Contact Information

Earl McKnight
Transportation Supervisor
Sun West School Division
Box 700
Rosetown, Saskatchewan
S0L 2V0

Phone: 306-882-2677 or
866-375-2677 (Toll Free)
Cell: 306-831-9078
Email: earl.mcknight@sunwestsd.ca

Acknowledgement:

The purpose of this handbook is to provide clear and complete regulations and guidelines to Sun West School Division bus drivers to assist them in carrying out their duties of transporting students within the division.
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Introduction

Sun West School Division covers over 25,600 square kilometers and includes 40 schools. While 16 of these are Hutterite Colony Schools that do not receive school bus service, the remaining 24 schools receive daily bus service during the school year. The map below indicates the locations of communities where one or more schools receive school bus service. Just over half of Sun West School Divisions nearly 4400 students travel by bus to school every day. Every day Sun West school buses travel 21,768 kilometers, which comes to 4,027,080 kilometers traveled every year.

Sun West School Division has approximately 114 bus routes. The School Division also employs 7 mechanics who work in garages in Biggar, Davidson, Elrose, Kindersley and Outlook.

Therefore, transportation in the rural based Sun West School Division is important. The bus driver is charged with the responsibility of transporting students safely to and from the division’s schools and are valued employees.

The Transportation Supervisor, Earl McKnight, is the main contact for bus drivers regarding all parts of their role. Any questions or clarifications may be directed to Earl at 1-866-375-2677 or cell 306-831-9078.
Bus Drivers – Standards for Performance

Consistent with the details of the regulations which follow, the Board of Education expects a high level of performance in the operation of its school bus fleet.

Regulations

1. Before any driver is hired, an abstract of that person’s driving record must be produced by the applicant and reviewed by the Transportation Supervisor responsible for the hiring of bus drivers within the School Division.

2. Employment within the School Division is contingent upon a satisfactory Criminal Records Check and Vulnerable Sector Check being submitted to the school division.

3. Drivers shall submit a copy of their driver’s license upon renewal and complete and sign an SGI Drivers Abstract Request form. The cost of this abstract shall be borne by the school division.

4. The Transportation Supervisor may request a driver to take a test of driving knowledge and capabilities at any time.

5. A driver must complete a medical examination by a qualified physician in compliance with SGI Medical Standards.

6. A school bus driver, who is taking any type of medication which may interfere with driving ability, must report that to the Transportation Supervisor. The Transportation Supervisor will immediately assess any potential negative impact on the safety of students and make arrangements to lessen such negative potential.

7. A school bus driver shall not:

   a. Consume alcohol or any illegal drugs; or

   b. In the eight-hour period to the commencement of duties, take any type of prescription or non-prescription medication that may affect his/her ability to drive, unless given explicit written permission to do so by a qualified physician. A copy of said permission must be provided to the Transportation Supervisor prior to commencement of the route.

8. A school bus driver, who is charged with an offense, which may affect the driver’s license, may be suspended immediately, without pay, until charges have been dropped or a conviction has occurred. Where a driver is convicted, the driver’s employment may be terminated immediately.

9. A driver who is suspected of non-compliance with these regulations may be suspended immediately with pay pending an investigation into the suspected non-compliance by the Transportation Supervisor.

10. These regulations apply to any and all drivers employed by the Sun West School Division who are charged with the responsibility of transporting students in a school bus or an automobile.

11. A driver may request more than 5 days leave of absence from their route by making a written request to Transportation Supervisor with details of the request including the name of the spare driver.
12. All school buses must stop at uncontrolled railway crossings. For safety reasons, regular school bus runs may be cancelled or postponed by the school bus driver for reasons related to the safety of students on any bus route. Once safety concerns are alleviated normal bus operations shall resume.

13. Passengers must wear adequate clothing for the prevailing weather and season. The school bus driver or school principal shall have the authority to refuse entry to the bus to any student who is improperly dressed for the prevailing or anticipated weather conditions. If the bus is on schedule, students must be ready to board immediately when the bus arrives at their home or school bus loading zone. Failure to comply with this expectation may result in the student being left at the loading place.

