



# North East School Division

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We at Transportation Services extend a heartfelt welcome to you and hope you will find this the beginning of a pleasant association. Your success and happiness are important to us.

The purpose of this handbook is to orientate you to the North East School Division policies and procedures that apply to you. While it does not include every detail, it will indicate where information can be found.

It is important to note that policies and forms are always being updated. Updates will be circulated to you and the most current documents are available online at [www.nesd.ca](http://www.nesd.ca).

Please add the updates that you receive to this binder for future reference. You are accountable and must be aware of changes in policies or procedures.

If you need more information, please ask. We wish you success and look forward to working with you.

Tanya Biesenthal  
Supervisor of Finance and Transportation

Bryan Morgan  
Manager of Transportation Services

Jon Brown  
Dispatcher

Michele Cragg  
Administrative Assistant

**Phone: 306 873-4555    Fax: 306 873-4595    Toll-Free: 1-888-884-0240**

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Bus Driver Job Description

**Section 1:**

**North East School Division and Transportation Office Information**

## **Vision Statement:**

The Board of Education for the North East School Division has adopted the Vision Statement *“Education in a Culture of Excellence”*. We need to weave this thought into everything we do in our daily work.

Please ensure you are:

- A good role model for our students
- Expressing a positive attitude when dealing with school and division staff
- A polite and careful driver in the public
- Keeping a clean bus inside and out (our kids deserve no less!)

*Let’s all make it our goal for our Transportation Department to be a shining example of Education in a Culture of Excellence.*

## **Mission Statement:**

Our mission is to ensure every student has the opportunity to succeed.

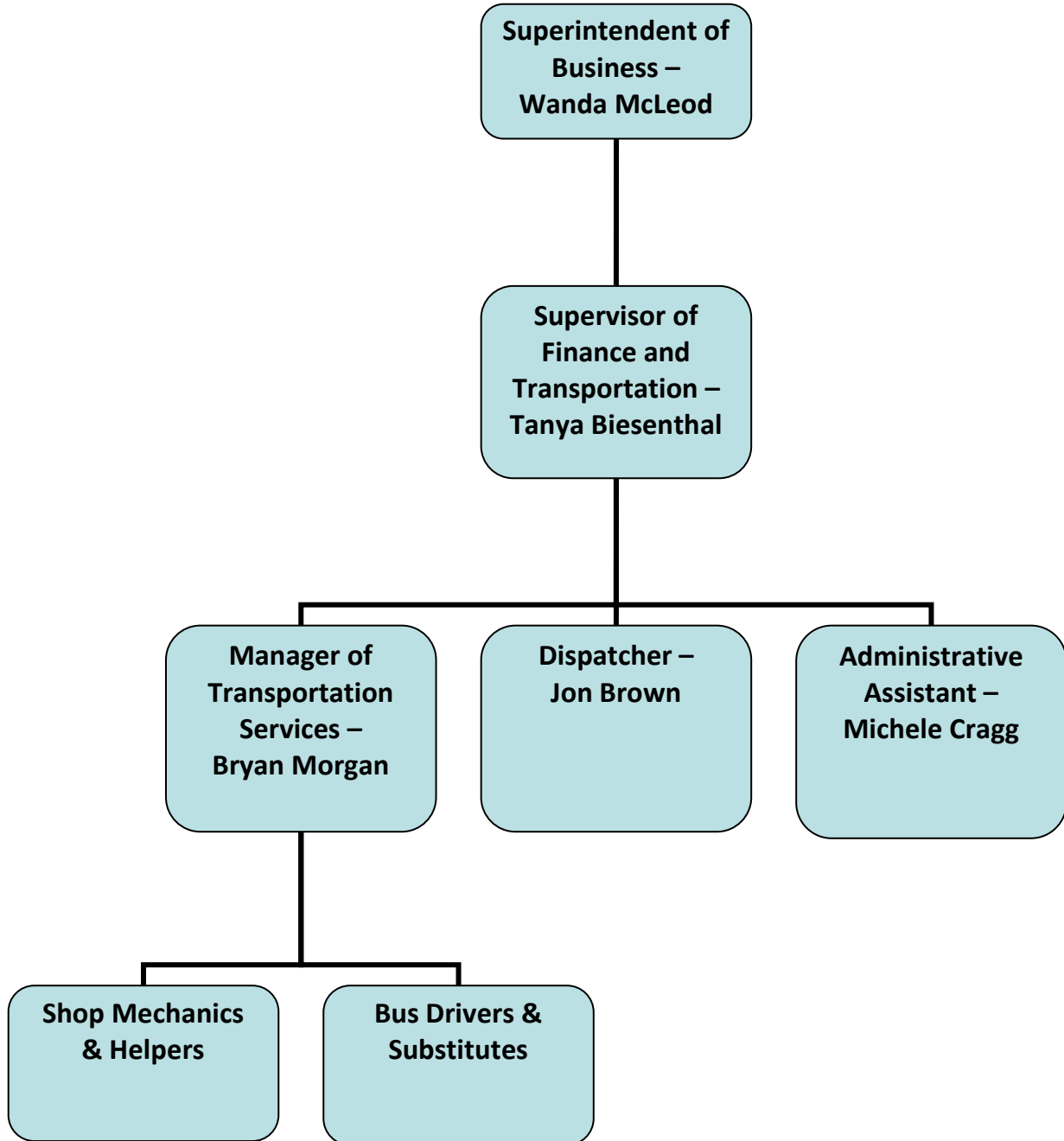
## **Guiding Principles:**

Success in North East School Division is achieved through shared values.

- **Commitment to Be your Best.** We are committed to the pursuit of excellence and achievement of one’s personal best.
- **Responsible.** We are committed to individual and organizational accountability.
- **Inclusive.** We are committed to a culture of mutual respect responsive to the diversity among people.
- **Cooperative.** We are committed to collaborative relationships fostered by open communications.
- **Respectful.** We are committed to conducting ourselves with integrity and compassion.

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**Organizational Chart for the Transportation Department**



**NESD Transportation Department Contact Information:**

**Tisdale:** *(Tisdale is the Head office for Transportation Services)*

**Tisdale Office Hours: 7:00 to 5:00 (Student Attendance Days)**

**8:00 to 4:30 (Non Student Attendance Days)**

Box 400, 701 93<sup>rd</sup> Ave, Tisdale, SK S0E 1T0

Phone Number: 306 873-4555 or Toll Free: 1-888-884-0240 (For Office and Shop)

Answering machine after hours

***Supervisor of Finance and Transportation: Tanya Biesenthal,***

Email: Biesenthal.tanya@nesd.ca

Cell Number: 306 873-0101

***Manager of Transportation: Bryan Morgan,***

Email: morgan.bryan@nesd.ca

Cell Number: 306 873-1837

***Dispatcher: Jon Brown,***

Email: brown.jon@nesd.ca

***Administrative Assistant: Michele Cragg***

Email: cragg.michele@nesd.ca

*Outside mailbox: available for dropping forms off after hours*

**Tisdale Bus Garage Hours: 7:30 to 4:30**

Shop Direct Line: 306 873-2750

Mechanics: Dave Kendall, Nick Koturbash, Jeremy Carrington

**Nipawin:**

**Nipawin Bus Garage Hours: 7 am to 5 pm all school days; 7 am to 4 pm non-school days**

Phone: 306 862-3866

Fax: 306 862-2692

Mechanics: Mark Backstrom

**Hudson Bay:**

For Minor Service: Bay Tire and Auto Centre

Phone: 306 865-2453

**Section 2:**

**Driver Information**



## **Bus Driver Job Description:**

Bus Drivers work under the general supervision of the Manager of Transportation Services. Bus Drivers are entrusted with the safety of the children.

- Drivers need to:
  - Stay calm
  - Recognize and act on possible problems early
  - Be able to talk to students, parents, educators
  - Be prepared for all situations (other drivers forgetting/disobeying the rules of the road, varying road conditions, bad weather)
  - Solve student behavior problems quickly
  - Ensure the safety and maintenance of their buses by conducting pre-trip inspections
  - Be alert to any changes in performance, noise, handling etc., making written notes of all problems and ensuring the necessary repairs are made
  - Be reliable and conscientious

## **Bus Drivers' Responsibilities:**

- Drivers will:
  - Ensure that the following are in their possession while on duty:
    - a) Driver's License with S-endorsement
    - b) Zonar Hand-Held Unit/SGI Log Book
    - c) Student List and Route Map
    - d) Driver handbook
- Pre-Trip Inspection must be done in the morning prior to your bus trip.
- Notify the Transportation Services office immediately, on the Route Change Form (Page , any changes in the student load list or the approved route.
- Complete all necessary forms and reports as required by the Supervisor & Manager of Transportation.
- When driver's license is renewed, provide a copy to the Transportation Services office.
- Maintain a good relationship and communicate with students, parents, school staff & administrators.
- Notify parents as to route changes and provide approximate times for pick-ups and drop-offs. Communicate as necessary with parents, school staff & administrators, and Manager of Transportation Services in regard to any time changes, route changes, or procedural changes
- Adhere as closely as possible to a regular time schedule.

- Ensure that NO RISKS ARE TAKEN to ensure the safety of the students.
- Never make comments, or otherwise share information, about the behaviour or abilities of students, except to the proper authorities (Principal or Manager).
- Ensure students are not ejected or permitted to leave the bus at other than their designated bus stop or the school unless permission is granted by the parent or school division authority.
- Cooperate with the Supervisor & Manager of Transportation to provide safe, efficient, and economical student transportation services.
- Provide bussing only to students that are registered.
- Not provide yard service without the written consent of the Manager of Transportation.
- Wear clothing and groom themselves to be presented for work in accordance with accepted social and business standards.
- Immediately report all accidents or serious incidents to the Manager of Transportation, the Principal, and if necessary the RCMP. A written statement must be given to the Manager of Transportation.
- Motorists who do not stop for flashing lights must be reported to the RCMP by the bus driver.
- Attend meetings and in-services as required by the Supervisor & Manager of Transportation.
- Only cancel their bus route with approval of the Manager of Transportation who will consult with the Supervisor (except under the Severe Weather Policy). The driver will notify all parents and all Principals affected if the bus doesn't run.

## **Bus Routes:**

1. Bus routes shall be established to provide the most effective and efficient service to eligible students. Final approval of bus routes shall be the responsibility of the Supervisor and Manager of Transportation Services.
2. By the first Friday in September (after the first), each Bus Driver must complete the required bus load and mileage forms and forward them to the Transportation Services office.
3. Rural pick-up will be at the driveway or at the nearest safe point to the driveway subject to paragraph 6 below. Urban pickup is at designated In-Town stops.
4. Passengers are to be ready to depart and at their designated bus stop 5 minutes prior to their scheduled time. Buses will not wait beyond the scheduled time, but will not leave any pickup point ahead of time, unless all students have been accounted for. *Board Operational Policy and Procedure 801-2(a)(iii)*
5. Yard service may be provided if bus turning requirements, distance to the road, age of the student, medical conditions or other specific circumstances require it. The Supervisor of Transportation must approve all yard service except in the instances of severe weather. Then, the driver can make an exception. Approval of yard service is conditional upon the yard being kept free from snow to allow the bus to turn around safely. *Board Operational Policy and Procedure 801-2 (a)(ii)*
6. Buses are to arrive at school no earlier than twenty minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location *Board Operational Policy and Procedure 801-2(a)(iii)*
7. The driver must ensure that his/her bus is at the school at least five minutes before dismissal time or as directed by the Principal and that the driver is on the bus by the time the dismissal bell rings or as directed by the Principal. Departure is 5 minutes after dismissal of school or when all students are accounted for. All deviations must be approved by the Manager of Transportation Services.
8. The Bus Driver, before the start of each school year and thereafter if there is a change, shall notify parents, the Principal and the Transportation Services office as to the bus route schedule. The Driver shall adhere to the schedule as closely as possible. Routes and stops cannot be moved, added or deleted without the knowledge of the Transportation Services office.
9. The calculation of the bus route distance will be as follows:
  - a. Non-union: from the driver's residence to the first stop, the route distance and school to the driver's residence and then doubled.
  - b. Union: from school to first pick-up using the most direct route and the first pick up to school and then doubled.

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**Cell Phones:**

- Drivers may carry personal cell phones if they wish provided there is no cost to the school division.
- Cell phones are not to be used while the bus is in motion. Drivers must pull over and stop in a safe location before making or receiving a phone call.
- Personal calls are not allowed during working time.
- Buses that have antennas installed for the purposes of using cell phones may keep the antenna. However, the school division will not install any further antennas on buses.

**Confidentiality:**

- Bus drivers shall not make comments, or otherwise share information, about the behaviour or abilities of students, except to the proper authorities (Principal or Manager).
- Bus drivers will always keep all information regarding staff, students, parents or school division business confidential.

## **Concerns & Resolution of Disputes:**

### **Concerns Regarding Bus Drivers or Shop Personnel**

- All concerns from any individuals about bus drivers or shop personnel shall be referred to the Manager of Transportation. The Manager of Transportation will investigate and determine appropriate action. Written documentation of the concern, along with any action taken or recommendations of disciplinary action will be provided to the Supervisor of Transportation.

### **Bus Driver Concerns**

- Bus drivers who have concerns regarding a student will communicate that concern first to the School Principal and then to the Manager of Transportation. The driver will document all such communications and give a copy to the principal and to Transportation Services office (Student Behaviour Report included at the back of this binder in the forms section).
- Bus drivers who have concerns regarding their bus will advise the Shop Mechanics. The Shop Mechanics will investigate and determine the appropriate action.
- Other concerns of Bus Drivers will be communicated to the Manager of Transportation who will determine the appropriate action.

