Transportation Coordinator.
5. Bus drivers shall maintain a time schedule and deliver the students to the designated schools not earlier than fifteen (15) minutes and no later than five (5) minutes before the school opening, unless directed by the Principal, or unless prohibited by poor road conditions or other extenuating circumstances.
6. Bus drivers shall return to the designated school for the afternoon route no later than fifteen (15) minutes before school dismissal, unless otherwise directed by the Principal.
7. Bus drivers shall check with receiving schools for scheduled days off or early dismissal and plan accordingly.
8. Bus drivers shall complete and submit the following forms to the school office at the given times:

Form Number	Form Name	Date to be completed
E100a	School Bus Passenger List & Route Map	September 30 th
E100b	Daily Mileage Reading (Odometer)	September 30 th
E136	Emergency Evacuation Helper Acknowledgement	September 30 th
E132	School Bus Seating Plan	September 30 th
E115	School Bus Evacuation Report	September 30 th & Last operating day of School year
E111	Pre-Trip Inspection	Complete daily, send in monthly
E110	Bus Operator Monthly Report (3 Pages)	Monthly
E134	School Bus Vehicle Log	Monthly
E116	Misconduct Report	When Necessary

NOTE: The Principal must verify and sign these forms before they are submitted.

9. It is important that School Bus Passenger Lists and route maps be completed on September 30th and submitted to the Transportation Coordinator no later than **October 15th** of each school year and must be updated whenever route changes occur throughout the year. School Bus Passenger Lists are considered incomplete if route maps are not attached.

Note: The bus passenger lists, maps and odometer readings determine our funding

10. Bus drivers must maintain the school bus in a clean condition inside and out and ensure an adequate fuel supply is maintained before going on a bus run.
11. Bus drivers must arrange for all minor repairs and servicing of school buses. Contact the Transportation Coordinator or designate for authorization of repair work.
12. All bus drivers will do a walk around inspection of their bus:
 - a. Before moving the school bus to go on any trip
 - b. When picking it up from being serviced or repaired.
13. Invoices for gasoline, oil & maintenance shall be signed by the driver. All invoices must include:
 - a. bus number
 - b. odometer reading
 - c. route or field trip number.
14. Bus drivers shall deliver the school bus for semi-annual inspections as required by Alberta Transportation Safety Branch to a repair garage designated by the Transportation Coordinator or designate. (See 'Approved Repair Facilities' sheet)
15. Bus drivers shall return the school bus to a point designated by the Transportation Coordinator within one (1) week from the last day of school and shall pick up the school bus within one (1) week preceding school opening.
16. Where the safety of students is or may be involved, Principals may suspend bus drivers for just cause, reporting each case by the most immediate means to the Transportation Coordinator or designate. The Transportation Coordinator or designate shall report such action to the Superintendent of Schools and Human Resources.
17. Bus drivers shall fill out a misconduct report form (E116) and report incidents of student misbehavior to the ***principal where the child attends***.
18. No one other than students and the bus driver may ride on the bus without special permission of the Board of Trustees.

19. Bus drivers are to contact the school Principal for a decision with respect to operating during inclement weather, as per the Local School Board Committee cold weather policy. (See Page 22-23)
20. Bus drivers will only drop off or pick up students at their designated stop, unless **written** permission or a **phone call** is obtained from the parent/guardian to the Principal or Transportation Coordinator where the designates have documented the correspondence.
21. Bus drivers will attend all divisional sponsored bus driver in-service meetings when called by the Transportation Coordinator, designate or by the Division.

Discipline of Students

Discipline of students, while on the bus

- The driver is in full charge and has authority to report incidences of misconduct or misbehavior to the Principal.
- The driver should consult with the Principal in dealing with misdemeanors and problems.
- The driver should not engage in unnecessary conversation with the students.
- The driver should maintain control and order, since this has a bearing on safety.
- The driver must not permit arms or heads sticking out of the windows.
- The driver should require pupils to maintain a low noise level.
- It is driver discretion to allow the use of MP3's and IPOD's by students.
- Eating and drinking on the bus by students is at the discretion of the driver. Drivers should insist on good house keeping and non-littering with cooperation from students.
- Smoking on the bus is not allowed.
- The driver should not allow students to move around while the bus is in motion.
- Drivers should maintain control over the windows.
- Do not allow students to throw things out of the windows.
- All students shall remain absolutely quiet while the bus is stopped at a railway crossing and shall remain quiet while the bus is crossing.
- Students must enter and leave the bus in an orderly manner.
- All students and occupants must leave the bus for the full duration of any type of refueling operation.
- Rules for field trips and cultural trips are the same as for regular trips.

Tips on Discipline

- The response of the child is towards action. Give your command to stimulate action, not to check it. Say, "do this" rather than "don't do that". Suggest an action that can be successfully obeyed.
- Give a child time for reaction.
- Have a reason for what you ask the child to do, and when possible take time to give the reason. He can see the point if you can.
- Be honest in what you say and do. A child's faith in you is a great help.
- Be fair; injustice makes a child rebel against you.
- Be friendly; always show an interest in what they are doing.
- Be generous with commending good qualities and actions.
- Try to be constructive, in all dealings with children.
- Remember that a sense of humor is extremely valuable.
- Never hit a child.
- Do not judge misconduct on how much it annoys YOU.
- Keep your personal feelings and prejudices to yourself.
- Control your temper. Maintain control at all times.
- Leave the child's dignity in tact.
- Look for good qualities-all children have them.
- Listen for suggestions from the children.