14. To ensure safety on school buses, the bus drivers must follow the following requirements as stipulated:

   a. To be punctual and courteous at all times.
   b. Passengers must remain orderly and reasonably quiet.
   c. Passengers must remain seated while the bus is in motion.
   d. Arms, head or any part of the body must not protrude beyond the open window of a bus.
   e. Ensure students are instructed as to safe loading and unloading procedures.
   f. At least twice per year, instruct students regarding proper emergency protocols including the use of the emergency exit, cell phone use in the event of an emergency, etc.
   g. To conduct an emergency exit drill with students during the first week of each semester.
   h. Aisles are to be kept clear of all obstructions (feet, books, lunch boxes, gym bags, back packs, musical instruments, etc.) and passengers shall refrain from throwing any and all types of articles on the bus.
   i. The rear door will be used in case of emergency only.
   j. Passengers boarding the bus carrying objects such as musical instruments, skates in a protective bag, shall use utmost care to avoid accidentally injuring another passenger. The bus driver will determine where such items will be stored. Buses may not be able to accommodate large musical instruments.
   k. Students are not allowed to take any article on the bus that may be classed as a projectile, i.e., skates/ski boots without protective bags. Golf clubs, hockey sticks, toboggans, skateboards, ski/ski poles are not allowed.
   l. Weapons and pets are not permitted on school buses.
   m. Smoking or use of tobacco products on the bus are prohibited.
   n. Appropriate use of cell phones when driving the bus.
   o. To report student discipline problems to the Principal of the school concerned.
p. Passengers will be held responsible for damages to the bus or bus equipment caused by them.

q. To deny bus service to any student who:
   i. is habitually disruptive to the well-being and/or safe operation of the bus or
   ii. habitually disregards the rules and regulations as laid down by the driver and endorsed by the School Division.

r. Bus drivers must maintain and operate the vehicle in a safe condition in accordance with the rules and regulations of *The Highway Traffic Act*.

s. A complete check of the entire bus shall be completed at the school in the morning following evacuation of the students as well as at the end of the route at the end of the day. Following the seat check, the bus driver shall place the “School Bus Empty” sign in the rear window of the bus and, at the start of each route, shall move said sign to the front of the bus.

t. To have the bus serviced, including oil change, every 5,000 kilometers.

u. To add a page to the Log Book during the first week of school in fall, listing names of all passengers on board. Also to add or delete passengers, as the case may be, throughout the year.

v. To obtain and retain a School Bus Endorsement to ensure qualification to drive any size bus.

w. To stop at all uncontrolled railway crossings.

x. To turn on the overhead lighting while students are disembarking during the winter months.

y. To ensure the bus emergency kit is complete and replenished as necessary.

z. The bus must be kept clean inside and out and sanitary within.
Kindersley Area Bus Driver Guidelines

1. Town of Kindersley Bus Routes – A current map indicating the approved school bus routes within the Town of Kindersley will be posted at the Kindersley school bus garage for driver reference.

2. Town of Kindersley Parking – When parking a school bus on any street within the Town of Kindersley, drivers are requested and directed to avoid parking on Main Street.

3. Controlled Lights – Buses that carry students that exit on Highway #7 must use controlled lights leaving Kindersley.

4. Unloading or Loading Students in Main Part of Town – Do not have to use loading light, but country and Rosedale Ditson Drive must use loading light by activating them 25 meters before stop under 50 km and 100 meters over 50 km.

Outlook Area Bus Driver Guidelines

1. The Town of Outlook has requested that school buses not park on the streets for long periods of time. This does not apply to buses parking for short periods of time for bus drivers to do business in town.

2. Park your bus in your driveway or other appropriate off street parking when not in use. If this is not feasible, please arrange for parking at the bus garage.

3. Reasonable discretion is to be used in regards to the use of the bus when it is not loaded. This is acceptable as long as it does not incur cost to the school division or additional kilometers on the bus.

Rosetown Area Bus Driver Guidelines

1. The Town of Rosetown has requested that buses park somewhere other than on town streets. This is in accordance with the Town of Rosetown’s Traffic Bylaw #526-06 under Section 4(f)(9). Buses are to be parked at the Sun West School Division parking lot.

Elrose Area Bus Driver Guidelines

1. The Town of Elrose has requested that buses park somewhere other than on town streets.
Circle Check

Each driver shall perform a daily circle check of his/her bus. The circle check shall be carried out as indicated below:

1. Before starting the bus:
   - Check engine oil
   - Check power steering fluid
   - Check coolant level and all hoses
   - Check fan belts for cracks and tension
   - Check for engine and coolant leaks

2. Driving Compartment Check:
   - Transmission in neutral, parking brake on, start engine
   - Check all gauges
   - Check windshield wipers and washers
   - Check heaters and defrosters
   - Check horn
   - Check mirrors for visibility
   - Check service door operation
   - Check driver’s seat for adjustment
   - Check clutch travel (at least 1” free travel)
   - Check handbrake
   - Check foot brake
   - Check safety equipment
   - Check operation of emergency windows and doors
   - Check for loose and ripped seats

3. Executive Checks:
   - Check all lights and signs (working and clean)
   - Check all tires for flats, tread depth and cuts
   - Check for loose or missing wheel nuts
   - Check under front end for exhaust, fluid leaks, and broken springs
   - Check under side and rear of bus for exhaust leaks, broken exhaust hangars, broken spring and fluid leaks at rear wheels, rear end and transmission
   - Check operation of emergency door
   - Check for clean mirrors, windshield and side windows

Note: The driver is responsible for maintaining the interior and exterior of the bus in a clean and sanitary condition.