### **General Concerns**

- General Concerns not mentioned above will be directed to either the Supervisor or Manager of Transportation as appropriate to investigate and determine the appropriate action.

### **Resolution of Disputes**

- Concerns should be dealt with at the level as close to the source as possible.
- The Manager of Transportation, upon request, shall review the actions taken by a Bus Driver or Shop Mechanic as the first level in the local appeal process.
- The Supervisor of Transportation, upon request, shall review the actions taken by the Manager of Transportation as the second level in the local appeal process.
- The Superintendent of Business Administration, upon request, shall review the actions taken by the Supervisor of Transportation as the third level in the local appeal process.
- The Director of Education, upon request, shall review the actions taken by the Superintendent of Business Administration as the fourth and final level in the local appeal process.

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### **Driver Abstract Requirements:**

Drivers Abstract must be obtained before hiring. The Manager of Transportation Services will review the information contained in the abstract and determine the Safety Level of the applicant. This evaluation is based on the demerit point system used by SGI.

#### **Level 1:**

A level one driver is eligible for employment.

- Abstract shows three or less convictions in the past two years accumulating a maximum of no more than nine points.
- Abstract shows no more than one at fault accident within the past year and no more than two at fault accidents within the past two years and accumulating no more than a maximum of nine points.

#### **Level 2:**

A level two driver has the option to wait the necessary time period for points to drop off or complete the training program asked for by the Transportation Manager. This may be a Driver Improvement Course or a Defensive Driving Program.

- Abstract shows three or more convictions within the past two years accumulating up to 12 points.
- Driver has three at fault accidents in the past two years, one or less in the past year.

#### **Level 3:**

A level three driver may ask for a meeting with the Transportation Manager to assess what time and training would be necessary for that person to qualify for employment with the School Division. Based on the seriousness of the offence recommendations will be sent to the Human Resources Department for review prior to any decision being made.

- Driver has more than twelve points against their license.
- Driver has more at fault accidents than allowed.
- Driver has been convicted of an offence that in the estimation of the School Division shows concern for student safety including but not limited to the following charges:
  1. Impaired driving
  2. Dangerous driving
  3. Failing to comply with demand
  4. Driving while disqualified
  5. Flight
  6. Leaving scene of crash
  7. Impaired driving causing bodily harm
  8. Dangerous driving causing bodily harm
  9. Impaired driving causing death
  10. Dangerous driving causing death
  11. Criminal negligence causing bodily harm
  12. Criminal negligence causing death
  13. Criminal negligence
  14. Manslaughter

## **Drivers Must Notify School Division in the Following Circumstances:**

### **Drivers must notify the Manager of Transportation Services:**

- When their license is suspended
- If they receive a medical notice that they have a condition which could be detrimental to safe bus operation;
- If they get stuck, hit the ditch, require a tow truck, run out of fuel, have an accident or have a near accident (there is a form required for this, see Section 5a of this handbook);
- If a family contacts them for transportation – All new passengers that show up on a route must register for bussing. *Temporary* service may be provided until the driver is notified by Transportation Services;
- All changes to their route (students or kms or roads) must be submitted on a Route Change Form (included in the forms section of this binder).
- Transportation Services office requires a copy of a driver's new license and current photo ID prior to the expiration date of their license and ID.

### **Tickets / Fines / Convictions:**

- If a Bus Driver receives a conviction / ticket / fine / traffic violation from an enforcement officer for any driving infraction (or a parking infraction with the bus), the driver must notify the Manager of Transportation immediately.
- The cost of a ticket or fine is the responsibility of the Bus Driver. If the school division receives the ticket (e.g. A parking violation with the school bus), it will be paid and deducted from the driver's next cheque.

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### **Reporting Criminal charges:**

- All employees of the North East School Division and all persons who have been required to provide a criminal records check are required to sign a statement indicating that they have received a copy of these procedures and that they understand their provisions.
- No later than two working days after having been charged with an offense, any person referenced in this procedural statement is to inform orally, and subsequently in writing, the Director of Education of all charges laid.
- A submission outlining relevant circumstances may be attached by the person to the written information.
- Upon receipt of the information, the Director or designate is to investigate the circumstances.
- Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal of permission to act as a volunteer for school sponsored activities.
- Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement or contract of employment, the Board may, in its discretion, transfer, reassign, or terminate the employment of an employee who is not in compliance with the provisions of the procedures of this policy.
- Any action taken by the Board with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
- Any appeal of the decision of the Board is to be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within fifteen days of notification of the Board's decision.
- If, at the conclusion of all proceedings, a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been effected is, at the request of the employee, to be removed and destroyed.
- Notwithstanding any of the above regulations, an employee may, at any time, seek legal advice or counsel from his/her employee group or from independent sources at the employee's expense. Should the employee so wish, he or she may be accompanied or represented by a representative of the employee or the appropriate employee group at any and all meetings that the employee attends regarding the process.



## **Drivers Procedures for Requesting a Substitute Driver:**

- Substitute Drivers must be employed by the North East School Division as Substitute Bus Drivers
- Substitute Drivers must adhere to the transportation policies of the school division.
- Substitute Drivers shall be paid by the school division.

### **Procedures for Bus Drivers to Obtain a Substitute Driver**

- During normal operating hours the Dispatcher is responsible for contacting the Substitute Driver and making suitable arrangements. Drivers may only arrange for a substitute driver in an emergent situation, (the Substitute Driver is required in less than 24 hours). In that situation, the Driver must immediately inform the Dispatcher of the absence and the name of the Substitute Driver. Preference will be given to a Substitute Driver who resides in the same attendance area.
- All driver absences and substitutions must be reported to Dispatch prior to the absence date to ensure accurate entry into the payroll system.
- Drivers are required to update the substitute with any information about the route to ensure that the substitute knows the route and is able to drive the route without any problems (fueling up procedures, driveways, students not riding, etc.)

### **Procedures when a Substitute Cannot be Found**

- If the dispatcher/regular driver has not been able to find a substitute driver within the same attendance area, they can fan out to neighboring attendance areas in search of a substitute.
- If a driver cannot find a substitute driver in an emergent situation, they are to immediately contact the Manger of Transportation. If possible the driver is to notify the parents, however, in emergency situations, the transportation office MAY assist with the notification process.
- In cases where a non-urgent leave has been requested and no substitute is available, the driver may have to consider cancelling their leave in order to provide bussing service to the students. If this is not possible, they must discuss with the Manager of Transportation. If a route is to be cancelled, it requires approval of the Supervisor of Transportation. The driver **must** notify the parents that a substitute driver is not available and they will have to transport their children. When possible, arrangements will also be made to provide the driver with a memo for students to take home to parents prior to the cancellation date.

## **Email:**

All employees of the school division may receive a free email account by simply asking for it. It is a web-based email so that you can check it from any computer that has access to the Internet. The format for the address is lastname.firstname@nesd.ca. Requests should be made through the Transportation Services office.

We use email often to communicate with Drivers to save money on printing, postage and preparation. It is recommended that all drivers who do not have a home email account obtain a NESD email account.

## **Fuel Cards:**

Most drivers are assigned a fuel card-lock card and pin number (or fleet card). The following rules apply to the driver:

- Fuel only into NESD owned vehicles.
- Fuel only at NESD designated fueling locations.
- Only the person assigned the card (or the substitute driver for that route) may have access to the card.
- Keep the card safe from loss or theft.
- Keep the pin number separate from the card.
- Report a missing card immediately.
- Do not store the card in the bus. Drivers are responsible for the use of the card assigned to them.
- Enter the bus number or vehicle number correctly when fueling.

## **A bus must never be fuelled with passengers on board!**

**Re-fuelling the bus should be done in the morning after the run so that the bus is ready for the afternoon.**

## **Liability:**

### **Liability Limitation**

As long as Bus Drivers follow the policies of the school division and the laws with regards to driving a school bus, they are protected from personal liability.

### **What do drivers do when the parent is not at home?**

- School Division responsibility as a student transportation system is to provide a ride to and from school for eligible students enrolled in our schools and who live in the attendance area of the school to which they attend.
- Provided drivers are on schedule and the schedule was given to parents at the beginning of the year, you have no further responsibility to ensure that someone is at home.
- If you believe a young child has no supervision at home at the time of drop off, please contact dispatch for further direction prior to leaving the site.
- It is the parent's responsibility to ensure that children younger than 11, are not left alone. If you are concerned about the safety of children left alone, you should report the incident to the Principal (this may mean a call to the Principal at home) and let them handle the situation. In extreme weather conditions, we would have more responsibility to ensure students were delivered safely.

### **What to do if student's parents forget to tell you extra students are coming to their home?**

- All students must have the written permission of their parents before they can bring other students home with them. It is not the driver's responsibility to verify if a child has received permission.
- Extra riders must also have the written permission of their parents to accompany regular bus riders to their homes. It is not the driver's responsibility to verify if a child has received permission.
- Accepting extra riders will be based on parent approval and the availability of appropriate space/seating accommodations on the bus.
- You need to communicate this to all parents at the beginning of each school year
- In the event that an unreported rider is accompanying a regular student, Dispatch will attempt to contact parents for clarification before transportation is denied.
- If there are any complications, the Principal will handle it.
- It is not safe to deliver students to a location that we are uncertain they should be at. All drivers should be consistent on this issue.

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## **Payroll Information:**

### **Payday:**

- Payday for all permanent staff is the 25<sup>th</sup> of each month. If the 25<sup>th</sup> falls on a holiday, it will be the last working day prior to the 25<sup>th</sup>.
- Payday for all casual and substitute staff is the 5<sup>th</sup> working day of the month following.
- All payroll is by direct deposit.

### **Absences from Work:**

- Every employee claiming sick leave with pay may be required to obtain and present a certificate from a medical practitioner acceptable to the Board stating that the employee was ill and unable to work.

### **Municipal Employees' Pension Plan:**

- It is mandatory that permanent employees of school divisions contribute to the Municipal Employees' Pension Plan on the first day of employment.
- The school division matches the employee's contributions into their pension plan.

### **Terminating:**

- If you resign, please give at least 30 days notice. We must advertise, reference check, shortlist, interview and allow the successful candidate time. The more notice the better.

## **Personal Use of Buses:**

- While we do not allow personal use of school buses, drivers may stop for the mail, groceries, coffee etc. after students are dropped off at the school, providing there are no additional miles being put on the bus.
- No cargo is transported when students are on board.
- Drivers may not use the school bus to stop at the bar, liquor board store or other places that would be inappropriate for a school bus to be stopped at.
- If you are found at fault in an accident while using the bus for personal stops, you must pay the deductible and any costs associated with that accident.
- Buses are not to be left idling while drivers make personal stops.
- If Drivers have their buses at their work place, and doing so has been approved by the Manager of Transportation, it is not considered a personal stop.

**Public Image:**

- Is the bus clean inside and out?
- Do you follow all the traffic rules?
- Are you courteous to other drivers?
- What is your personal appearance saying?
- When talking about your job in public, what message are you sending? Let's talk publicly about the positive things in our system. If you look for the negative you will likely find it. If the public sees us as an efficient, organized, dedicated team then they will have more support for us.

**Student Friendly**

- Going to school and specifically riding the bus, needs to be as pleasant an experience as possible for all students.

**Reliability**

- Is the bus plugged in (during cold weather) and the power working?
- Are you consistent with your times?
- Do you double check details for school trips to ensure you are on time and prepared for the trip?

**Good Ambassadors**

- In the eyes of the public, you are representatives of North East School Division. Please be a good ambassador.

2m

**RESPECT: Bus Drivers Earning Respect:**

**R**emember each child's name and give them a cheery greeting

**E**arn the student's respect

**S**et the rules and stick to them

**P**incipals are important in the discipline process

**E**stablish communications with the child's parent or caregiver

**C**hildren are the reason for our business

**T**eaching the students school bus safety is important

**Section 3:**

**Students/Persons Taking the Bus**

## **Attendance Areas:**

As per *Board Operational Policy and Procedure 403*

- Students are expected to attend the school in the attendance area in which they live unless they have appropriate approvals to do otherwise.
- If someone calls you to add their children to your bus route, direct them to the Transportation Services office

## **Carry On Items:**

- Drivers will try and accommodate students if they wish to bring school projects, sports equipment or other items to school on the bus.
- Drivers should ask students to talk to them in advance if they wish to do this.
- The driver must specify a location for the item. The item should be as close to the front (but still behind the front barriers) and as low to the floor as possible. Exits may never be covered by any bags or other items. The aisle must be clear at all times.
- Skates or other sharp items need to be in sports bags and preferably have skate guards.
- Most skate boards are not allowed as they are deemed to be too large to safely store anywhere on the bus.
- Students, who have long dangerous items poking out of their backpacks, will have to remove the item and store it at the front where the driver designates. Drivers may move students to a front seat to look after an item that requires looking after.
- Drugs, tobacco, alcohol, fire arms, ammunition, weapons and live animals are not allowed on the school bus.



### **Allowed Passengers:**

All students must be registered for bus service in order to ride the bus. This includes students who ride the bus between schools.

The NESD provides transportation for students residing in the school division. Service is provided to students who reside in the attendance area but outside walk area for the school they attend. Exceptions to this must have the school's Superintendent's approval.