- Follow-up all students which have been disciplined. Be certain that you still have the respect and confidence of the child.
- Be sincere in your work.
- Set a good example yourself.
- Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.
- Consistency of drivers in the enforcement and interpretation of rules will eliminate many discipline problems.
- Report damages immediately.

Divisional Responsibilities

1. The Division will be responsible for payment of parts, gasoline, greases, oils, and maintenance, semi-annual inspections and labor for operation of the bus on Divisional owned buses.
2. The Division will pay the driver or a substitute driver a basic salary per day plus a fee per kilometer. The basic rate and mileage fee will be in accordance with a schedule adopted from time to time.
3. The Division will pay the driver a fee, according to a schedule adopted from time to time, for plugging in the bus during the months November to March, inclusive.
4. The Division will pay the driver a fee for any driver who submits their personal cell phone number to the transportation department, providing the route is not assigned a Northland School Division cell phone or two-way radio.
5. For field trips and other approved trips, the Division will pay the driver by the hour, according to a schedule adopted from time to time, up to a maximum of eight (8) hours driving time and four (4) hours waiting time. Trips in excess of eight (8) hours shall be negotiated prior to making the trip.
6. The division will pay the driver an additional hourly rate for transporting buses for preventative maintenance. This only includes travel time.

Spare Bus Drivers

1. The regular bus driver is encouraged to submit names of qualified substitute (spare) bus drivers to the Local School Board Committee for approval. Once approved, a list of names shall be forwarded to the Transportation Coordinator and Principal to be kept on file. This also includes any bus routes not governed by a Local School Board Committee (unorganized areas).
2. The following information must be on file with the Transportation Coordinator before any spare bus driver operates a school bus:
 - Application Form
 - Copy of Drivers License
 - Drivers Abstract, updated yearly (or a copy of the Driver Abstract Consent & information, Form G005a)
 - Criminal Record Check
 - Copies of all safety training certificates "S" endorsement, First Aid and other driving qualifications including air brakes endorsement, etc.
 - Copy of Medical Report, when required
3. All spare bus drivers must possess a Class 1, Class 2, or Class 4 Motor Vehicle License (appropriate to the vehicle they are operating), in good standing.
4. All spare bus drivers shall be familiar with, as well as comply with, the regulations with respect to student transportation as outlined in the Transportation Manual.
5. All spare bus drivers will show responsibility in performing all the duties and responsibilities of the regular bus driver.
6. Spare bus drivers shall only be permitted to operate the bus when the regular driver is unable to drive due to illness or emergent/medical reasons. Long term substitutions must be brought to the attention of the Transportation Coordinator.
7. The Bus Driver Monthly Report (Form #E110) of the regular driver will indicate the name and dates that each spare bus driver operated the school bus and must be accompanied by a Leave Application.
8. A Leave Application and Approval (Form #G201) must be completed by the regular driver and the spare bus driver.
9. Spare bus drivers will be paid by the Division according to established rates and upon receipt of a Leave Application and Approval form from the regular bus driver.

Section 2

Guidelines for Operators of School Buses:

Route and Schedule

The Transportation Coordinator shall establish the daily regular route. *Temporary* changes are the responsibility of the driver. The kilometers on the route are subject to approval by the Transportation Coordinator. Mileage shall be paid to the nearest next half kilometer. Deviation from the regular arrival time and leaving time at the school must be reported to the principal.

Where possible and feasible, routes will be organized so that pupils who are picked up first in the morning are let off first in the evening.

Revised Sep 4, 2009

Arrival and Departure Times

Arrival and departure times at each school are to be agreed upon by the driver, the Principal and the Transportation Coordinator. Drivers are to notify students and/or parents on their routes as to times of pick-up and delivery. When picking up students at school, arrival time **must be prior to dismissal time.** Late arrival time at a school creates an undesirable safety hazard.

The general rule is that drivers are responsible to see that all students scheduled to ride the bus are accounted for. However, for older students (Grade 7-12), drivers may depart after having waited the normal loading time (5-7 minutes after school dismissal time) since these students are expected to make proper arrangements. **In the case of younger students (K-6), drivers are not to depart unless all have been definitely accounted for,** and, if necessary, before leaving, report to the Principal, so that he would have the opportunity to account for the missing student(s). The driver must be in the bus whenever students are loading and unloading except in emergency situations.

IMPORTANT: TAKE KEYS WITH YOU WHEN YOU LEAVE THE BUS.

The drivers should exercise extreme caution when moving in the vicinity of the loading area. They should stay away from the loading area, pulling in only to load or unload. RATES of travel in the vicinity of the school should not exceed five (5) kilometers per hour. Backing of the school bus within schoolyard limits is **forbidden**. Additionally, it is illegal to double park in a bus loading zone.

Entering Private Property

Whenever feasible, for safety reasons, **or in emergency cases only** and if the house is more than (1) kilometer from the main road, private property is entered only when approved by the Transportation Coordinator. Landowners must annually fill out Form **E125 - Application for Transportation on Private Property**, which can be obtained from your school office and submitted to the Transportation Department for approval.

Be advised that it is ultimately the parent's responsibility to get their children to the bus stop safely.

