



Section <b>Responsibilities of the School Bus Operators and Bus Drivers</b>	Page 1 of 6
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<b>Statement</b>	School bus operators and bus drivers must abide by the terms and conditions of school bus transportation agreements. Failure to abide by this procedure may result in RRDTS withholding payment for services or termination of contract.
<b>Responsibilities of the Owners</b>	<p><b>School Bus Operators must:</b></p> <ol style="list-style-type: none"> <li>1. Abide by the policies and procedures of RRDTS.</li> <li>2. Abide by the terms and conditions of the Agreement for Transportation.</li> <li>3. Adhere to the bus routes and schedules set out by RRDTS.</li> <li>4. Not use profane, inappropriate, rude, misleading, obscene or abusive language towards or about any student, staff, RRDTSC or School Board, on the phone, in person, or in any form of written or electronic communication.</li> <li>5. Ensure that any driver operating any bus route at any time have the most current bus route schedule and passenger list, including any supplementary information and Anaphylactic Action Plan F02, Diabetic Emergency Treatment F03, and Epilepsy Emergency Treatment F04 Forms as provided by RRDTS.</li> <li>6. Notify the school in the event of any delay of more than 15 minutes.</li> <li>7. Notify RRDTS in the event of any delay of more than 15 minutes and give the reason(s) for the delay.</li> <li>8. Maintain effective and open communication with RRDTS, schools, via a Liaison Officer to inform them about delays on bus routes. This communication must be maintained from the first pick up and up until the last student gets off the bus, whatever time of day this may be.</li> <li>9. Ensure parents/guardians are aware of delays greater than 15 minutes and all cancellations.</li> </ol>



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<p><b>Responsibilities Of the Owners... continued</b></p>	<p>10. Provide RRDTS with the following documents:</p> <p>The Operator shall submit to the Consortium no later than August 15th of each year:</p> <ul style="list-style-type: none"> <li>a) an up-to-date Driver’s License Abstract;</li> <li>b) a complete list of vehicles to be used in providing the service, stating for each vehicle: capacity, year of manufacture, license plate number, and fuel type;</li> <li>c) the Operator's Workers' Insurance and Safety Board Firm Number;</li> <li>d) a list of the names of the drivers and attendants assigned to each route. If a driver or attendant is replaced during the term of this Agreement, a new updated list must be submitted to the Officer forthwith. The Operator shall maintain a photocopy of all drivers’ licenses at its office for inspection by the RRDTS. The Operator will ensure that the drivers’ licenses are renewed in due course; and</li> <li>e) the First Aid and CPR certifications for all drivers and attendants.</li> <li>f) Criminal Record Check with Vulnerable Sector Screening.</li> <li>g) Insurance</li> </ul> <p>The Operator shall provide to the Consortium Evidence of Insurance:</p> <ul style="list-style-type: none"> <li>a) not less than fifteen (15) days before the Contract Start Date; and</li> <li>b) not less than five (5) days before the start of each school year; and</li> <li>c) upon request at any other time during this agreement within 15 days</li> </ul> <p>Evidence in the form of a certified copy of an insurance policy, issued by the underwriting company, providing at least the minimum insurance prescribed in the agreement.</p>
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<p><b>Responsibilities Of the Owners... continued</b></p>	<ol style="list-style-type: none"> <li>11. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure 102 Procedures for Accidents or Incidents.</li> <li>12. Maintain its vehicles and ensure that bus drivers drive them according to the requirements of the Highway Traffic Act and the regulations thereunder, and any other public vehicle laws and any transportation rules established by RRDTs.</li> <li>13. Keep the vehicles clean and free of any hazards.</li> <li>14. A student's misconduct must be reported using the Student Behaviour Report F09 to the school principal, who will be responsible for taking the necessary disciplinary measures according to Procedure 302 Responsibilities of the School Principal.</li> <li>15. Complaints that are made about the bus driver must be reported to the RRDTs.</li> <li>16. The Manager of Transportation is empowered to insist that the Operator remove a driver from a route for any improper practice.</li> <li>17. In the event that a child has been left unattended on a school bus vehicle as a result of the driver's failure to complete a routine inspection, the driver shall be disciplined by the bus company.</li> </ol>
<p><b>Responsibilities of the Bus Drivers</b></p>	<p><b>Bus Drivers must:</b></p> <ol style="list-style-type: none"> <li>1. Obey all rules and regulations of the Highway Traffic Act at all times.</li> <li>2. Adhere to the bus schedules that have been established by RRDTs.</li> <li>3. Pick up and drop off students only at the bus stops designated by RRDTs.</li> <li>4. No smoking, drinking alcohol or using illegal substances on or near school buses.</li> <li>5. Not bring food or drinks onto the bus due to the increase in life threatening allergies.</li> </ol>