Drivers may transport students (whether they normally ride this bus or not) to a stop other than their own under the following conditions:

- If there is room on the bus,
- If the parents have given prior approval, and
- If it is a regular stop on the bus route

New stops must be approved through the Transportation office.

**Adults:** Adults will rarely ride a school bus without special permission. The only exception is for an emergency. All other situations would be rare and require the permission of the Supervisor of Transportation. This includes stranded motorists - call for help for the driver at the earliest opportunity. ONLY if the weather is severe or it is a medical emergency may you give them a ride to the nearest safe location.

**Children Riding the Bus to the Babysitters:** For eligible students who are 12 years of age or younger, the school division will try to accommodate requests to ride to Grandma's house or the babysitters' house if there are no additional miles involved, even if it means an additional stop on the bus route. However, to ensure that the regular students on the route are not adversely affected, there will be no deviation from existing routes and there can be no more than two additional stops for this purpose on each bus route.

**Regional College Students:** The school division will accommodate students who are under the age of 22 who are attending the Regional College under a tuition agreement – even when there are additional miles involved. All requests must be approved by the Supervisor of Transportation (who confirms with the Superintendent of Business that the student is eligible). The bus driver must complete a Route Change Form if the student is added after the start of the year.

**Aboriginal Reserve Students:** Where there is agreement between the Reserve and the North East School Division, for purposes agreed to, students of the Aboriginal Reserve can be accommodated on NESD buses. Approval will be through the Supervisor of Transportation Services.

## **Behaviour Issues, Bullying & Student Discipline:**

We must ensure that children are not harassed and bullied in our schools, school yards and school buses. ***If it is happening on your bus, please talk to the Principal. School principals are the only persons permitted to discipline students***

There are ways to deal with behaviour issues:

- Always treat students with respect and they are more likely to treat you with respect;
- Be positive and pro-active with students (i.e. not being sarcastic, being friendly, telling students why the rules are what they are, showing interest in the students, showing appreciation, etc.);
- Don't become part of the problem by allowing situations to escalate;
- There is nothing wrong with delaying the consequences of students' bad actions. Tell the student there will be consequences to their action and then follow through.
- It is recommended that the driver warn the student for a first-time minor offence and record details of the warning on a School Bus Behaviour Report Form; then talk to the parent of the student and advise them of the circumstances of the warning.
- For serious misconduct or repeat offenses, a School Bus Behaviour Report must be submitted to the Principal. The Principal may deny bus service for up to three days. A suspension of more than three days must follow the *Education Act*.
- Damage to buses, either willful or otherwise, must be reported to the Manager of Transportation Services who will determine the consequences (for example if a seat is damaged the student may have to pay for the repairs).
- At **no time** may a Bus Driver eject a student at other than the school or the student's home/designated stop;

If a Driver feels a student is not properly dressed for the weather, they can report it to the Principal and discuss the concern with the parent. The Driver should not refuse entry onto the bus for this reason.

The School Bus Behavior Report Form has been developed for bus drivers to report behaviour issues to Principals and for Principals to let drivers know what follow up has occurred from the report. Principals have asked that discipline issues are reported to them when they first start becoming an issue. You will find a copy of the School Bus Behavior Report in the FORMS section of this handbook.

***Drivers may not suspend a student's riding privileges.***

### 3d

#### **Eating on the Bus:**

##### **Should children be allowed to eat on the bus?**

- We leave that up to the individual drivers. If you do allow it, you should treat it as a privilege that can be revoked if the students leave a mess on the bus.
- Drivers who allow eating on the bus need to be extra vigilant with the cleaning of their bus so that there is never moldy food or bad odors allowed to accumulate. Food garbage must be removed daily.
- Check your garbage containers as well to ensure no mold is allowed to grow.
- Garbage containers must be small enough that they will fit under the seat and be placed as close to the front as possible.
- Drivers shall not give edible treats to the students on their bus unless they have the permission of all the parents on their route. Permission must be obtained for each instance.

#### **Pre-school Children on the Bus:**

All pre-school children require approval before they may ride the school buses. Please contact the Manager of Transportation Services for approval.

- Pre-school children that are in a designated NESD education program and able to sit properly in the bus seat, do not require a child restraint. (SGI, Sask Learning and school division insurance have agreed that children aged four years and older who are students in a North East School Division preschool program may ride on the bus and be safely accommodated by the safety compartmenting design of the school bus seats alone).
- Children age three or younger may not ride the bus.
- Pre-K children who are enrolled in a pre-K program not operated by the NESD and are approved by the Supervisor of Transportation Services may be transported conditional to the child being at least four years old, 38 pounds and able to sit properly in the bus seat, parents living on the existing route, and room on the bus.
- Bus Drivers must make arrangements with the Manager of Transportation to transport their preschool children on the bus when other students are on the bus.

### **Pre-K to Gr. 6 Student Check:**

It is the responsibility of principals, bus drivers and parents to ensure that students are safely transported to and from home and school.

The level of responsibility for younger students (pre-K to Gr. 6) and for all students who have special needs is significantly higher than for grades 7 to 12 students. Clear communication between parents, principals, school staff and bus drivers is necessary to ensure that all students get to and from school safely.

This protocol is required for all bused pre-K to Gr. 6 students and students with special needs that require additional assistance. Although these procedures are not compulsory for grades 7 to 12 students, they are recommended where practical.

### **The following procedures shall be followed to ensure that all students are accounted for:**

#### **Mornings**

- Whenever a bused student will not attend school or if other transportation arrangements have been made, parents shall contact the bus driver (prior to the driver beginning his or her route) and the school.
- All bus drivers will be provided with copies of a student attendance sheet for the students that normally ride their bus.
- Bus drivers pick up students and complete the student attendance sheet (or simply indicate the students who are absent) or prepare a brief memo to principals indicating which students (normally transported) were not on the bus that morning.
- Bus drivers drop all students off at their schools.
- Bus drivers provide school bus supervisors (SBS) with the completed morning student attendance sheets or memos to principals. If SBS are not available, bus drivers will drop off the attendance sheet or memo with school secretaries or radio a list of students not on the bus to school secretaries.
- SBS are teachers or other school staff members appointed by principals. They shall be available to receive the documentation from the bus drivers as they drop off the students.

### **During the school day and upon bus arrival**

- Parents must contact the school secretaries or other designated staff and bus drivers if there is a change in the transportation status of their child and they will not require busing home or if they do require busing home even though they were not bused in the morning.
- Principals (or designated staff) provide a written listing to their SBS as to which students will not be riding the bus home (and any additional students that will be riding the bus). SBS will provide the list to bus drivers. If the bus driver is aware of a change in a child's bus service for the day that is not noted on the bus list, bus drivers will notify SBS and record the change on the list. SBS will then advise principals or other designated staff members.

### **After school**

- Special needs, kindergarten and other students that require supervision and help are escorted to the buses by their teachers or another designated staff member
- SBS assist to ensure all students are accounted for and are on the bus in a timely fashion. SBS immediately advise bus drivers of any changes identified above
- Bus drivers do not leave until it is confirmed with SBS that all pre - Kindergarten to Gr. 6 students and all students requiring additional assistance are accounted for. If any of these students are not accounted for, SBS must immediately report this to principals or designated staff.
- Bus drivers use the attendance sheet to assist in accounting for all students.
- Bus drivers must ensure that all students brought that morning are on the bus for the ride home unless advised this is not the case by SBS.
- Bus drivers may leave at the regular time after confirming with SBS that all students are accounted for.
- Bus drivers cannot leave the bus unattended with students on board. If SBS do not come to the bus, drivers must toot their horn for the attention of SBS. SBS must check with each bus driver prior to the bus leaving. As a last resort, bus drivers can radio school secretaries advising of the status of the bus.

### **Additional procedures if student(s) not accounted for:**

- If a student who was expected to ride the bus home cannot be found:
  - Bus supervisors advise principals (or designate);
  - Bus drivers contact the Transportation Office by radio;
  - Transportation Office staff will immediately notify the Transportation Manager and Supervisor

- Principals (or designate) initiate a search for the missing child.
- Bus drivers wait up to a maximum of additional five minutes after the scheduled departure time (or until the missing student is on the bus - if earlier) and advise SBS that there is a missing student and leaves the school. Bus drivers will radio the Transportation office and advise.
- Principals or designates and Manager/Supervisor of Transportation co-ordinate the continuation of the search and arrange alternate transportation arrangements if required.
- Superintendent of Schools and the Superintendent of Business Administration are contacted by principals and Manager/Supervisor of Transportation if the student is not accounted for within one half-hour of dismissal time.

#### **Record keeping**

- The attendance sheets and memos to principals will be kept at the school for one month.

#### **Special Needs Students:**

The driver should be informed by the school if there are behavioral, medical or other issues that will affect the child during the time they are on the bus.

If drivers suspect they have been missed in the information loop, they should let the Principal know (or talk to the Manager of Transportation who can discuss with the Principal).

**Section 4:**

**Bus and Bus Route Information**

### **Allocation of New Buses:**

- New buses will be allocated to bus routes as it makes sense for size and distance.
- When assigning new buses, the Manager of Transportation will take into consideration whether or not a driver looks after their bus both mechanically and for cleanliness.
- This is determined by consultation with the mechanics, visual inspection of buses and experience with the driver.
- Buses are sized on the routes so that if possible the front seat can be left empty in case the driver needs to place student's carry-on items there or to move children up for disciplinary reasons.
- All buses will be rotated with lower mileage buses being used on routes – this will keep our bus fleet consistent

### **Clean Buses:**

It is the expectation of the school division that bus drivers maintain the cleanliness of their bus, both inside and out all year. Students don't deserve to ride on a dirty bus. There is a public image aspect to keeping the outside clean as well as a safety aspect.

#### **Under the Occupational Health & Safety Act it states:**

- Employers must: ensure the workplace (shop and buses) are cleaned regularly; dirt and debris must be removed at least daily; floors cleaned at least weekly and walls, ceilings etc. cleaned as required.
- Drivers can take buses to the bus shops, to a car wash, use a garden hose, or use a pail – whatever they have to do to keep the buses clean. It is part of a bus driver's job and there is some additional compensation provided.
- If the bus is not clean when presented for servicing, the mechanic must report that to the Manager of Transportation Services.
- The allowance for bus washing will be paid annually in the month of July upon returning your washed a clean bus to the School Division.



## 4b

### **Drivers Using Short Cuts:**

#### **If drivers use short cuts:**

- You must inform the Dispatcher of all route alterations before you drive the new road
- Use roads that are at least grid roads maintained by the municipality.
- Do not travel on roads that are not classified as all-weather roads.

The school division policy manual states the following:

***“Buses are to be restricted to provincial highways, municipal roads, and approved yard service.”***

### **Empty Bus Signs:**

These procedures are required to ensure the safety of the passengers by confirming that there are no children left on the bus.

- SGI provides “Empty Bus Signs” and NESD requires Bus Drivers to use them.
- At the beginning of each trip, when conducting the interior Circle Check and prior to leaving on the route, the Driver will remove the Empty sign and take it to the Driver's area.
- Drivers will walk to the back of their bus after their morning (AT THE SCHOOL) and afternoon (AFTER THE FINAL DESTINATION STOP) bus runs to ensure that all the students have left the bus, place the Empty sign in the rear window on the hook provided, and complete the Zonar student check. At the same time, drivers can check for any damaged seats, garbage or articles left behind.
- Report any problems immediately to the Manager of Transportation Services.

## **Maintenance, Inspections and Oil Changes:**

The Supervisor of Transportation is responsible for implementing an ongoing preventative maintenance program and for ensuring that school buses meet the requirements of SGI Vehicle Standards & Inspection.

Maintenance and safety standards are to meet the approval of SGI Vehicle Standards & Inspection, the Ministry of Education and the school division.

### **Driver Responsibilities:**

#### Daily:

1. Complete a pre trip bus inspection and enter in Zonar Hand-Held unit. If the bus you are using is not equipped for Zonar, you must complete the inspection and enter it in the Bus Trip Inspection Report Booklet, which are available at the Transportation Office.
2. Note any defects and report them to the garage as soon as possible. Make arrangements to have them repaired.
3. Sweep the bus and remove garbage.

#### Every time the bus is used:

1. Walk around the bus and look at tires, look under bus for oil or coolant leaks.
2. After the run, walk to the back of the bus and ensure that no one or any belongings are left on the bus, place the Empty Bus sign in the window, and complete the Zonar student check. This is also a good time to look for any damage done to seats etc. If there is damage, report it to the Principal and the mechanics immediately. The mechanics will report it to the Manager of Transportation Services.

#### Generally:

- Regular maintenance including oil changes and lubrication is to be carried out every 4000km.
- It is the responsibility of the bus drivers to ensure that safety inspection certificates are retained and displayed in the buses.
- All bus servicing will be done at the school division maintenance shops unless authorized by the Manager of Transportation Services.
- The driver will fuel the bus only at designated locations as required and check engine oil, power steering oil, brake fluid, and coolant levels each time bus is fueled. At this time check under the hood and inspect for any fluid leaks, condition of belts and hoses, any loose or missing parts, or anything else that looks out of place.
- Drivers must make sure that the bus is filled with the appropriate fuel – regular gasoline cannot be pumped into a diesel bus and vice versa.
- All buses must be clean when presented for service. If they are unsatisfactory, the mechanic must report that to the Manager of Transportation Services. *The Manager of Transportation Services may have money deducted from the washing allotment for infractions of this rule.*
- Buses shall be plugged in whenever the temperature is -10 degrees Celsius or colder.
- Spare buses must be returned to the shop refueled and clean and must be plugged in if temperature requires

## 4d

### **Parking Your Bus:**

- Drivers must always ensure that the bus is properly parked in a designated, safe and legal space with the parking (emergency) brake engaged, the gear shift in neutral or park for automatic transmission and the engine shut off.
- Drivers should not park close to corners making it difficult for the traffic to see and should avoid parking on the main commercial streets when at all possible.
- Melfort City has a bylaw prohibiting vehicles over 20 feet from parking on the streets. Drivers in other urban communities need to check with the town office in those communities to see if bylaws are in effect that might affect where the bus can be parked.
- When parking the bus, the Driver shall ensure all windows; roof hatches and doors are closed.