Bus Drivers with Pre-School Children on the bus

Applications must be submitted annually with the approval from the LSB and the Transportation Coordinator, a bus driver may carry their pre-school children on the bus during their regular run providing:

- 1) A written request is submitted for approval
- 2) The bus is equipped with the ability to properly install a child seat
- 3) The child seat must meet the requirements of the Traffic Safety Act
- 4) The child seat must not occupy a seat required by a pupil who would regularly be transported on the bus to school.

Early Childhood Services (ECS) Program

The Board of Trustees agrees to provide School Bus Transportation for students enrolled in Early Childhood Services Programs (ECS) provided that:

- Space is available on the bus, and does not deter from the established route, as determined by the Principal.
- The school bus driver will provide supervision for ECS students while they are being transported on divisional buses.

Items Allowed on the bus

- Pets and live animals are not allowed on the bus (unless required for educational purposes and only with prior approval from the Principal).
- Only materials that are pertinent to the educational program are allowed on the bus. This may include musical instruments that are stored in a case and will fit under the seat in front of the student or can be held on their lap. If available, a seat may be used to transport the instrument, however, the instrument must be secured to the seat. Under no circumstances can the instrument be allowed to protrude into the aisle of the bus.
- Whenever skates are required for school activities and need to be carried on a school bus, they must be placed in some type of small bag, which may consist of a tote bag made of heavy plastic, canvas, etc. Double grocery or shopping bags may be acceptable if no skate blades are protruding from the bag. Bags containing skates should be kept on the floor under the seat. It is suggested that the student's name be placed on the carrying bag for identification.

Expectations of the Driver

The driver shall assign a seat (Form E132) to all students and the students are expected to remain in the seat to which they are assigned. This shall apply to regular routes, and all field trips. The student will be held responsible for any damages in the seat they are assigned.

Suspension of a student from a School Bus

If a student is suspended from a school bus, they will not be allowed to ride the bus until such time as they are reinstated. Until reinstatement, the parent(s) is/are responsible for providing transportation.

On a school bus, the driver is in full charge and has authority similar to that of a teacher in a classroom. Both regular and spare drivers will consult with the Principal where the child attends in dealing with misdemeanors and problems. Principals may suspend a student according to that Division's Procedures and the School Act, Section 155 (2) (b) (iii), however, discretion must be used in taking this action. In the event a student is suspended, the Principal must take the following action:

1. Immediately gather all details and report to their Superintendent of Schools.
2. Immediately notify the parent(s), preferably prior to when the driver leaves the student at his/her home that evening. If a student is suspended from the bus at a school, it is that Division's responsibility to ensure that the student is returned to his/her home. The Principal will contact the parent(s) or make other arrangements as necessary to ensure that the student is returned home.
3. Advise the Transportation Coordinator, as soon as possible.

DO NOT DROP OFF A STUDENT AT ANY OTHER LOCATION THAN AT THE SCHOOL OR AT THEIR NORMAL COLLECTION/DROP OFF POINT.

Transportation within Hamlets, Villages and Towns

Pupils residing less than 2.4 kilometers from the school may be provided transportation if conditions warrant. Special consideration may be given to very young (ECS – Grade 3) students.

Local School Board Policies for Transportation with Hamlets, Villages and Towns

LSB	Policy Date	LSB Policy
Anzac	Practice	All students from ECS-6, irrespective of distance, will be provided transportation on the bus if the parents so desire. ECS students will be picked up and dropped off at their house.
Athabasca Delta		
Bishop Routhier		
Calling Lake		
Chipewyan Lake		
Conklin		
Dr. Mary Jackson		
Elizabeth	Practice	All students are transported due to no sidewalks or paths for the students to safely walk to school.
East Prairie	Practice	The bus picks up all students within the town site
Father R. Perin		
Fort McKay	Practice	All students including ECS are transported due to no sidewalks or street lights.
Gift Lake		
Grouard		
JF Dion	NSD Policy	Pupils residing less than 2.4 kilometers from the school may be provided transportation if conditions warrant. Special consideration may be given to very young (ECS – Grade 3) students
Kateri	NSD Policy	Pupils residing less than 2.4 kilometers from the school may be provided transportation if conditions warrant. Special consideration may be given to very young (ECS – Grade 3) students
Little Buffalo		
Mistassiniy		Continued.....

Paddle Prairie	Practice	Students residing within the 2.4 km radius from the school may ride the school bus providing there is room on the bus and they do not delay the bus.
Peerless Lake		
Pelican Mountain		
Red Earth Creek	99-06-78	Bus pick-up of students in the residential area of Red Earth Creek be provided, due to safety concerns. (E.G. no lighting, no side walks heavy traffic and bear problems)
St. Theresa		
Susa Creek		

School Bus Driver Procedure for Cancelled Bus Run

If the school bus driver has exhausted all means of obtaining a spare bus driver to perform the run, or the bus run is cancelled due to:

- Inclement weather conditions (see **Emergency Situations page 20**)
- Mechanical Issues
- Driver Emergency

It is the bus driver's responsibility to make arrangements to:

- Contact the Principal for which your Route is assigned
- Contact the local radio station(s) approved by LSB (**Page 19**)
- If possible and/or assign for someone to contact each family registered on the route and notify them of the cancelled run. This should be done as early as possible.