In addition, at the completion of each trip, the driver shall:

- Allow the engine to idle for a few minutes before shutting engine down.
- Check for flat tires
- Check for coolant, oil and brake fluid leaks
Emergency and Collision Procedures

We all like to think we are good drivers. Unfortunately, none of us is ever in complete control of what will happen on the highway and collisions do happen. While it should be everyone’s goal to prevent a collision, it is extremely important that the school bus driver possess the skills and knowledge to minimize the damage caused by collisions by acting quickly and effectively. Too many lives are lost at the scenes of traffic collisions because people do not know what to do.

In this segment a number of general procedures are discussed which will better prepare you to deal with collisions and emergency situations when they arise. It is important to realize that these general procedures are guidelines designed to GUIDE you in emergencies. Since no two collisions are ever the same, such procedures cannot be followed blindly without thought. Circumstances may require you to ignore some things, do others in a different order, etc. What WILL be required in every situation is a good dose of common sense and level headedness.

Assessing the Scene of a Collision

No two collisions are ever quite the same. Consequently, the circumstances of a particular collision will dictate the priorities for action on your part.

1. To assess a collision quickly and establish priorities, there are three things that require evaluation:
   a. The condition of the scene.
   b. The number and types of injuries.
   c. The need for immediate treatment.

A collision scene is a very confusing place. People want to be helpful, but often do not really know what to do. It is essential that YOU be prepared to take control and establish priorities for action on the basis of the three evaluations you make. In all cases, your first concern must be to remove your passengers from the threat of further danger. For example:

- If the bus is on fire, you must remove everyone at least 200 feet (70 meters) away from the bus.
- If the bus is blocking the road on a blind curve, you must move the bus.

NEVER begin first aid treatment until the immediate safety of everyone is assured.

2. Your second priority is the treatment of injured persons. Three types of injuries require prompt attention:
   a. Blocked Airway or Stoppage of Breathing
      Most people can be saved if they start breathing on their own or artificially within four-six minutes. If breathing has been stopped for over five minutes, there is less than a 25% chance of saving the victim.
   b. Severe Bleeding
      If a person is bleeding profusely, he will soon go into shock and may die within a short period of time.
c. **Shock**

In shock, the vital body functions are depressed. Without treatment death may result even though the injury that caused the shock may not be severe enough to cause death.

Refer to Critical Incident and Crisis Response Handbook on the Sun West School Division website at www.sunwestsd.ca.

**Priority for Treatment**

A school bus collision may involve injury to a number of people. If the scene permits you to begin treatment promptly, treat those who have stopped breathing first, then move quickly to those who are bleeding severely. *(NOTE: if help is available simultaneous treatment is best.)* Then, move to less urgent injuries. Whenever possible, treat a person where he is found.

Before you move any sick or injured persons, breathing should be established, bleeding should be stopped, and shock should be treated. **DO NOT MOVE PERSONS WITH SUSPECTED SPINAL INJURIES** except to prevent further injury or loss of life.

**Securing and Protecting the Collision Scene**

The first action you must always take at the scene of a collision is to remove people from further danger. What you actually do in a given situation will depend primarily on the scene itself. There are a number of factors that will dictate what you should do and can do:

a. **Condition of the Bus**
   - Is it operational?
   - Is it on fire?

b. **Position of the Bus**
   - In the middle of the road, in the ditch, on its roof, etc.

c. **Position of Other Vehicles**

d. **Presence of Pools of Gasoline, Flammable Liquids or Gases**

e. **Your Personal Condition**

As a general rule, and under most conditions, **DO NOT MOVE** the school bus until directed to do so by a police officer. However, the safety of the others may depend on moving the vehicle to avoid further collisions with oncoming traffic, which may not be able to see you clearly due to the nature of the terrain or the degree of lighting. In such cases, by all means move the bus! And the safest place to move it is to the extreme right of the roadway or shoulder of the roadway.