### **Plugging in Buses:**

- Drivers must plug in their bus for 8 hours prior to morning start up and during the day whenever the temperature is -10 degrees Celsius or colder.
- Timers on the extension cords are not permitted.
- Extension cords must be heavy duty. Drivers will be provided with a heavy duty cord for use on their bus and the driver must pay for the replacement with equivalent weight cord if they lose it or it becomes damaged. Regular drivers must give the cord to substitute drivers with the bus in the event that the substitute driver will need to plug in the bus. When regular drivers resign their route, the extension cord must go with the bus.
- This policy must be followed regardless of where the bus has been parked: Home, other employment, etc. There are no exceptions.

### **School Bus Stop Ahead Signs:**

- The Rural Municipality is responsible for the sign installation on municipal roads.
- School Divisions receive applications from interested parties and then forward the applications directly to the Department of Highways Regional Office or the Rural Municipality or Town Administrator.
- If a parent inquires about installing a School Bus Stop Ahead sign, refer them to the Transportation Office for more information.

**DRIVERS: PLEASE LET US KNOW IF THERE ARE SIGNS ON YOUR ROUTE THAT SHOULD BE REMOVED (IE – IF THE STUDENTS HAVE GRADUATED).**

## School Trips:

All school trips are booked through the Dispatcher. Buses for school trips are assigned by the mechanics.

***\*\*Driving/wait time apply to CUPE drivers only. Non-union positions are paid a flat hourly rate.\*\****

- The driver shall be paid for all the time which is deemed in the service of the trip including all driving time and applicable wait time. In the event the driver has the option of returning home for trips over the 3 hour minimum, they will be paid all applicable driving time but will not be paid the wait time as it is deemed no longer in the service of the trip.
- Driving time and wait time will be paid in 15 minute increments. Driving time is defined as time spent in the operation and service of a school bus. Wait time is defined as the down time between transporting passengers.
- A school trip is defined as any school activity requiring the use of a school bus to transport a designated group of students and chaperons from the school to a destination and return them to the school upon completion of the activity. For trips requiring shuttle service, drivers will be paid straight time for the trip and each group of a shuttle bus trip will **not** be considered as its own trip.
- School trips will be first offered to the substitute drivers on a rotational basis as drivers are available.
- **Buses Must Be Returned Clean!** It is your duty to ensure the bus is clean and fueled for the next driver.
- If a cancelled trip is rescheduled, the original driver will be given the first opportunity as available.
- Regular route drivers may have their buses used for school trips. They expect that it is returned in the same condition as it was given.
- The fulfillment of route bussing will be given priority over school trips. Exceptional circumstances may require the cancelation of trips and reassignment to a bus route. Any such circumstances will be discussed with all affected parties.

### **Bus Driver Procedures**

- The mechanics will assign the spare busses, keys, and fuel cards for school trips.
- Bus drivers need to ensure they are reliable and promptly on time. If the destination is unfamiliar, drivers need to check maps and find out where they need to go prior to the trip happening.
- Drivers will complete their paperwork. The School Trip Form must be filled in and signed by the driver and the supervising teacher and then returned to the transportation department
- The odometer readings are from the starting location and ending location of the bus, not the school or the trip.
- Personal KM – Any personal KM must be noted on the School Trip Form when it is handed in. *Driver payment will not be processed until forms have arrived at the Transportation Office.*

- *Driver should talk to the passengers at the beginning of the trip and explain briefly the bus rules (e.g. the driver cannot legally drive if the students are not facing forward and sitting appropriately in their seats) and point out the emergency exits. During the trip, the driver is responsible for the behaviour on the bus; however, if there is a behaviour problem, the driver should talk to the teacher first before talking to the student.*
- Drivers are responsible for the driving and should diplomatically refuse suggestions to “drive faster” or do something that they are not comfortable with or is not safe.
- If drivers exchange trips among themselves, they must let the school and the Dispatcher know.

#### *Meals:*

- Bus Drivers will not be paid for their meals while on day trips.
- In most cases the driver is paid for their hours throughout the lunch period and do not have an unpaid lunch break as in most people’s work days. Therefore, they need to either bring their lunch or pay for their own.
- The dispatcher will advise schools once a driver has been booked for a trip.

#### *What to pay drivers for overnight trips?*

- *Drivers will be paid for the span of hours in which they are responsible to drive in a day (from the earliest time through to the latest time).*
- When the driver is required to be away from home for a full day, the minimum they will be paid is 8 hours whether they are required to drive that day or not.
- Time over 8 hours will be at time and a half.
- The school will pay for the driver’s hotel room.
- The driver will be reimbursed for meal expenses as per the NESD board rates.

*Please note that if a union agreement states otherwise, the union agreement will be followed. An exception to this is the following example.*

*How many hours will drivers be paid when the trip is close to the school (i.e. students travel from the school to the golf course and several hours later back to the school)*

- Drivers can go home in between driving students to a location nearby.
- They will be paid a minimum of three hours pay per occasion (rate paid will correspond with wait/drive time rate) they are called out even if the trip is only 10 minutes. Please note that the driver can be asked to assist with the trip in other capacities for the 3 hour period.

*Please note that if a union agreement states otherwise, the union agreement will be followed.*

#### *Drivers using their own vehicle to pick up the bus*

- If drivers use their own vehicle to pick up or drop off the bus for trips, they shall be paid at the board approved rate for mileage reimbursement.

#### *Drivers participating in the School Activity*

- Drivers are not to participate in skiing or any physical sport where injury can occur from the activity.

Some schools have staff members that have their bus driver’s license who may drive the school trips **only** if there is not a regular or substitute bus driver available for the trip.

## Severe Weather:

Because of its geographic size it is possible that severe weather conditions may affect parts of NESD when other parts are unaffected. As a result the Board believes that a policy providing local discretion in dealing with weather conditions is appropriate (NESD Administrative Policy No. 805).

The Director of Education, or designate is authorized to dismiss students, discontinue transportation services, and/or close school in emergency situations.

### Wind Chill Chart

Busses not running when:

Temperature including wind chill at, or lower than  $-40^{\circ}\text{C}$  by no later than 7:00 a.m.

Temp	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50	-55
Wind												
6	-2.0	-7.8	-13.5	-19.3	-25.0	-30.8	-36.5	-42.3	-48.0	-53.8	-59.5	-65.3
7	-2.4	-8.2	-14.0	-19.8	-25.7	-31.5	-37.3	-43.1	-48.9	-54.7	-60.5	-66.4
8	-2.7	-8.6	-14.5	-20.4	-26.2	-32.1	-38.0	-43.9	-49.7	-55.6	-61.5	-67.3
9	-3.0	-9.0	-14.9	-20.8	-26.7	-32.7	-38.6	-44.5	-50.4	-56.4	-62.3	-68.2
10	-3.3	-9.3	-15.3	-21.2	-27.2	-33.2	-39.2	-45.1	-51.1	-57.1	-63.1	-69.0
15	-4.4	-10.6	-16.7	-22.9	-29.1	-35.2	-41.4	-47.6	-53.7	-59.9	-66.1	-72.2
20	-5.2	-11.6	-17.9	-24.2	-30.5	-36.8	-43.1	-49.4	-55.7	-62.0	-68.3	-74.7
25	-5.9	-12.3	-18.8	-25.2	-31.6	-38.0	-44.5	-50.9	-57.3	-63.7	-70.2	-76.6
30	-6.5	-13.0	-19.5	-26.0	-32.6	-39.1	-45.6	-52.1	-58.7	-65.2	-71.7	-78.2
35	-7.0	-13.6	-20.2	-26.8	-33.4	-40.0	-46.6	-53.2	-59.8	-66.5	-73.1	-79.7
40	-7.4	-14.1	-20.8	-27.5	-34.1	-40.8	-47.5	-54.2	-60.9	-67.6	-74.3	-80.9
45	-7.8	-14.5	-21.3	-28.0	-34.8	-41.6	-48.3	-55.1	-61.8	-68.6	-75.3	-82.1
50	-8.1	-15.0	-21.8	-28.6	-35.4	-42.2	-49.0	-55.8	-62.7	-69.5	-76.3	-83.1
55	-8.5	-15.3	-22.2	-29.1	-36.0	-42.8	-49.7	-56.6	-63.4	-70.3	-77.2	-84.1
60	-8.8	-15.7	-22.6	-29.5	-36.5	-43.4	-50.3	-57.2	-64.2	-71.1	-78.0	-84.9
65	-9.1	-16.0	-23.0	-30.0	-37.0	-43.9	-50.9	-57.9	-64.8	-71.8	-78.8	-85.8
70	-9.3	-16.3	-23.4	-30.4	-37.4	-44.4	-51.4	-58.5	-65.5	-72.5	-79.5	-86.5
75	-9.6	-16.6	-23.7	-30.8	-37.8	-44.9	-52.0	-59.0	-66.1	-73.1	-80.2	-87.3
80	-9.8	-16.9	-24.0	-31.1	-38.2	-45.3	-52.4	-59.5	-66.6	-73.7	-80.9	-88.0
85	-10.0	-17.2	-24.3	-31.5	-38.6	-45.7	-52.9	-60.0	-67.2	-74.3	-81.5	-88.6
90	-10.2	-17.4	-24.6	-31.8	-39.0	-46.1	-53.3	-60.5	-67.7	-74.9	-82.0	-89.2
95	-10.4	-17.7	-24.9	-32.1	-39.3	-46.5	-53.7	-61.0	-68.2	-75.4	-82.6	-89.8
100	-10.6	-17.9	-25.1	-32.4	-39.6	-46.9	-54.1	-61.4	-68.6	-75.9	-83.1	-90.4

## PROCEDURES

### 1. *Early Morning Decisions*

- The following criteria shall be used as guidelines in determining the operation of school buses:
  - Temperature including wind chill at, or lower than -40° C by no later than 7:00 a.m.\*
  - Severely drifted or extremely icy roads
  - Limited visibility because of fog or blowing snow

\*When a Bus driver judges that it is too cold, they are to immediately contact the Supervisor of Transportation. Temperature related decisions shall be made by the Supervisor of Transportation. Weather data shall be sourced from The Weather Network.

- Bus drivers are in the best position to determine the appropriateness of transporting students based on road conditions or visibility. This decision is made on an individual basis and not by area.
- Bus drivers shall contact the Transportation Services office, school principals, passenger parents, and regional radio stations to request public service information be broadcast about non-operation of school bus on affected routes.

Current telephone numbers for regional radio stations include the following:

CJVR – 1-800-480-6397

CJNE – 862-9478

CFMQ – 865-3065

- If a morning route is cancelled, the afternoon return route is expected to run. If conditions exist, a separate decision for the afternoon route will be made by the Supervisor of Transportation in conjunction with the schools' principals.
- The Supervisor of Transportation shall be kept fully informed by drivers of decisions regarding abnormal operation of the school buses.
- Where parent phone trees are established they are to be activated by the driver as soon as a decision is made not to operate a school bus.
- In-town pick-ups will normally occur even if the out-of-town pick-ups are cancelled in whole or part.
- Despite the non-operation of a school bus route, employees are expected to be in attendance at their places of employment, as are all students who do not receive bus service. Non-operation of school buses may not preclude safe travel by automobile by employees. However, the Board does not expect its employees to place themselves in jeopardy when traveling.

- Parents retain the right to decide whether to send their children to school during inclement weather. Students who are not present will be marked absent except in circumstances when classes are cancelled.

## **2. School Day Decisions**

- Occasionally, dangerous weather conditions may develop during the course of a school day. In such cases, the decision to operate school buses should be made by the driver in collaboration with the school principal, and must be immediately reported to the Supervisor of Transportation.
- School buses must not begin their home routes from the school any earlier than regularly scheduled times and when students are dropped off the driver must ensure students are safely home and in the care of a responsible person.
- If a school bus is not operated on its afternoon home route from the school, the principal is responsible for the safe care of students and staff at the school until safe transportation is possible, unless a billet program is active and in effect. Drivers who live in town may be called upon to deliver students to billets.
- Parents retain the right to decide whether to send their children to school during inclement weather.
- Substitute drivers will be paid if they were scheduled in advance and made arrangements to drive but then had to cancel due to inclement weather.
- The Supervisor of Transportation should be kept fully informed by drivers of decisions regarding abnormal operation of the school buses.
- Where parent phone trees are established they are to be activated by the driver as soon as a decision is made not to operate a school bus.
- In-town pick-ups will normally occur even if the out-of-town pick-ups are cancelled in whole or part.
- Despite the non-operation of a school bus route, employees are expected to be in attendance at their places of employment, as are all students who do not receive bus service. Non-operation of school buses may not preclude safe travel by automobile by employees. However, the Board does not expect its employees to place themselves in jeopardy when traveling.