Note: If children are not adequately dressed, the driver will report to the Principal who will contact the parents. Drivers can not decline a student transportation.

Please do not expect the students to relay any changes of transportation to their parents. Young ones may not remember details and teenagers may forget.

Radio Stations Approved by Local School Board for Cancelled Bus Runs

LSB	Radio Station	Frequency	Phone	Notes
Anzac		93.9 and 97.9 103.7	780-743-2246 780-791-0103	Dannette.Scott@rci.rogers.com mixnews@mix103.7fm.com
Athabasca Delta				
Bishop Routhier				
Calling Lake	CKBA (Athabasca)		780-675-5301	Extension 508. Leave a message before 7 a.m.
	CFWE (Edmonton)		780-447-2393 or 1-866-454-2813	
	CFCW (Edmonton)		780-490-2490	
Chipewyan Lake				
Conklin				
Dr. Mary Jackson				
Elizabeth	K-Rock	95.3 FM	780-594-2458	
East Prairie	High Prairie Peace River	1020 AM 106.1 FM	780-523-5111 780-624-2535	
Father R. Perin		89.9 FM		
Fort McKay				
Gift Lake				
Grouard				
JF Dion	CFCW	790 AM		
	CKSA	95.9 FM		
Kateri				
Little Buffalo				
Mistassiniy				
Paddle Prairie				
Peerless Lake				
Pelican Mountain				
Red Earth Creek				
St. Theresa	CFWE	89.9 FM		
	CFCW	790 AM		
	CHED	630 AM		
Susa Creek				

Emergency Situations

- At the beginning of the school year the driver will designate two (2) older students as helpers and make them aware of the duties they are to carry out in an emergency including evacuation procedures, operation of radio equipment and location of First Aid and safety supplies. (Form E115)
- The driver should consult with the Local School Board Committee and the Principal in cases of adverse weather and road conditions, or if this is not possible, use their own judgment and act accordingly. **Do not attempt the run if it would be considered unsafe.** Notify the Principal and parents of your intentions.
- If severe blizzard, other weather or road conditions have emerged overnight, refer to the local radio station in the early morning hours, before 0700 hours (7:00 a.m.). Drivers are asked to listen to these stations if in doubt. In the event a school is to be closed, the Principal will notify the radio stations.
- Drivers shall make arrangements so that the Principal can contact them throughout the day. In the event a school is to be closed early, the Principal of the school will advise the drivers concerned and the Principal will advise the radio stations to this effect.
- Parents should be aware that during severe weather conditions their children could be arriving home early. Parents are requested to listen to radio stations on such days and make necessary alternate arrangements in the event their children arrive home ahead of the normal schedule.
- Drivers shall consult with the Principal if they feel it necessary to make the homeward trip early.

Non - Operational Temperatures of School Buses for Inclement Weather

School buses will not operate in the event of the following conditions:

LSB	Air Temperature	Wind Chill	Location of Temp.
Anzac			
Athabasca Delta			
Bishop Routhier			
Calling Lake	-40		Contractors Location
Chipewyan Lake	-35		
Conklin			
Dr. Mary Jackson			
Elizabeth	-35	-50	4 Wing Cold Lake
East Prairie	-35		
Father R. Perin	-35		
Fort McKay			
Gift Lake			
Grouard			
JF Dion	-35		Where the bus is operated
Kateri	-35		
Little Buffalo	-30		
Mistassiniy			
Paddle Prairie			
Peerless Lake	-35		School
Pelican Mountain			
Red Earth Creek			
St. Theresa	-35		
Susa Creek			

Local School Board Policies for Inclement Weather

LSB	Policy Date	LSB Policy
Anzac		
Athabasca Delta		
Bishop Routhier		
Calling Lake		
Chipewyan Lake	Practice	Bus will not run when the weather is -35 C or colder in the AM. However, the school remains open for students delivered and picked up by parents / guardians for that particular school day.
Conklin		
Dr. Mary Jackson		
Elizabeth	Practice	Bus will not run on the days that are colder than -35 as stated at the weather station at 4 Wing Cold Lake. If the wind chill exceeds -50 the bus will not run. The school will remain open and students may attend as long as they are transported by their parents or guardians. It will be announced on the local radio station FM 95.3. Should snowfall be to a depth of 30 cm or more, the buses will not operate. On days the bussing is cancelled due to unsafe conditions for the students, staff will be in attendance where possible. Parents may contact the bus contractor Sylvia Desjarlais at 780-594-0102 for further information on buses or listen to Cold Lake Radio.
East Prairie		
Father R. Perin	January 25, 1994	Bus will not run in the morning when it is -35 but will run in the afternoon should the weather warm up to take the children home that are in school. The principal will contact 89.9 FM when the bus is not operating.
Fort McKay		
Gift Lake		
Grouard		
JF Dion	034/95	Buses do not run if temperature is -35oC or less measured from where the buses are operated.
Kateri	Practice	Buses will run if it warms up
Little Buffalo	Practice	Bus will not run when it is -30 or colder
Mistassiniy		Continued....