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<b>Responsibilities of the Bus Drivers... continued</b>	<ol style="list-style-type: none"><li>6. Not use profane, inappropriate, rude, misleading, obscene or abusive language towards or about any student, staff, RRDTSC or School Board, on the phone, in person, or in any form of written or electronic communication.</li><li>7. Follow the routes that have been planned and approved by RRDTS. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the Liaison Officer immediately and approved by the RRDTS.</li><li>8. Make suggestions to RRDTS concerning bus route changes through their operator. No changes can occur until approved by RRDTS.</li><li>9. Notify RRDTS through their operator about any unsafe bus stops and may suggest a more appropriate alternative. No changes can occur until approved by RRDTS.</li><li>10. Ensure that no student is discharged from a bus at a transfer point until their transfer bus has arrived. Unless advised differently by RRDTS.</li><li>11. Complete a Route Sheet and revise route sheets when requested by the RRDTS.</li><li>12. Ensure that students are never left alone on a school bus.</li><li>13. Advise RRDTS through their operator if the number of passengers on their bus exceeds the number of seats.</li><li>14. Ensure that only students registered on the passenger list provided by RRDTS are allowed to board the vehicle.</li><li>15. Refuse to allow any unauthorized persons to board the vehicle, and report any incidents of unauthorized persons attempting to board the vehicle to your Liaison Officer immediately.</li><li>16. Check at the end of each trip to ensure that no students or personal objects have been left on the bus. Notify your Liaison Officer immediately of anything that was left on the bus.</li></ol>
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<b>Responsibilities of the Bus Drivers... Continued</b>	<ol style="list-style-type: none"><li>17. Keep the vehicles clean and free of any hazards. Use an appropriate tone of voice and vocabulary when speaking to students. The use of shouting, swearing or using offensive and aggressive language is strictly prohibited.</li><li>18. Ensure that all the students are informed about the bus safety rules.</li><li>19. Notify the school principal in writing about any inappropriate or unsafe behaviour by students using Student Behaviour Report F09 within 24 hours of incident.</li><li>20. Support any disciplinary action on the bus as assigned by the principal.</li><li>21. Avoid stopping or starting abruptly.</li><li>22. Cooperate with the principal when establishing a seating plan for the bus.</li><li>23. Give students a signal to indicate when it is completely safe to cross the street and wait for the student(s) to finish crossing before moving the bus.</li><li>24. Check his/her convex rear view mirrors and ensure that all areas are clear before moving the vehicle.</li><li>25. Ensure that students remain seated until the bus comes to a full stop at its destination.</li><li>26. Never leave the vehicle when the motor is running.</li><li>27. Notify the Liaison Officer in the event of a breakdown, emergency and any delay greater than 15 minutes.</li><li>28. Contact Liaison Officer before dropping off a primary student if there is any safety concerns.</li><li>29. Ensure a parent or other designated caregiver is visible to the driver before a Junior/Senior Kindergarten and/or Special Needs child leaves his/her school bus. If a driver encounters a situation where no one is visible, the child will be kept on the bus and delivered back to the school.</li></ol>
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<b>Responsibilities of the Bus Drivers... Continued</b>	<p>30. In the event of an accident involving the school bus, follow the procedures outlined in Procedure 102 Procedures for Accidents or Incidents.</p> <p>31. Not allow the photography of students unless approved by the principal or RRDTS.</p> <p>32. Always deliver students to their scheduled destination, even if they display unruly behaviour.</p> <p>33. Not use a cell phone or other personal portable electronic device while operating a school bus or any other vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.</p> <p>34. Ensure that he/she has received a copy of the Anaphylactic Action Plan F02, Epilepsy Emergency Treatment F04 and Diabetic Emergency Treatment F03 Form for each student on his/her bus who has a critical medical condition as indicated on the route listing report. It is the responsibility of the driver to maintain the confidentiality of this information and to keep these documents with the route information in a secure location on the bus.</p>
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