### What if parts of my roads are ploughed and not all?

Do a partial run where you are able and contact the other parents in case they want to meet your bus along the passable route.



What if I don't run in the morning but can run in the afternoon?

Notify your Principals, parents, the Transportation Office, and bus shop and complete the afternoon run.

Who does the bus driver notify when not running their bus?

Every parent, every school Principal involved, CJVR and perhaps their local radio stations (be specific that you are calling for only your route so the radio station doesn't make a mistake in reporting) and the bus shop, and the Transportation Office. One driver may call in for a group of drivers.

What if I get stuck?

If you get stuck, stay calm. Contact Dispatch for further instruction. If you are able to make immediate arrangements, please inform dispatch. If dispatch is unavailable, please call the Manager of Transportation. You must write up an incident report every time and submit to us as soon as possible (by fax or courier from any school). This is just a written report of what happened, who assisted, where and what students were on the bus if any.

In-town/city pick-ups (where applicable)

Occur even if the out of town pick-ups are cancelled. Sometimes this will mean that other drivers will be asked to help out if the regular driver for the town pick-ups cannot do it.

## **Sizing Buses:**

One of the most frequently asked questions is why buses travel the roads without being full. The person asking usually assumes we could get away with much smaller buses and therefore save money. The following are considerations:

- Buses must be sized as though every student may be riding and often students have after school activities, drive or are driven to school or other reasons for not being on the bus.
- Buses are sized on the routes so that if possible the front seat can be left empty in case the driver needs to place student's carry-on items there or to move children up for disciplinary reasons.
- Some buses have in-town stops so that by the time the bus gets to the school, they are filled to maximum capacity.
- The cost of operating a 36 passenger bus and a 48 passenger bus are about the same; therefore we don't buy many 36 passengers, giving us more flexibility moving buses around the division.
- A 36 passenger has about the same suspension as a larger bus has and they are quite a bit rougher ride. A larger bus also handles better on gravel and muddy roads.
- As new buses are purchased, we have been downsizing where possible – however, it is not a good practice to purchase 36 passenger buses.

## 4h

### **Warning Lights:**

#### **1. Strobe Lights**

The school bus's strobe lights must be on when there are students on the bus except that drivers do have to shut off the strobe in villages, towns and cities. They do not have to shut off the strobe lights in organized hamlets.

#### **2. Flashing Lights**

#### **Municipalities with Bylaws regarding School Bus Flashing Lights: (Updated January 2009)**

##### **1. TOTAL PROHIBITION**

**Cities:** Estevan, Melville, Moose Jaw, Prince Albert, Regina, Saskatoon, Weyburn

**Other:** Assiniboia, Biggar, Bredenbury, Canora, Carnduff, Carrot River, Codette, Consul, Creelman, Dalmeny, Earl Grey, Frontier, Glaslyn, Grayson, Kamsack, Kerrobert, Maple Creek, Medstead, Mossbank, Nokomis, Pierceland, Redvers, Saltcoats, Sheho, Spiritwood, Sunset Cove, Theodore, Wadena

##### **2. PARTIAL PROHIBITION**

**Alameda** On 2<sup>nd</sup> Ave W of 8<sup>th</sup> St

**Asquith** On Eagle St between Miles St and Cory St

**Avonlea** On 1st Ave from New Warren Place to Armstrong Drive

**Battleford** 23rd St from Third Ave W to Fourth Ave W

**Big River** On all streets **except:**  
Main Street from 6<sup>th</sup> Ave to 8<sup>th</sup> Ave  
7<sup>th</sup> Ave from Main St to Forbes St  
8<sup>th</sup> Ave from 1<sup>st</sup> St N to R4 AK1410

**Burstall** On Maharg Ave between Jubilee St and Dunning St.

**Carragana** On all streets **except** Willow Ave from Hwy 23 to Birch St

**Choceland** From 5<sup>th</sup> St E to 7<sup>th</sup> St E and from 1st Ave to Railway Ave

**Cudworth** On all streets **except**  
6th Ave between Main St and King St  
Community Access Road E of Railway Tracks

**Delisle** On any portion of 2<sup>nd</sup> St E between 3rd Ave and 4th Ave, or on any portion of 4<sup>th</sup> Ave between 2<sup>nd</sup> St E and 3<sup>rd</sup> St E (Vicinity of the School in Town)

**Foam Lake** On Alberta Ave in front of the Foam Lake Composite School  
On Saskatchewan Ave at the Foam Lake Elementary School

**Gravelbourg** 1<sup>st</sup> Ave between Bettez St and Athabasca St, south side of said Ave  
On the W side of Athabasca St 200 ft. S of 1<sup>st</sup> Ave in front of school (school bus stop)

**Gull Lake** On all streets **except:**  
the North and South sides of 2<sup>nd</sup> St from Kings Ave to Queens Ave  
Kings Ave from 1st St to 2<sup>nd</sup> St

**Humboldt** All areas **but:**  
12<sup>th</sup> St from 8<sup>th</sup> to 9<sup>th</sup> Ave  
7<sup>th</sup> St from 8<sup>th</sup> Ave to 9<sup>th</sup> Ave  
2<sup>nd</sup> Ave from Main St to 6<sup>th</sup> Ave  
Prohibiting the use of school bus flashing lights in the town except in two designated loading and unloading zones. These zones are designated as follows:  
On the E Side of 7<sup>th</sup> St commencing at a point 90 ft. N of the intersection of 8<sup>th</sup> Ave and 7<sup>th</sup> St, a distance of 170 ft.  
On the S side of 2<sup>nd</sup> Ave commencing at a point 161 ft. W of the intersection of 6th St and 2<sup>nd</sup> Ave, a distance of 138 ft.

**Ituna** On all streets **except:**  
4<sup>th</sup> St SW from Main St to 1<sup>st</sup> St SW  
1<sup>st</sup> St SW from 4<sup>th</sup> Ave SW to 1<sup>st</sup> Ave SW  
2<sup>nd</sup> St SW from 3<sup>rd</sup> Ave SW to 1<sup>st</sup> Ave SW  
4<sup>th</sup> Ave SW from 2<sup>nd</sup> St SW to Main St S  
Back lane directly W of High School

**Kindersley** On all streets except on the Rosedale Subdivision

**Kipling** On all streets except at any point on the following Sts:  
6<sup>th</sup> Ave from 50 ft N of 3rd St to 25 ft S of 2<sup>nd</sup> St;  
2<sup>nd</sup> St from 10 ft E of 6<sup>th</sup> Ave to 70 ft W of 7<sup>th</sup> Ave;  
3<sup>rd</sup> St from 50 E of 5<sup>th</sup> Ave to 50 ft W of 6<sup>th</sup> Ave

**Lancer** On all streets **except:**  
Pennon St between Railway Ave and Hussar Ave  
Hussar Ave Between Pennon St and Balaclava St

**Lashburn** On all streets except at any point on the following streets:  
3<sup>rd</sup> St. E from Hwy. 16 to municipal road N of Town  
2<sup>nd</sup> St. E. from Hwy. 16 to municipal road N of Town  
2<sup>nd</sup> Ave between 2<sup>nd</sup> St. E and 3<sup>rd</sup> St. E  
3<sup>rd</sup> Ave between 2<sup>nd</sup> St. E and 3<sup>rd</sup> St. E

<b><u>Lemberg</u></b>	On all streets except Chickney Ave between Galling St and Franz St
<b><u>Lintlaw</u></b>	On all streets except 1 <sup>st</sup> St from 1 <sup>st</sup> Ave to 2 <sup>nd</sup> Ave
<b><u>Lumsden</u></b>	On Broad St from 2 <sup>nd</sup> Ave to 5 <sup>th</sup> Ave (Agreed to by the School Division)
<b><u>Macklin</u></b>	Herald St between surveyed road and Express Ave Express Ave between Herald St and Post St
<b><u>Marshall</u></b>	On E side of 1 <sup>st</sup> St E between 1 <sup>st</sup> Ave E and 2 <sup>nd</sup> Ave E
<b><u>Minton</u></b>	On Centre St in front of the school bus shelter
<b><u>N Battleford</u></b>	100 <sup>th</sup> St from Railway Ave to 20 <sup>th</sup> Ave 17 <sup>th</sup> Ave from Cousins Drive to Gregory Dr (Bready School) 19 <sup>th</sup> Ave from 91 <sup>st</sup> St. to 93 <sup>rd</sup> St. (St. John School) 96 <sup>th</sup> St. from 16 <sup>th</sup> Ave to 17 <sup>th</sup> Ave (Alexander School) 99 <sup>th</sup> St. from 18 <sup>th</sup> Ave to 19 <sup>th</sup> Ave (St. Joseph School) 102 <sup>nd</sup> St. from 18 <sup>th</sup> Ave to 20 <sup>th</sup> Ave (Lawrence School) 101 <sup>st</sup> St. from 15 <sup>th</sup> Ave to 16 <sup>th</sup> Ave (McKitrick School) 107 <sup>th</sup> St. from 8 <sup>th</sup> Ave to 9 <sup>th</sup> Ave (Connaught School) 104 <sup>th</sup> St. from 12 <sup>th</sup> Ave to 13 <sup>th</sup> Ave (Convent of Child Jesus) (Notre Dame School) 110 <sup>th</sup> St. from 13 <sup>th</sup> Ave to 14 <sup>th</sup> Ave (St. Mary School) 102 <sup>nd</sup> St. from 20 <sup>th</sup> Ave to 400 ft. N of 20 <sup>th</sup> Ave (Centennial Park School)
<b><u>Oxbow</u></b> -	On Tupper St between Marion and Boscurvis Ave
<b><u>Pelly</u></b>	On all streets <b>except</b> on 2 <sup>nd</sup> St E from 1 <sup>st</sup> Ave S to Railway Ave
<b><u>Ponteix</u></b>	On all streets <b>except</b> at Ponteix Elem (Poirier) School located on 1 <sup>st</sup> St E
<b><u>Preeceville</u></b>	On 1 <sup>st</sup> St NW from 1 <sup>st</sup> Ave NW to 3 <sup>rd</sup> Ave NW
<b><u>Prelate</u></b>	On all Sts <b>except</b> for the Corner of Main St and 1 <sup>st</sup> Ave from 8:30 to 8:45 a.m. and 3:30 p.m. to 4:00 p.m.
<b><u>Quill Lake</u></b>	Phillips St from 100' S of Sask Ave to 150' N of Railway Ave
<b><u>Radisson</u></b>	William St between 2 <sup>nd</sup> Ave and 1 <sup>st</sup> Ave
<b><u>Rock Glen</u></b>	On Columbus Drive between 3 <sup>rd</sup> St N and 4 <sup>th</sup> St N
<b><u>Shaunavon</u></b>	Provincial Hwy #'s 13 & 37 within the limits of the municipality & 10 <sup>th</sup> Ave
<b><u>Spiritwood</u></b>	On all streets except at Spiritwood High School at 4 <sup>th</sup> St from 1 <sup>st</sup> Ave S to 3 <sup>rd</sup> Ave
<b><u>Springside</u></b>	On Main St between Springs Ave and Taylor Ave
<b><u>Strasbourg</u></b>	On all streets except Mountain St from Hwy No.20 to Currie Crescent

**Sturgis** On all streets except on the south side of Sturgis Elem School between Rongve St and Laing St

**Swift Current** Dickson School N side of Lorne St from 6<sup>th</sup> Ave NW to 8<sup>th</sup> Ave NW  
Central School N side of Dufferin St from 1<sup>st</sup> Ave NW to 2<sup>nd</sup> Ave NW  
E side of 2<sup>nd</sup> Ave NW from Dufferin St to Grey St  
Begg School E side of 6<sup>th</sup> Ave NE from Grey St to George St  
O.M. Irwin Collegiate N side of George St fr 9<sup>th</sup> Ave NE to 11th Ave NE  
Ashley Park School W side of 10<sup>th</sup> Ave NE from Sidney St to Lorne St  
WA Beatty Collegiate E side of 2<sup>nd</sup> Ave NE fr Cheadle St to Chaplin St  
Fairview School E side of 5<sup>th</sup> Ave SW fr Weaver Crescent to Allen Drive  
Oman School W side of 6<sup>th</sup> Ave S.E. from Aberdeen St to Elgin St  
Kinsmen School W side of 6<sup>th</sup> Ave SE from Aberdeen St to Elgin St  
St. Patrick's School E side of 2<sup>nd</sup> Ave NW from Grey St to George St  
St. Joseph's School E side of 2<sup>nd</sup> Ave SE from Dahl St to McIntosh St  
Comp HS W side of 11<sup>th</sup> Ave NE from George St to N Service St E

**Tompkins** On all streets except for Thomas St from the intersection of Centre Ave and Thomas St to the intersection of Wilmot Ave and Thomas St

**Wawota** On all streets **except for:**  
Hall St from Hill Ave to Northerly limits of Block J  
Hill Ave from Lonsdale St to Hall St  
Pipestone Ave from Lonsdale St to Hall St

**Wilkie** On all streets except for 7<sup>th</sup> Ave from 1<sup>st</sup> St W to 2<sup>nd</sup> St E

**Windthorst** On all streets except for Moltke Ave - from Osler St to Matthews St

**Wolseley** On all streets **except for:**  
E side of Garnet St from Varennes St to 200' Northerly  
W side of 2<sup>nd</sup> Ave from a point 100' N of Water St for 200 feet in a Northerly direction  
North side of Water St from 2<sup>nd</sup> Ave for 70' feet in a westerly direction

**Yorkton** On all streets except for designated school zones

**Zenon Park** At the school bus loading zone at 2<sup>nd</sup> St N from Park Road to 2<sup>nd</sup> Ave E

**Transfer Bus Routes:**

- The school division may have bus routes that deliver students to another bus rather than to their destination (school). These shall be called Transfer Bus Routes.
- Transfer Bus Routes are no different from regular bus routes in any way other than where they deliver students.
- Students shall transfer at a location selected by the Manager of Transportation Services. The Drivers shall ensure the buses are positioned to make the transfer as safe as possible for students.
- If the Transfer Bus does not arrive at the transfer location by the designated time, the regular route bus shall wait five minutes and then proceed with its route. The Manager of Transportation Services shall be informed immediately. If the transfer bus is late and does not connect with the regular bus it will carry on and deliver the students to the school.
- If the Transfer Bus arrives at the transfer location and the regular route bus is not there by the designated time, the Transfer Bus shall wait five minutes and then proceed to take the students to their destination (school). The Manager of Transportation Services shall be informed immediately upon delivery of the other students to school.
- The Transfer Bus Driver will be paid for additional miles traveled as per the pay schedule if it is deemed by the Manager of Transportation Services that the reason for the buses not connecting was unavoidable.
- For purposes of the Driver load list, the regular route Driver shall list the transfer students under that title and indicate the destination (school) of those students and the bus they are transferring from. The Transfer Bus Driver will list the students and indicate which bus they are transferring to.