Paddle Prairie		
Peerless Lake	Practice	Bus will not run in the morning when it is -35 degrees at the school but will run in the afternoon should the weather warm up to take the children home that are in school. Bus Drivers will contact Principal to approve inclement weather policy effect.
Pelican Mountain		
Red Earth Creek		
St. Theresa		
Susa Creek		

School Bus Accidents

In the event of an accident, the driver shall:

1. Assess the accident scene. Do not remove students from the bus unless there is a fire, danger of fire or if the bus is in an unsafe position. If necessary, evacuate the students to a safe location in order to prevent further injuries or to remove students from other danger.
2. Assess injuries and provide first aid as required.
3. Depending on the seriousness of the accident, contact the Police Department nearest the accident scene, and if necessary, request an ambulance and medical assistance. The RCMP must be notified of all motor vehicle accidents and a Damage Sticker must be obtained.
 - As a general rule, do not move the school bus until directed to do so by a police officer. However, the safety of the students may depend on you moving the vehicle to avoid further collisions or some other damage.
4. Notify the Principal and Transportation Coordinator or designate giving details as to location, extent of injuries and damage. Advise if and what further assistance is required at the scene.
5. If possible, arrange for alternate transportation for the students.
6. The bus driver responsible shall have the authority to take whatever action considered necessary to:
 - Protect the health and welfare of the students that may include that every passenger involved be physically examined by a doctor or taken to a hospital for an examination.
 - Protect and/or prevent any further damage to the school bus involved.
 - Protect the Division against any possible future liabilities.

Upon receipt of a call at the Division Office informing of a school bus accident, the following procedure shall be followed:

7. Should the situation warrant, and if the driver has not already done so, contact the RCMP/Police Department nearest the accident scene requesting an ambulance and medical assistance, if necessary.
8. If available, the Transportation Coordinator should proceed to the accident scene to assess the accident and assist as necessary.
9. Ensure that the driver does not complete the run or drive a bus if he or she has in any way been physically injured or emotionally upset.
10. Alert a repair shop, if deemed necessary to have them stand by with whatever rescue equipment may be required i.e.: wrecker, winch truck, cutting torches, etc.
11. Advise the Superintendent of Schools, Human Resources and others as deemed necessary. If the Transportation Coordinator does not take the call, advise him/her at the earliest possible time.
12. If the Division owns the school bus involved, report the accident to the Insurance Company and adjusters. (Form: ASBIE Insurance Claim)
13. Report the accident particulars to Alberta Transportation Safety Branch, Edmonton (780) 427-7235.

Daily Walk Around Inspections

All bus drivers **must** do the Daily Walk Around Inspection prior to operating a school bus. All divisional and spare bus drivers as suggested by the Alberta Transportation Branch will use Form E111 – Pre-Trip Inspection Checklist. This report must be kept on the bus at all times and submitted monthly to Division Office. If repairs or maintenance need to be done, send white copy to the approved garage. (See 'Approved Repair Facilities' sheet)

Reporting of Motoring Offences

A common complaint of school bus drivers is other vehicles ignoring the alternating flashing lights on buses that are engaged during loading and unloading (Fly-By's). The number of prosecutions for this offence is far below the frequency that this type of offence occurs. Unless an enforcement officer happens to be at the scene, the burden of reporting the offence falls upon the driver. Drivers often do not report offences because:

1. Unless an accident results they feel it is not worth the trouble.
2. They are reluctant to take the time to go to court and testify.
 - a) Reluctance to go to court means that prosecution cannot proceed and the offender will no doubt commit the offence again, possibly with more serious consequences. Court appearance is required only if the offender pleads "Not Guilty". Please bear in mind that for the offender to appear in court is a penalty in itself regardless of the specified fine. Should the bus driver have to appear in court as a witness, the court will reimburse the driver to some extent, plus a fee for mileage if the court is dated for a regular school day.
3. They often feel that the penalties are so minimal that it is not worth the effort.
4. They have not gathered the evidence needed for prosecution. Even though an accident has not resulted, the next time a similar offence occurs, it could have fatal consequences. Therefore, an offence of this nature should not go unreported.

The only evidence the bus driver requires is the:

- a) License Plate number of the offending vehicle
- b) Date
- c) Time
- d) Location of the offence
- e) Plus a brief description of the offence. It is desirable that the bus drivers make written notes at the time of the offence and retain them as these notes may be used in court as evidence. Whenever sufficient evidence is available, drivers are encouraged to report these offences to the RCMP/Police Department for prosecution.

Buses are all equipped with visor clips denoting the information necessary. Contact the Transportation office if your bus does not have one.



PASSING THE SCHOOL BUS WITH FLASHING RED LIGHTS!



Fine \$402.00 And 6 Demerit Points!

Safety is everyone's responsibility!

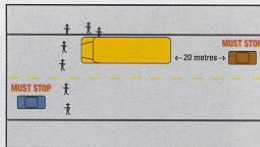
Please see other side for specific information



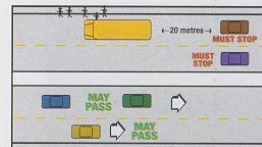
As Motorists, you must drive with extra care when approaching a school bus from either direction. When activated the overhead alternating RED Lights mean only one thing "this bus is loading or unloading children!" Passing the bus when children are loading or unloading is dangerous, illegal and could be deadly. That is why the consequences are so high.

In Alberta, the school bus driver will first signal the motorists that the bus will soon be coming to a stop to load or unload children by activating the **OVERHEAD** alternating **AMBER** lights - then, when the bus stops and the driver opens the bus door, the overhead alternating **RED** lights and the side stop arm are automatically activated.