When you have the bus in a safe position, the following procedure is recommended:

a. Stop the bus completely; turn off the engine and remove the keys.
b. Set the emergency brake.
c. Activate the four-way hazard flashers.
d. Reassure the passengers.
e. Set out (or have a responsible student set out) reflectors, in accordance with procedure.
f. Ask a passing motorist to direct traffic (if necessary).
Evacuation of the Bus

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

- **FIRE, OR DANGER OF FIRE**
- **UNSAFE POSITION**

1. **Fire, or Danger of Fire**

   A bus should be stopped and evacuated immediately 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 be considered as “danger of fire,” and students should be evacuated.

2. **Unsafe Position**

   In the event that a bus is immobile for any reason, you must determine immediately whether it is safe for passengers to remain in the bus. You must evacuate if:
   
   a. The bus is stopped on or within 5 feet (1.5 meters) of railroad tracks
   b. There is any danger of sliding into deep water or over an embankment
   c. 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.

3. **Evacuation Procedures**

   There are three “standard” ways to evacuate a school bus, although other methods can be devised for extreme situations. The three methods are:
   
   a. Everyone exits through the rear emergency door
   b. Everyone exits through the front entrance door
   c. Front half exits through the front door and rear half exits through the rear door. (See Figure 1)

   A safe evacuation in the shortest time possible is the objective, regardless of which method is used. However, you cannot expect children to perform adequately without practice. You should explain carefully to all students the procedures you expect them to follow in the event of an emergency and, that you will conduct drills without notice four or five times during the school year.

4. **Front Door Evacuation**

   In conducting a front door evacuation drill:
   
   a. Stop the bus, set parking brake, and remove the key. Leave the bus in gear.
   b. Open the door, face the children, and get their attention.
   c. Give the direction: “Emergency drill, remain seated, front evacuation.”
   d. Designate a student to guide passengers to an assigned place of safety.
      
      i. Helpers can be trained to assist the driver with evacuating and leading the students to a safe position away from the bus.
      ii. Another helper can be appointed to count and assist passengers as they exit.
e. Position yourself between the first occupied seats facing the front of the bus
   i. 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.”
   ii. Hold your hand before the occupants of the left-handed seat in a restraining gesture.

f. 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.

g. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.

h. When the last seat is empty, walk to the front of the bus checking to see that everyone is out.

5. **Rear Door Evacuation**

   a. Stop the bus, set parking brake, remove key. Leave the bus in gear.
   b. Face the children and get their attention.
   c. Give the direction, “Emergency drill, remain seated, REAR evacuation.”
   d. 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.
   e. Quickly move to the rear of the bus and open the door.
   f. Position student helpers on the ground on either side of the rear door.
   g. Position yourself between the last occupied seats, facing the rear of the bus.

   i. 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.”
   ii. Hold your hand before the occupants of the left-hand seat in a restraining gesture.

h. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand side.

i. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty.

j. When the last seat is empty, walk to the rear of the bus checking to see that everyone is out.

k. After the drill compliment the students, ask for feedback and discuss possible improvements for the next drill.

6. **Evacuation – Both Doors**

   You may also wish to practice evacuations using both front and rear doors. It will be necessary for you to appoint an additional helper who can carry out steps 5 to 8 from the opposite doorway. Figure I (below) illustrates the proper way to evacuate a bus using both doors.
7. Points to Remember

a. Safety of the children is most important, and must be considered first.
b. All drills should be supervised by the fleet supervisor, principal or persons responsible.
c. You are responsible for the safety of the students; however, in an emergency, you might be incapacitated and not able to direct the pupil emergency evacuation. School patrol members, appointed students, or adult monitors should assist in these drills. It is important to have regular student leaders available who know how to:

i. Turn off ignition switch.
ii. Put bus in gear.
iii. Set emergency brake.
iv. Summon help when and where needed.
v. Use emergency windows.
vi. Set out reflectors.
vii. Open and close doors, account for all students.
viii. Help small children off the bus.
ix. Perform other assignments.
x. “Emergency drills” should be organized similar to fire drills held annually with all students.
xi. Drills should be held in a safe area, such as on school property
xii. Conduct drills exactly as if there was a REAL emergency. Do not permit children to take lunch boxes, books, etc., with them when they leave the bus – getting the child off safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation drill. The students should go a distance of at least 200 feet (65 meters) from the bus in an “emergency drill” and remain there in a group until further instructions by the leader.

8. Further Practice

Practice your skills throughout the year with the regular passengers on your school bus run. This has a double advantage in that it gives them practice as well as you. Where possible, have a trained observer give you and the students feedback on your progress.