**Towing:**

Bus Drivers must use common sense and remain calm and professional if they get stuck.

- A school bus will never be towed or pushed with passengers on board. Students must be in a safe location before a bus is towed or pushed.
- The driver will advise dispatch or the Manager of Transportation Services prior to having their bus towed if at all possible.
- School buses will not be used to tow other vehicles under any condition without the express approval of the Manager of Transportation Services.
- Drivers must complete an incident report form of what happened, where and what students were on the bus if any.

## NESD radio operating instructions



The up/down button on the front panel allows the user to select a channel. They are setup as follows:

1. Tisdale
2. Melfort
3. Nipawin
4. Choiceland
5. Porcupine
6. Hudson Bay
7. Naicam
8. Carrot River
9. Talkaround

All radio users will hear every communication across the entire network. Your radio will automatically connect to the nearest repeater site. If your bus travels from one town to the next it will choose the site with the best signal; similar to how your cell phone roams from one tower to the next without the user even knowing it. Channel 9 is used for talkaround and is only needed when your bus is out of range of one of the sites – ie school trip to Saskatoon. It is important to return to move off the talkaround channel when done using it so that your radio can resume roaming.

### Basic operations

#### **Radio Function:**

1. Power on/off, volume adjust
2. Initiating a call
3. Responding to a call

#### **Procedure:**

The top left button performs all of these features. The radio will automatically turn on and off with the bus's ignition.

Select proper talkgroup using center select knob. Then press the circular PTT button on the mic. Wait briefly for the channel permit tone from radio system. LED will illuminate solid green while transmitting. Occasionally, you may hear "Talk non-permit" tone. This means either there is a conversation happening on your talkgroup (most likely) or the system is busy. In either scenario simply release the button and try again.

Once a call is heard simply respond using same procedure as found in function 1. The LED light will flash green while receiving.



## **Special Functions**

Button P1 – Manual site roam. In a case where you radio does not seem to be connected, press this button to manually force the radio to search for a new site.

Button P2 – Tight/Norma squelch. If the radio seems to be receiving interference, press this button to eliminate.

## **Radio Etiquette 101**

1. Specify who you are contacting and why:
  - a. For mechanical problems you will specify “Tisdale Shop” or “Nipawin Shop” depending on which area you operate from
  - b. For student or route related concerns, specify “Tisdale Dispatch” or “Nipawin Shop” depending on which area you operate from
2. Be brief and to the point. This helps keep the talkgroup open for others to use.
3. Speak directly and clearly into the mic 3-6 inches away from your mouth.
4. Speak past the mic and not directly into it. This eliminates the wind noise from your lung’s exhale during speaking. To do this, turn the mic perpendicular to your face.
5. When calling, use the name of the person you are contacting and identify yourself as well: "John to Jen". Acknowledge that you have heard the communication: "This is Jen. Go ahead."
6. Know what you want to say before you key the radio – (eliminate the Ahs and Ohs - think first then speak)



**Section 5:**

**Safety**

## **Accidents & Misfortunes:**

In the event of a school bus being involved in an accident, the following procedure shall be followed:

- In the event of an injury the Bus Driver shall take immediate appropriate action while remembering his/her primary concern must be the safety of students in his/her care.
- The Bus Driver shall report the accident immediately to the R.C.M.P. and the Manager of Transportation Services.
- The Manager of Transportation Services shall immediately contact the Supervisor of Transportation Services, the Principals of the students involved and if necessary the parents of any students involved.
- The Supervisor of Transportation Services shall report the accident to the Superintendent of Business and to the insurance company.
- After taking care of any injuries, the driver needs to collect information necessary for a complete and detailed report including names and phone numbers of witnesses.
- The driver must be careful to not admit any fault or liability at the time of the accident. An investigation is required to be able to determine what happened. Do not talk to any representatives of the media; refer those requests to the Supervisor of Transportation Services.
- The Bus Driver shall submit a completed accident report form to the Manager of Transportation Services within 24 hours. The report shall include date, time, and location of accident, injuries, and the names of any and all persons involved including students on the bus, license number of the bus, damage, circumstances and action the Bus Driver took.

In the event of a school bus being involved in a misfortune that does not involve injuries or damage to the bus (such as accidentally hitting or nearly hitting the ditch, mechanical failures that affect students, getting stuck, running out of gas, nearly being involved in an accident etc.), the following procedure shall be followed:

- Take immediate appropriate action to deal with the situation.
- The Bus Driver shall report the incident to the Manager of Transportation Services as soon as possible by telephone or in person.

The Bus Driver must submit a written report of the incident (Page 7a) to the Manager of Transportation Services who will provide the Supervisor of Transportation Services with a copy.

*All Accidents, no matter how minor **MUST** be reported to the Transportation office. Failure to do so can result in discipline, up to and including dismissal.*

## 5b

### **Bus Evacuation:**

#### **Drills**

All drivers must conduct evacuation drills during the School Bus Safety week (third week in October). It is also a good practice to conduct these drills (without notice) three or four other times during the year. Pick a safe spot (ideally on the school grounds).

It is recommended that the Principal ensure that all students participate in at least one evacuation drill per year as all students will ride a bus for school trips.

#### **When to Evacuate?**

Fire or Danger of Fire: if the engine or any portion of the bus is on fire. Passengers should move a distance of 200 feet (65 meters) or more from the bus and remain until the danger has passed. An immobile bus near an existing fire or near a fuel spill should do the same.

#### **Unsafe Position: If the bus is immobile, you must evacuate if:**

- The bus is stopped on or within 5 feet (1.5 meters) of railroad tracks
- There is any danger of sliding into deep water or over an embankment
- There is danger of another collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet (100 meters) or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

#### **Evacuation Procedures**

A safe evacuation in the shortest time possible is the objective. Evacuation drills will be conducted in a safe location (i.e. on school property). Explain to all students the procedures you expect them to follow in the event of an emergency and conduct drills without notice four or five times during the school year. There are three standard ways to evacuate a school bus:

#### **Everyone exits through the rear emergency door:**

1. Stop the bus, set parking brake, remove key, leave bus in gear (if a standard).
2. Face the children and get their attention.
3. Give the command, "Emergency Drill, remain seated, Rear Evacuation".
4. Designate two trained older students to assist others out the rear door and another to lead the students to a safe position away from the bus.
5. Quickly move to the rear of the bus and open the door.
6. Position student helpers on the ground on either side of the rear door.
7. Position yourself between the last occupied seats, facing the rear of the bus.
8. 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".
9. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.

10. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.
11. When the last seat is empty, walk to the rear of the bus checking to see that everyone is out.
12. After the drill compliment the students, ask for feedback and discuss possible improvements for the next drill.

Everyone exits through the front entrance door:

1. Stop the bus, set parking brake, and remove the key. Leave the bus in gear (if a standard).
2. Open the door, face the children, and get their attention.
3. Give the command: "Emergency drill, remain seated, front evacuation."
4. Designate a student to guide passengers to an assigned place of safety. Helpers can be trained to assist the driver with evacuating and leading the students to a safe position away from the bus. Another helper can be appointed to count and assist passengers as they exit.
5. Position yourself between the first occupied seats facing 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". Hold your hand before the occupant's left-hand seat in a restraining gesture.
6. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.
7. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.
8. When the last seat is empty, walk to the front of the bus checking to see that everyone is out.

Front half exits through the front door and rear half exits through the rear door:

It will be necessary for you to appoint an additional helper who can carry out steps 5 to 8 from the opposite doorway. Approximately one-half the students exit through the rear door and one-half through the front door.

**Remember:**

You may be incapacitated and not able to direct the student emergency evacuation. Appoint a student to be responsible if that should occur. They should know how to:

- Turn off ignition switch. Put bus in gear (if a standard).
- Set emergency brake.
- Summon help when and where needed.
- Use the radio
- Kick-out windows.
- Set out reflectors.
- Open and close doors, account for all students.
- Help small children off bus.
- Perform other assignments.

**In the event of an emergency remain calm. This will instill confidence.**

5c

**Emergencies:**

- In the event of a community emergency, our buses and bus drivers will co-operate with the Emergency Measures Organization activities provided the buses and bus drivers are not required to evacuate or move our students and staff.
- In the event a school must be closed for reasons of facility issues, severe weather etc., bus drivers may be required to report to the school and take students home or to billets as requested at times other than the normal dismissal times.

**School Bus Safety Week:**

The Saskatchewan Safety Council has declared that School Bus Safety Week will be the third week of October each year.

During this week, bus drivers are asked to conduct a bus evacuation drill with at least the students on their bus. School Principals will be asked to participate with all the students in their school.

## **Occupational Health & Safety:**

Expectations of the Occupational Health and Safety Regulations:

- Employers must notify OHC every time there is an accident at work that causes the death of a worker or requires a worker to be admitted to hospital as an in-patient for a period of 72 hours or more.
- Employers must: maintain the work environment to ensure, as far as is reasonably practicable, the health, safety and welfare at work of the workers; and to provide the information necessary or the training and supervision necessary to protect workers.
- Workers must: use the safeguards, safety appliances and personal protective equipment provided by the employer; and follow safe work practices.
- Employers must ensure that all workplaces have a supervisor who has sufficient knowledge of the OHC Act, OHC safety program, safe handling and disposal of chemicals, need for personal protective equipment, emergency procedures and that the workers comply with the Act and Regulations.
- Employers must ensure the OH Committees and the co-chairs are trained respecting their duties.
- Employers must: ensure the workplace (shop and buses in our case) are cleaned regularly; dirt and debris must be removed at least daily; floors cleaned at least weekly and walls, ceilings etc. cleaned as required; provide in the shop – toilet facilities and wash up sink; and, drinking water.
- Workplaces must be tobacco free.
- OHC safety programs must be in place.

### **OH&S Committee:**

The purpose of the safety committee is to advise and recommend to the employer safe practices within the workplace, and provide a forum for employees to raise their safety concerns.

Workers elect committee members; employer appoints an employer co-chair. The committee elects the worker co-chair. The employer co-chair is the Manager of Transportation Services or designate and is prepared to do the secretarial duties. It is recommended that there are three drivers or shop personnel on the committee. A quorum is ½ of the members.

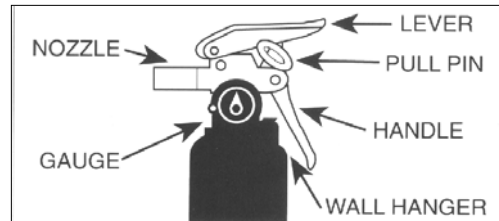
The committee meets four times per year; dates to be set at the beginning of each year for approximately three month intervals (i.e. September, January, April, June).

### **Health & Safety:**

It is the commitment of the school division to maintain our bus system and its environment in a manner that minimizes or eliminates health and safety hazards. We believe that prevention should be our first focus. Any and all occurrences will be investigated and will be followed by corrective measures as may be warranted.

5e

## Operating ABC Fire Extinguishers:



1. Remove the extinguisher from the clamp bracket.



2. Grasp unit and pull lock pin from lever and handle. Hold unit upright with hand under handle and thumb on top of lever. Unit will discharge the dry chemical agent **ONLY IN UPRIGHT POSITION**.



3. Keep safe distance from fire (at least 2 meters) and near an exit. Aim nozzle at base of fire (not at flames or smoke). Do not get too close as the discharge stream may scatter the fire. If it does, move back. Play it safe. Keep away from the fire's fuel source and avoid breathing vapours, fumes and heated smoke as much as possible.



4. Press lever downward and spray dry chemical powder (powder stream will shoot over a three meter distance) at base of flames in quick, side-to-side motion to erase the flames. When the extinguishing agent comes in contact with the fire, the fire will flare and appear to grow larger. This is a temporary reaction before the agent suppresses the fire. Direct the entire discharging dry chemical agent on the fire.