When a school bus is stopped and the overhead alternating red lights have been activated, traffic from both directions must come to a complete stop and remain stopped until the red lights have been deactivated.



The only exceptions to this law is when a motorist is travelling in the opposite direction on a divided highway:



As parents, please remind your children to be extra careful when getting on and off the bus. Teach them to always obey the driver's directions and watch for traffic approaching the bus from either direction before crossing the road. Also remind your children to follow their school bus driver's directions promptly and courteously at all times and to follow all safety rules and policies implemented by their School Board. This will allow your children's school bus driver to focus their attention on driving the bus, so that your children can be transported to and from school as safely as possible.

Statistics show that most fatalities and injuries to school bus riders occurred during loading and unloading. We thank you for taking time to read this brochure and doing your part in ensuring that the children in Alberta continue to be transported as safely as possible.

The Student Transportation Association of Alberta (STAA) along with stakeholder participation will continue to strive to ensure safe and effective transportation is in place for our children. www.STAA.ab.ca

Field Trips and Extra Curricular Activities

1. Before leaving on a field trip or extra curricular field trip, the bus driver shall:
 - Do a walk around inspection on the bus (**Form E111 – Pre Trip Inspection**)
 - Ensure the bus has an adequate fuel supply
 - Discuss the field trip with the supervisors involved and be aware of all planned stops
 - Have in their possession the **Field Trip Approval Form** from Divisional Office that has been approved by the Principal and Transportation Coordinator or designate. This form is authorization to take the bus off a bus route. If stopped by an authority, the bus driver will be required to produce it.
 - Bus Drivers shall not deviate from the itinerary. Should an accident happen the driver becomes liable.
 - Ensure the registration, insurance slip (pink card) and current semi-annual inspection are on the bus
 - Ensure all baggage is placed securely under seats or if loaded onto a seat, it is loaded to the top of the seat and is securely tied down. The aisles and emergency exits must be kept clear at all times.
2. Drivers may drive a maximum of eight (8) hours per day with a maximum of four (4) hours waiting time. Bus Driver Daily Logs (Form E114) must be attached.
3. All buses must stop at Vehicle Inspection Stations when operational. Officials may request the following from the driver:
 - Bus Registration
 - Insurance Slip (pink card)
 - Current Semi-annual Inspection
 - Field Trip approval form
 - Any exemption permits or licenses
4. No firearms, alcohol or large equipment may be transported on the bus.
5. No smoking is allowed on the bus.
6. Ensure everyone is off the bus while it is being refueled.
7. It is recommended that a School Bus Evacuation Drill is practiced before departure on an extended trip and that leaders are assigned for the duration of the trip.
8. All gas receipts must have a Field Trip Number and a Bus Number on them.
9. Bus drivers must complete and submit a Bus Operator Monthly Report (Form E110), approved by the Principal, for the time they are claiming for the Field Trip. The Field Trip Number and hours must be recorded on the time sheet. If expenses are to be reimbursed, an Expense Claim (Form E400) complete with the field trip number and Principal's signature must be submitted.
10. All buses used for field trips must be cleaned in and out immediately following the completion of the field trip.

Section Three

School Bus Regulations for Students:

Principals shall make their students familiar with these rules. School Bus Operators shall carry a copy with them in their vehicles.

1. **Responsibilities:** Students riding the bus are completely responsible to the driver who has the same authority in transportation as a teacher has in instruction in a classroom. It is expected that students will obey the driver promptly and cheerfully.
2. **Seating:** Students will be expected to remain in the seat to which they are assigned and no walking around while the bus is in motion. They will report any damages to the driver, or take responsibility for the damages of their assigned seats.
3. **Loading and Unloading:** Students will be loaded regularly, morning and evening, according to the schedule. They are expected to be at their regular collection points on time and are not allowed to delay the bus.

Students who are not at their school to board the bus may have to be left behind and a student may have to provide an explanation the following day. In other words, if a student rode the bus in the morning but is not riding the bus home, the driver must be notified by a written note, or personally by the parents, to this effect.

Students will only be let off at regularly scheduled points. Drop-offs at points other than those regularly scheduled will be made only on homebound runs and then only if drivers are notified in writing of this intention, or by personal contact by the parent, and only at other regular stops where the bus does not go off its regular route.

Students must:

- Enter and leave the bus in a orderly manner
- Be on time and should not be allowed to unnecessarily continually delay the route. The students should be waiting for the bus, not the bus waiting for the student.
- Be delivered to the school and to their home pick-up points as regularly scheduled, unless *other arrangements* are made.
Other Arrangements must be made in writing to the driver or by personal contact by parent or principal. Drop-offs at places other than their designated stop will be made only in the afternoon and then only on the regular route.
- Be picked up for home bound transportation only at their schools.