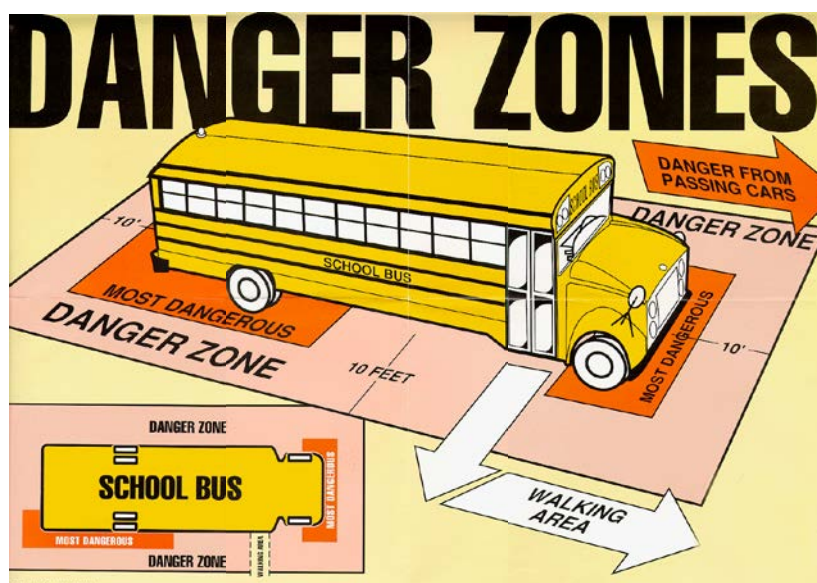


## School Bus Danger Zones:

School buses are over 2000 times safer than the family car. Children are hurt outside the school bus more often than inside. The child who bends over to retrieve something they dropped, or who walks too close to the bus while crossing the road, needs to be aware that every yellow school bus is surrounded by a danger zone.

- ☑ They should take five giant steps as soon as they leave the bus.
- ☑ They should establish eye contact with the driver when crossing in front of the bus and proceed only when the driver nods approval.
- ☑ The most difficult thing to teach children is not to go back to pick up items they've dropped near the bus or left on the bus.

Please help train the students who ride your bus.



No child should ever be in the (pink) danger zone. Children leaving the bus should walk straight ahead, away from the bus, for at least 10 feet before turning in either direction. When it is necessary for children to cross in front of the bus, they should walk ten feet from the bus door, (in the direction of the white arrow) before turning toward the front of the bus.

The front of the bus is the most dangerous area. Within this bright red zone at the front of the bus are a number of "blind spots" in which the driver cannot see a small child or one who is stooping to

pick up a dropped article. The exact position and size of the blind spots depends upon the number of mirrors that the bus has, how they are arranged and adjusted, and whether or not they are clean. It is important for young children to understand that all of the red area is dangerous because the driver may not be able to see them. Children must be educated to move forward away from the front of the bus until they can see the driver's face. If the child can see the driver's face, the driver is able to see the child.

Maintaining that line of vision is the next objective. This can be best accomplished by requiring the children in the high risk category (grades K-3) to wear a backpack or carry a book bag. If the loose objects these children so often take home are carried in a backpack or a book bag, the chances of dropping them are greatly reduced.

The large red arrow at the top right shows the area of special danger from passing cars and other vehicles. Some children may point out that it is against the law for a car to pass a stopped school bus. That is true. The fact is, however, that an occasional driver violates the law. Since the large bus hides children from the sight of a driver passing from the rear, this situation is particularly dangerous.

When children must cross in front of the bus, the following safety rules should be observed:

1. Children should cross only after receiving permission from the driver or school bus patrol.
2. Children should cross at least ten feet in front of the bus.
3. Children should establish "eye contact" (that is, look at the Bus Driver) before starting across.
4. Children should look both ways and should only enter the part of the roadway marked by the large red arrow after receiving an "**all clear**" sign from the driver or safety patrol.

A third area of special danger is the bright red area at the right rear of the bus. Small or stooping children in this danger area (from the right rear wheel to the back of the bus) cannot be seen by the driver. The safety rule for this danger zone is very simple: Children should stay out of it at all times.

**Section 6:**

**Pre-Trip Inspections**

## Pre-Trip Inspections

The North East School Division requires bus drivers to complete pre-trip bus inspections every morning prior to starting the morning bus route and picking up students.

The pre-trip inspection is done just before the morning student ride to maximize the effectiveness of the safety inspection and ensure that we are operating our school buses within the laws of Saskatchewan.

The purpose of the pre-trip inspection is to ensure that the bus is road worthy so that students will be safely transported in the morning. The morning pre-trip inspection should identify mechanical problems such as low tire pressure, oil leaks, etc. that could impact on student safety prior to students being transported.

The Division uses an Electronic Vehicle Inspection Report (EVIR) that is generated by drivers inputting the condition of their bus with a Zonar Handheld device. All route buses and some spare buses have been outfitted with Zonar tags (black asset and yellow zone tags) to assist in the process. The remaining spare buses have at least an asset tag (black) to enable a manual inspection (see Manual Inspections) to be done electronically.

The EVIR has been divided into seven zones. The table below lists these zones, the components in each, and common faults typically found. See the Zonar user manual (included in this section) for instructions on using the Zonar Handheld.

Zone	Component Check	Fault Condition
Engine Compartment	Fluid Levels	Low Washer
		Low Trans
		Low Power Steering
		Low Oil
		Low Coolant
		Other
	Wires/Hoses	Missing
		Loose
		Leaking
		Damaged
		Cut
		Other
	Belts/Fan	Missing
		Loose
		Damaged
		Cut
		Other
	General Engine	Over Heating
		Missing

Zone	Component Check	Fault Condition
		Leaking
		Other
	Other	(Typing)
Driver Compartment	Gauges/Fuel	Loose
		Light Out
		Gauges Inop
		Damaged
		Other
	Wipers/Horns	Wipers Inop
		Loose
		Horn Inop
		Other
	Mirrors/Windows	Missing
		Leaking
		Dirty
		Damaged
		Cracked
	Steering/Gauges	Pulls Right
		Pulls Left
		Leaking
		Other
	Heat/Defrost/Fan	Heat Inop
		Fan Noisy
		Fan Inop
		Defrost Inop
	Interior Lights	Other
		Light Out
		Inop
		Damaged
	Brakes	Other
		Noisy
		Pulls Right
		Pulls Left
		Out of Adjustment
		Leaking
	E Brake	Other
		Out of Adjustment
	Driver Seat/Belt	Non Operational
		Missing
		Loose
		Damaged

Zone	Component Check	Fault Condition
		Cut
		Other
	Other	(Typing)
Left Circle Check	Headlights	Low Beam Out
		High Beam Out
		Headlights Inop
		Out of Adjustment
		Damaged
		Other
	Turn Signal	Turn Signal Out
		Turn Signal Inop
		Damaged
		Other
	Hazard Lights	Hazard Out
		Hazard Inop
		Damaged
		Other
	Red Load Lights	Red Load Out
		Red Load Inop
		Damaged
		Other
	Clearance Lights	Clearance Out
		Clearance Inop
		Damaged
		Other
	Reflect/Sign/Mirror	Missing
		Loose
		Leaking
		Dirty
		Damaged
		Cracked
	Battery/Under Bus	Other
		Fluids Under Bus
Battery Dead		
Damaged		
Corroded		
Tires/Wheels	Other	
	Leaking	
	Tread Depth	
	Lugs Missing	
	Lugs Loose	
	Flat	
Damaged		

Zone	Component Check	Fault Condition	
		Cut	
		Cracked	
		Other	
	Body/Exits/Doors	Dented	
		Damaged	
		Cut	
		Cracked	
		Other	
	Tail/Licen/Lights	Brake Out	
		Brake Inop	
		Tail Out	
		Tail Inop	
		License Light Out	
		Other	
	Other	(Typing)	
	Right Circle Check	Headlights	Low Beam Out
			High Beam Out
			Headlights Inop
			Out of Adjustment
Damaged			
Other			
Turn Signal		Turn Signal Out	
		Turn Signal Inop	
		Damaged	
		Other	
Hazard Lights		Hazard Out	
		Hazard Inop	
		Damaged	
		Other	
Red Load Lights		Red Load Out	
		Red Load Inop	
		Damaged	
		Other	
Clearance Lights		Clearance Out	
		Clearance Inop	
		Damaged	
		Other	
Reflect/Sign/Mirror		Missing	
		Loose	
		Leaking	
		Dirty	
		Damaged	
		Cracked	

Zone	Component Check	Fault Condition
		Other
	Special Equip	Missing
		Loose
		Damaged
		Other
	Luggage Comp	Dented
		Damaged
		Cracked
		Other
	Tires/Wheels	Leaking
		Tread Depth
		Lugs Missing
		Lugs Loose
		Flat
		Damaged
		Cut
		Cracked
		Other
	Body Under Bus	Fluids Under Bus
		Dented
		Damaged
		Cracked
	Other	(Typing)
Rear Bus Check	Turn Signal	Turn Signal Out
		Turn Signal Inop
		Damaged
		Other
	Hazard Lights	Hazard Out
		Hazard Inop
		Damaged
		Other
	Red Load Lights	Red Load Out
		Red Load Inop
		Damaged
		Other
	Clearance Lights	Clearance Out
		Clearance Inop
		Damaged
		Other
Brake/Rev Lights	Rev Lights Out	
	Rev Lights Inop	
	Brake Out	



Zone	Component Check	Fault Condition
		Brake Inop
		Other
	Tires/Wheels	Leaking
		Tread Depth
		Lugs Missing
		Lugs Loose
		Flat
		Damaged
		Cut
		Cracked
		Other
		Body Under Bus
	Dented	
	Damaged	
	Cracked	
	Other	
	Reflectors	Missing
		Loose
		Damaged
		Cracked
Other		
Other	(Typing)	
Inside Final Check	Seats/Belts	Non Operational
		Missing
		Loose
		Damaged
		Cut
		Other
	Emergency Equip	Missing
		Loose
		Expired
		Damaged
		Cracked
		Other
	Emergency Exits	Non Operational
		Leaking
		Dented
		Damaged
		Cracked
		Other
	Wheelchair	Wont Raise
		Wont Lower
Non Operational		

Zone	Component Check	Fault Condition
		Noisy
		Light Out
		Other
	Cleanliness	Dirty
		Other
	Other	(Typing)
Inside Rear Bus	Emergency Door	Loose
		Leaking
		Wont Open/Close
		Dented
		Damaged
		Cracked
		Other
	Door Buzzer	Loose
		No Buzzer
		Other
	Door Latch	Loose
		Wont Open/Close
		Dented
		Damaged
		Cracked
		Other
	Door Glass	Loose
		Leaking
		Damaged
		Cracked
		Other
	Door Seal	Loose
		Leaking
		Damaged
		Cracked
		Other
	Roof Hatch	Loose
		Leaking
		Wont open/Close
		Dented
		Damaged
		Cracked
		Other
Other	(Typing)	

A bus will NOT be operated with major defects. The following table describes the major defects in accordance with the *Highways and Transportation Act, 1997*.

Schedule 2 Bus

Application

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

	Defect(s)	Major Defect(s)
1. Accessibility Devices	Accessibility device may not be used if: Alarm fails to operate Equipment malfunctions Interlock system malfunctions	Vehicle fails to return to normal level after "kneeling" Extendable lift, ramp or other passenger-loading device fails to retract
2. Air Brake System	Audible air leak Slow air pressure build-up rate	Pushrod stroke of any brake exceeds the adjustment limit Air loss rate exceeds prescribed limit Inoperative towing vehicle (tractor) protection system Low air warning system fails or system is activated Inoperative service, parking or emergency brake
3. Cargo Securement	Insecure or improper load covering	Insecure cargo Absence, failure, malfunction or deterioration of required cargo securement device or load covering
4. Coupling Devices	Coupler or mounting has loose or missing fastener	Coupler is insecure or movement exceeds prescribed limit Coupling or locking mechanism is damaged or fails to lock Defective, incorrect or missing safety chain/cable
5. Dangerous Goods	Dangerous goods requirements not met	
6. Doors and Emergency Exits	Door, window or hatch fails to open or close securely Alarm inoperative	Passengers may not be carried. Required emergency exit fails to function as intended
7. Driver Controls	Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly	Accelerator sticking and engine fails to return to idle
8. Driver Seat	Seat is damaged or fails to remain in set position	Seatbelt or tether belt is insecure, missing or malfunctions
9. Electric Brake System	Loose or insecure wiring or electrical connection	Inoperative breakaway device Inoperative brake
10. Emergency	Emergency equipment is missing,	

	Defect(s)	Major Defect(s)
Equipment and Safety Devices	damaged or defective	
11. Exhaust System	Exhaust leak	Leak that causes exhaust gas to enter the occupant compartment
12. Exterior Body and Frame	Insecure or missing body parts	Insecure or missing compartment door Damaged frame or body Visibility shifted, cracked, collapsing or sagging frame member(s)
13. Fuel System		Missing fuel tank cap Insecure fuel tank Dripping fuel leak
14. General		Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation
15. Glass and Mirrors	Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted has broken or damaged Required mirror or glass attachments onto vehicle body	Passengers may not be carried. Driver's view of the road is obstructed in the area swept by the windshield wipers.
16. Heater/Defroster	Control or system failure	Defroster fails to provide unobstructed view through the windshield
17. Horn	Vehicle has no operative horn	
18. Hydraulic Brake System	Brake fluid level is below indicated minimum level Parking brake is inoperative	Brake boost or power assist is not operative Brake fluid leak Brake pedal fade or insufficient brake pedal reserve Activated (other than ABS) warning device Brake fluid reservoir is less than 1/4 full
19. Lamps and Reflectors	Required interior lamp does not function as intended Required reflector is missing or partially missing Passenger safety or access lamp does not function	When lamps are required: Failure of both low-beam headlamps Failure of both rearmost tail lamps At all times: Failure of a rearmost turn-indicator lamp Failure of both rearmost brake lamps