4. **Student Rules**

Students are expected to conduct themselves in a manner that will lead to safe operation. A spirit of cooperation is expected to be demonstrated at all times. These same rules apply to extra curricular trips:

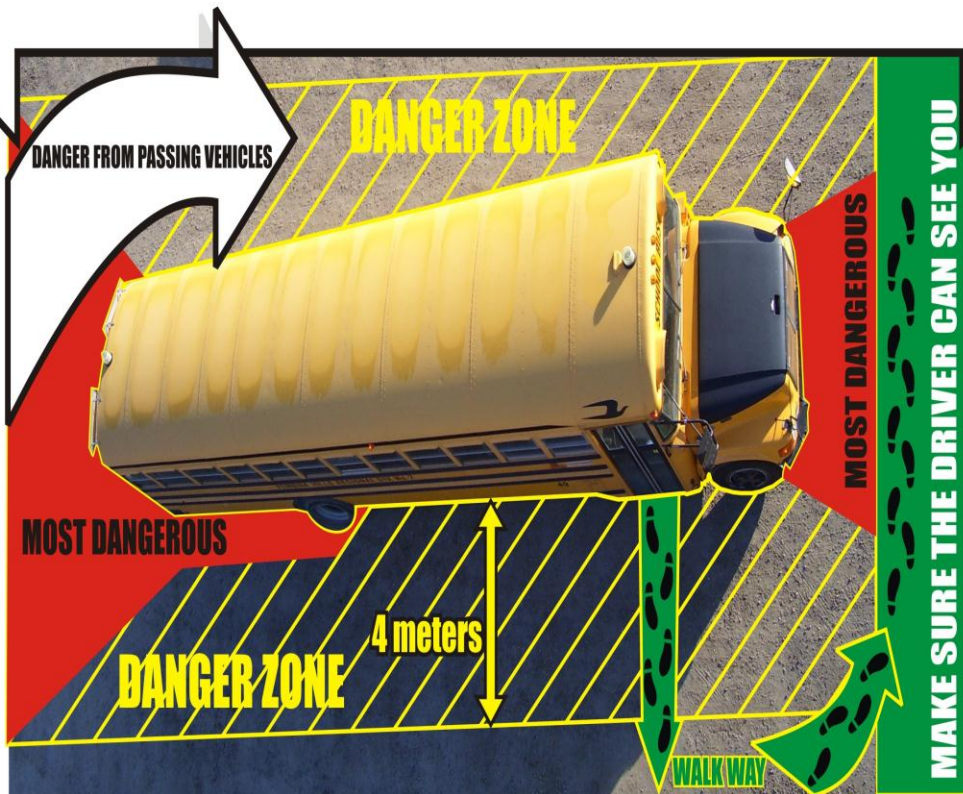
- Engage in quiet conversation
- Be silent while the bus is stopped at a railway crossing, or while the bus is crossing
- Body parts must stay inside the bus
- Request permission to open windows or operate other equipment
- No throwing objects out of the windows
- Request permission to play private radios / MP3's / IPOD's (at drivers discretion)
- Request permission to eat or drink on the bus
- Put litter in the garbage cans to promote good housekeeping conditions
- No smoking or otherwise use tobacco
- Students must be authorized to ride the bus by the Principal with advice to the Transportation Coordinator.
- Students must not indulge in any activity that is considered to be detrimental to the well being of the busing system
- Have a written note to:
 - Load/Unload at a different location

5. **Additional Safety Measures**

- Students should not walk on the sidewalk along side a moving bus, but if they must, keep as much distance between them and the bus as is possible and exercise extreme caution
- When entering and exiting the bus, observe directions from the driver

OUTSIDE THE BUS SAFETY'S A MUST

DANGER FROM PASSING VEHICLES



Section 4

Provincial & Federal Regulations & Acts

Flashing Light Regulations

Excerpts from the Highway Traffic Act

105(5) The operator of a school bus shall

- (a) activate the alternately flashing amber lights when he begins to slow down the school bus for the purpose of stopping on a highway to load or unload passengers, and
- (b) activate
 - (i) the alternately flashing red lights, and
 - (ii) the stop arm,

when he is stopped on a highway for the purpose of loading or unloading passengers.

Railway Crossings

Excerpts from the Highway Traffic Act

104(4) In the case of a railway crossing that is not controlled by a traffic control signal, the driver of a vehicle that

- (a) is a school bus,
 - (b) is carrying explosive substances as cargo, or
 - (c) is used for carrying inflammable liquids or gas, whether or not it is then empty, shall stop the vehicle no closer than 5 metres or further than 15 metres from the nearest rail of the railway, and
 - (d) remaining stopped, shall listen and look in both directions along the railway for an approaching train and for signals indicating the approach of a train,
 - (e) shall not proceed until he can do so safely, and
 - (f) in the case of a school bus, shall before proceeding open the front door and if practicable to do so with one hand, shall also open the window immediately to his left.
5. Subsection (4) does not apply when a peace officer or a flagman otherwise directs.
6. The council of a city may, by by-law, provide that subsection (4) does not apply to all or any railway crossings in the city.
7. When a driver has stopped in accordance with this section he
- (a) Shall cross the railway tracks in a gear that he will not need to change while crossing the tracks, and
 - (b) Shall not shift gears while so crossing.

School Bus Operations Regulations

Excerpts from the Motor Transport Act

- 10 No person shall, while transporting pupils on a school bus, convey in or on the school bus
- (a) Animals,
 - (b) Firearms,
 - (c) Explosives,
 - (d) Flammable materials or substances,
 - (e) Fuel other than in the fuel system and fuel tank of the bus, or
 - (f) Anything
 - (i) of a dangerous or objectionable nature, or
 - (ii) that might endanger the lives or safety of persons in the bus.
- 11 No person shall operate a school bus at a speed greater than
- (a) 90 kilometers per hour, or
 - (b) the speed limit prescribed by law,
- whichever is the slower speed.
- 12 No person shall operate a school bus in reverse where the school bus is
- (a) On a school ground, or
 - (b) At a location, adjacent to a school ground, at which the school bus is loaded or unloaded, unless there is a responsible person located outside at the rear of the school bus giving directions as to the operating of the school bus in reverse.
- 13 The person operating a school bus shall not, nor shall he permit another person to, put fuel into the fuel tank of the school bus while any person, other than the person operating the school bus, is on the school bus.
- 14(1) No person, while shall at any time smoke or use tobacco in any manner
- 14(2) The person operating a school bus shall ensure that no person remains on the school bus who appears to be
- (a) Consuming alcohol,
 - (b) Impaired by alcohol or a drug, or
 - (c) At any time during which pupils are on the school bus, smoking or using tobacco in any manner.
- 15(1) When a spare tire is carried on a school bus it shall not be carried in the interior of the school bus.

- 15(2) Notwithstanding subsection (1), if a tire must be temporarily carried in the interior of a school bus, the person operating the school bus shall ensure that the tire
- (a) Is placed in such a manner so that it will not interfere with the seating, aisle or emergency doors, and
 - (b) Is securely attached to the body or floor of the school bus.
- 16(1) When luggage, equipment or tools are carried on a school bus they shall not be carried in the interior of the bus.
- 16(2) Notwithstanding subsection (1), where it is not practical to carry luggage, equipment or tools other than in the interior of the bus they may be carried in the interior of the school bus if they
- (a) Are stored under the seats where possible,
 - (b) Do not block aisles or emergency exits and
 - (c) Are stored, lodged or secured in such a manner so that they cannot be dislodged or move about when the brakes of the school bus are applied, during acceleration of the school bus or in the event of an accident involving the school bus.
- 16(3) The person operating the school bus shall ensure that any luggage, equipment or tools carried on the school bus are transported in accordance with this section.
- 17(1) The person operating a school bus shall load or unload pupils onto or from a school bus only when and at a place that it is safe to do so.
- 17(2) When the person operating a school bus unloads a pupil from the school bus, that person must, before he moves the school bus after the unloading, ensure that the pupil has reached a place that is safe from the traffic.
- 18 Where a pupil must cross a road or highway before loading onto or after unloading from a school bus, the person operating the school bus shall, as far as practicable, direct the pupil to cross the road or highway in front of the school bus.
- 19 No person shall
- (a) Stand in a school bus,
 - (b) Get up from his seat on a school bus, or
 - (c) Get on or off a school bus,
- While the school bus is in motion.
- 20 No person operating a school bus shall leave the school bus unless
- (a) The motor and ignition is turned off,
 - (b) The ignition key is removed, and
 - (c) The emergency brake is set.

School Bus Evacuation Drill Procedures

All drivers should perform a School Bus Evacuation Drill at least two (2) times per year. This should be done at the beginning of the school year (September) and at least one other time during the school year. It is also recommended that an evacuation drill be performed prior to leaving on any field trip involving long distances.

At the beginning of the school year the bus driver will designate two (2) older students as helpers and make them aware of the duties they are to carry out in an emergency including evacuation procedures, operation of radio equipment and location of First Aid and Safety Supplies.

This drill shall be held on school property and be coordinated with the school administration. **All** students should participate in the drill.

The objective is to get the students off the bus in a safe and orderly fashion.

All evacuation drills should be documented on **Form E115 - School Bus Evacuation Report** and signed by the bus driver and supervisor/or Principal. A copy of the School Bus Evacuation Report should be kept on file at the school with a copy sent to the Transportation Coordinator.

There are three (3) standard ways to evacuate a school bus. They are:

- (1) front exit
- (2) rear exit
- (3) front and rear exit

Recommended procedure:

- (1) Assess the situation and choose the appropriate method. The quickest method is generally the front and rear exit. However, check front and rear for additional dangers such as fire or traffic.
- (2) Remain calm and speak loudly and clearly to students.
- (3) Assign responsible leaders to assist and to take students to a safe place, you have designated, which should be at least 35 meters (100 ft.) from the bus.
- (4) Taller students should be assigned to assist students exiting the bus. If doing a rear exit evacuation, students should put their hands on the shoulders of the students assisting and should bend their knees to break the jump down.
- (5) The driver should guide the students leaving the rear exit and instruct student to "watch their head and put their hands on the shoulders of the helpers and swing down".
- (6) The driver should guide the students leaving the bus one row at a time when doing a front exit evacuation.
- (7) The driver should always walk the length of the bus to ensure no students are left behind.
- (8) All articles such as lunch kits, school bags, etc. should be left on the bus.

Use of Fire Extinguishers

There are many different brands of fire extinguishers but they all basically use the same procedure.

- (1) Remove from bracket
- (2) If possible, fire should be approached from upwind
- (3) Hold the extinguisher upright
- (4) Pull the safety pin
- (5) Point the nozzle (hose, horn) at the **base** of the fire
- (6) Squeeze the handle
- (7) Use until extinguisher is fully discharged, even if fire appears to be out
- (8) Replace the safety and return to the bracket
- (9) Ensure the extinguisher is recharged or replaced before the next bus run.