	Defect(s)	Major Defect(s)
20. Passenger Compartment	Stanchio padding is damaged Damaged steps or floor Insecure or damaged overhead luggage rack or compartment Malfunction or absence of required passenger or mobility device restraints Passenger seat is insecure	When affected position is occupied: Malfunction or absence of required passenger or mobility device restraints Passenger seat is insecure
21. Steering	Steering wheel lash (free-play) is greater than normal	Steering wheel is insecure, or does not respond normally Steering wheel lash (free-play) exceeds required limit
22. Suspension System	Air leak in air suspension system Broken spring leak Suspension fastener is loose, missing or broken	Damaged, deflated air bag Cracked or broken main spring leaf or more than one broken spring leaf Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component Loose U-bolt
23. Tires	Damaged tread or sidewall of tire Tire leaking	Flat tire Tire tread depth is less than wear limit Tire is in contact with another tire or any vehicle component other than mud-flap Tire is marked "Not for highway use" Tire has exposed cords in the tread or outer side wall area
24. Wheels, Hubs and Fasteners	Hub oil below minimum level (when fitted with sight glass) Leaking wheel seal	Wheel has loose, missing or ineffective fastener Damaged, cracked or broken wheel, rim or attaching part Evidence of imminent wheel, hub or bearing failure
25. Windshield Wiper/Washer	Control or system malfunction Wiper blade damaged, missing or fails to adequately clear driver's field of vision	When necessary for prevailing weather conditions: Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper

## Manual Inspections

1. Scan drivers card
2. Press any button
3. With" **BUS PRE-TRIP**" highlighted, press right arrow key
4. Review last report (if desired), or scan Black Asset Tag by pressing "**READ/ENTER**" key
5. Enter mileage using the arrow keys and press "**READ/ENTER**" key
6. On the "**ZONES**" screen, press the "**INFO**" key
7. Scroll down to "**MANUAL INSP**", and press the right arrow key
8. On the "**MANUAL SELECTION**" screen select "**ZONES**" and press the right arrow key
9. Select zone to inspect and press the right arrow key, then enter condition. Repeat until inspection is complete.
10. Press the "**INFO**" key and scroll down to "**STORE CURR REPORT**", press the right arrow key.
11. Certify the inspection to store the report.

## **Section 7**

### **Forms**

All current forms are available at [www.nesd.ca](http://www.nesd.ca) in the “Forms” section.



**NORTH EAST SCHOOL DIVISION**  
**Bus Incident Report**

7a

Use form to report tow truck, stuck, hit ditch, vehicle passes when stop arm out, etc.

Type of incident: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Location: \_\_\_\_\_ Bus number: \_\_\_\_\_

Details of incident:

Tow truck from: \_\_\_\_\_

Owner of farm tractor used: \_\_\_\_\_

Other vehicle(s) or property involved:

Damage to vehicle & description:

Repair costs: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**LIST STUDENTS ON BUS AT TIME OF INCIDENT ON BACK OF FORM**

---

*submit form to: North East School Division Transportation Services  
Box 400 Tisdale, SK S0E 1T0*





## NORTH EAST SCHOOL DIVISION BUS ROUTE CHANGE FORM

(Include all changes in mileage/addition/deletion of students including temporary changes due to detours.)

Bus No. \_\_\_\_\_ Driver: \_\_\_\_\_

Route Change (Check One):

- Add Student                       Remove Student  
 Change Student Location- student still on route but moved to new location  
 Detour

**Affects Mileage as Follows – CHECK ONE AND COMPLETE EFFECTIVE DATE:**

Increase of \_\_\_\_\_ km per day    **Effective:** \_\_\_\_\_

Decrease of \_\_\_\_\_ km per day    **Effective:** \_\_\_\_\_

No Change in Mileage    **Change Effective:** \_\_\_\_\_

Detour Location and new route: \_\_\_\_\_

Name of Student	Grade	Phone #	Parents/Guardians	Legal Land Description of Residence or Name of Town of residence

**New Student to Route – Please indicate:**

Pick-Up Time in am: \_\_\_\_\_ Drop-Off Time in pm: \_\_\_\_\_

For In-City/In-Town Additions: Please indicate physical address of stop which student is being added to and the name of a student already at the stop:

\_\_\_\_\_

For Rural Additions: Please indicate family name of pick-up prior to this new pick-up:

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Bus Driver Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Manager or Supervisor of Transportation Services

**Submit form to: North East School Division Transportation Services, Box 400, Tisdale, SK S0E 1T0**  
**Phone: (306) 873-4555                      Fax: (306)873-4595**





**Application Form**

**Personal:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Position:**

Bus Driver

Substitute Bus Driver

Preferred attendance area: \_\_\_\_\_

OR Specific route: \_\_\_\_\_

**Qualifications:**

To operate a school bus, drivers must; possess a Class 5 License with S Endorsement, provide a clear criminal

Do you currently possess an S Endorsement? Yes / No

If yes, were you tested on a standard transmission? Yes / No

Do you have any physical disabilities which will affect your ability to perform the functions of this job?

\_\_\_\_\_  
\_\_\_\_\_

**Education:**

Highest level/grade completed: \_\_\_\_\_ Year: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

Other courses/training (first aid. WHMIS. defensive driving. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employment History (last three employers):**

Company Name: \_\_\_\_\_ From – To: \_\_\_\_\_ –

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ May we contact? Yes / No

Company Name: \_\_\_\_\_ From – To: \_\_\_\_\_ –  
Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ May we contact? Yes / No

Company Name: \_\_\_\_\_ From – To: \_\_\_\_\_ –  
Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ May we contact? Yes / No

**References:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

I certify that the information given by me on this application is complete and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_







## NORTH EAST SCHOOL DIVISION PHYSICIAN'S REPORT

\_\_\_\_\_  
Name of Employee \_\_\_\_\_

Occupation of Employee \_\_\_\_\_

Date of Doctor Examination \_\_\_\_\_

Name of Doctor Examining \_\_\_\_\_

Location of Clinic \_\_\_\_\_

Declaration of Doctor: The employee is not able to perform the duties of his/her position due to the following health related \_\_\_\_\_  
\_\_\_\_\_

The employee will be absent from work for the period of time from \_\_\_\_\_  
to \_\_\_\_\_ inclusive. Then it is expected that the  
employee may return to work with:  normal duties  reduced work load as  
indicated:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Doctor \_\_\_\_\_

When a cost for completing this form applies, it is not insured by Medicare. The employee will be billed directly.

*Please submit form to*  
*North East School Division Transportation Service*  
*Box 400 Tisdale, SK S0E 1T0*  
*Phone: (306)873-4555 Fax: (306)873-4595*







## SCHOOL BUS BEHAVIOUR REPORT

### *Completed form is to be forwarded to NESD Transportation Services*

In accordance with Policy 804; student conduct on school buses is to be consistent with that expected of the student in the classroom. Violations or misbehaviour may result in the suspension of privileges.

This form is to be used as a communication tool between bus drivers, school principals and the transportation services office to ensure awareness of unacceptable behavior of students while being transported to and from school. If more room is needed to explain the circumstances – use the back of the form.

<b>Student Name:</b> _____	<b>School:</b> _____
<b>School Bus Route No:</b> _____	<b>Driver's Name:</b> _____
<b>Date:</b> _____	<b>Time:</b> _____

<input type="checkbox"/> First Infraction	<input type="checkbox"/> Second Infraction	<input type="checkbox"/> Third or More Infraction
---	--	---

<input type="checkbox"/> Arms or head out window <input type="checkbox"/> Pushing on bus <input type="checkbox"/> Fighting on bus <input type="checkbox"/> Excessive noise <input type="checkbox"/> Improper loading or unloading procedure <input type="checkbox"/> Littering <input type="checkbox"/> Vandalism <input type="checkbox"/> Refuses to sit in assigned seat	<input type="checkbox"/> Belongings blocking aisle <input type="checkbox"/> Not properly seated while bus is in motion <input type="checkbox"/> Physically or mentally abusing others <input type="checkbox"/> Smoking on bus <input type="checkbox"/> Profane language <input type="checkbox"/> Disrespectful to driver <input type="checkbox"/> Other: _____
---	--

Driver comments:	Signature: _____
------------------	------------------

Principal comments and actions:	Signature: _____
<b>NOTE:</b> All suspensions will be under the authority of school principal. Gross misconduct, i.e., threatening or assaulting driver, shall result in an immediate and indefinite period of suspension from bus privileges. <b>Riding the school bus is a privilege, not a right.</b>	





# NORTH EAST SCHOOL DIVISION REPORT OF SCHOOL TRIPS

Please submit form to North East School Division Transportation Services, Box 400, Tisdale SK S0E 1T0

Phone: (306)873-4555

Email: Transportation@nesd.ca

Date of Trip: \_\_\_\_\_

School Involved: \_\_\_\_\_

## Drivers to Complete:

Start Location: \_\_\_\_\_

End Location: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Start KM: \_\_\_\_\_

End KM: \_\_\_\_\_

Additional Comments:

**\*\*Trip begins and ends from the location of the bus pick up and drop off.\*\***

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Driver's Name (print)

Driver Personal KM's: \_\_\_\_\_

Special Note from Driver:

## Trip Supervisor to Complete:

Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

JR/SR: \_\_\_\_\_ M/F: \_\_\_\_\_

League: \_\_\_\_\_ Non-League: \_\_\_\_\_

\_\_\_\_\_  
Trip Supervisor's Name (Print)

\_\_\_\_\_  
(Certified Correct – Trip Supervisor's Signature)

SIGNATURE OF SIGNING AUTHORITY

## Transportation Office Use ONLY

(Circle One): CUPE or Non-Union

Pay Driver \_\_\_\_\_ Hours

Pay Driver \_\_\_\_\_ KM

Pay Driver 3-Hour Minimum

\_\_\_\_\_  
Verified by



**Section 8:**

**Notes**



**Appendix A**  
**Bus Driver Job Description**





## NORTH EAST SCHOOL DIVISION # 200



### JOB DESCRIPTION

**POSITION TITLE:** Bus Driver

**REPORTS TO:**           **Directly:**       **Manager of Transportation Services**  
                                 **Indirectly:**   **Supervisor of Transportation**

**Purpose:**

The primary goal of a Bus Driver is the safe, efficient, and punctual transportation of students. Related responsibility includes the transportation of adults and students on approved extra-curricular and other Board approved excursions

**Required Education, Knowledge, Qualifications and Experience:**

- Minimum Grade 10 education and Grade 12 or equivalent is preferred
- Valid Bus Driver's License with a "S" endorsement
- A Clean Criminal Record Check and drivers abstract
- Satisfactory results from a medical examination in accordance with Board policy and *The Highway Traffic Act*.
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset.
- Previous experience in the operation of a school bus would be considered an asset.
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Knowledge of how to deal with children with special needs is preferred
- Knowledge of equipment cleaning standards and procedures
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

**Required Skills and Abilities:**

- Superior driving skills
- Ability to work with minimal supervision.
- Ability to stay calm, recognize, and act on possible problems early
- Ability to work as a team player with flexibility
- Ability to execute written and oral instructions for the safe, competent use of and operation of a school bus
- Ability to execute the transportation procedures as outlined in the bus driver manual.
- Ability to contend with varying physical conditions of the roads and the weather
- Worked in varied climates and conditions which may include: dust, vapours, fumes or slippery floors for example
- Ability to sit for long periods of time with period of intense concentration
- Possess cultural awareness and sensitivity

**Supervision of Other Staff:**

This position does not involve the supervision of other staff.

**Duties and Responsibilities:**

Without restricting the generality of the purpose above, the Bus Driver shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Operate the school bus in a safe and efficient way according to all legislative requirements and Administrative Procedures.
- Perform daily safety and maintenance checks
- Pick up, Transport and Deliver children between school, home or on additional excursions which includes taking attendance each time.
- Ensure children's safety when boarding, leaving and crossing street while bus is stopped.
- Transport or assist in the transportation of students with disabilities.
- Ensure that students are aware of the rules and responsibilities as passengers and maintain order or discipline on the school bus when required.
- Make note of behavioural or disciplinary problems and report them in writing to the principal of the school as well as the Manager of Transportation
- Communicate and advise the transportation department about service and repair requirements for their bus as required
- Complete and submit all forms, information sheets and the Bus Driver log sheet within the timelines established by the Manager of Transportation
- Clean the School Bus inside and outside as scheduled and/or required
- Ensure the bus is safely and securely stored
- Attend transportation meetings as required by the Manager of Transportation
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- May perform other related duties as assigned by the supervisor.

**Judgment, Independence and Client/Peer Contact:****Confidentiality**

At no time should a Bus Driver discuss, in public, information pertaining to students or staff. A Bus Driver is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

**Independence**

The Bus Driver is expected to work independently and as a team member of both the School-based staff and the school-division staff.

**Client/Peer Contact**

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

**Salary Grid: Bus Driver**

The salary grid for the Bus Driver is tied to the following grid:

**CUPE Local 4875****Non-Unionized Administrative Guidelines**

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	April 2012
<b>Reviewed:</b>	