Organize Others to Render Assistance

1. A collision scene is usually chaotic.

Most people who find themselves at a collision (excluding the injured) would like to help, but often do not know what to do. Unorganized, they tend to cause congestion and confusion. However, if you take charge and approach them in a calm, firm manner, they can help you to bring the situation under control by performing the following tasks:

   a. Setting reflectors and protecting the scene.
   b. Notifying police, medical, and school authorities.
   c. Directing traffic.
   d. Rendering first aid assistance.
   e. Obtaining blankets, water, bandages, etc.
   f. Supervising students.
   g. Etc.

To maximize your chances of gaining co-operation and getting the job at hand done, the following points are suggested for organizing others to assist you:

   a. Remain calm! This will instill confidence and increase the chances of their following your instructions.
   b. Select responsible, mature-looking individuals to help.
   c. Ask for their help with a specific task in a firm and “commanding” tone.
   d. Make your request briefly, but clearly, keeping to the point.
   e. Ask your assistants to repeat the directions back to you to ensure they clearly understand what is required.
   f. Upon completion of the task, have the assistants report back to you. (e.g., Assistant: “I called the police! They will send an ambulance and be here in 10 minutes”.) This step is important to ensure that vital tasks get done.

2. Notification of Authorities

   a. There are basically four authorities you must contact in the event of a collision:

      i. 911 (where services exist)
      ii. Police and/or 911
      iii. School
The order in which they are listed is also a priority you should assign to them (although, in many instances, it is easier and faster to notify the police first, who will take care of obtaining medical assistance).

b. The basic rule of thumb has to be: notify authorities and get the required help as soon as possible. How soon will depend largely on the circumstances of the collision:

   i. Does the bus have to be moved to prevent further danger?
   ii. Is there a responsible person who can be sent to call?
   iii. Does the urgency of some casualties’ injuries force you to treat them first? (First aid should not delay treatment by a doctor!)

3. What to Report

We feel strongly that it would be a good idea for all drivers to have an information card (like the one illustrated below) in the driver’s compartment. At the time of a collision, this card could be used by a passerby and serve as a reminder of the information that needs to be relayed. It is important for the driver to stay with the bus and passengers.

<table>
<thead>
<tr>
<th>FRONT</th>
<th>BACK</th>
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<tbody>
<tr>
<td>EMERGENCY 9-1-1</td>
<td></td>
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<tr>
<td>SCHOOL DIV. NO. 207 882-2677</td>
<td></td>
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<tr>
<td>Toll Free 1-866-375-2677</td>
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<tr>
<td>Transportation Supervisor – Earl McKnight</td>
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</tr>
<tr>
<td>1. Location of collision</td>
<td></td>
</tr>
<tr>
<td>2. Time of collision</td>
<td></td>
</tr>
<tr>
<td>3. Number and type of vehicles</td>
<td></td>
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<tr>
<td>4. Severity of collision</td>
<td></td>
</tr>
<tr>
<td>5. Approximate number of injuries</td>
<td></td>
</tr>
<tr>
<td>1. Location of collision</td>
<td></td>
</tr>
<tr>
<td>2. Approximate number of injured persons</td>
<td></td>
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<tr>
<td>3. Alternate transportation needed</td>
<td></td>
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<tr>
<td>4. Towing service needed</td>
<td></td>
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<tr>
<td>5. DRIVER: ________________________</td>
<td></td>
</tr>
<tr>
<td>(name)</td>
<td></td>
</tr>
</tbody>
</table>

4. How to Report

We keep referring to sending someone else for help because there are many urgent things which will require you to be at the scene of the collision and in control of the situation.

A few points to remember:

a. Do not send one of the younger students on your bus if there is any danger involved in doing so.

b. Do not leave the bus unattended with passengers on board.

Therefore, if you have a choice, always send a responsible passerby for help.
Division Based Personnel

Position: Transportation Supervisor
Immediate Supervisor: Superintendent of Business
Revised: 091211

General Description

The Transportation Supervisor will provide leadership and support for the service delivery areas in the division to ensure the safe and effective transportation system. This position reports directly to the Superintendent of Business.

Duties and Responsibilities

1. Communicates with bus drivers, schools, school based administration and division office staff in an ongoing manner.
2. Liaises with parents and staff; acts as the second tier regarding bus related discipline issues.
3. Develops and maintains a positive liaison with bus garage staff, drivers, school administrators, local municipal authorities and the Highway Traffic Board.
4. Provides training and information to bus drivers regarding division policies and procedures.
5. Deals with parent or driver concerns as deemed appropriate and in accordance with policy and procedures.
6. Reviews bus monitoring videos as required.
7. Plans and provides leadership for professional development activities for mechanics and bus drivers in consultation with the Superintendent of Business.
8. Provides assistance and training for spare bus drivers as requested.
9. Assists in the hiring, supervision and evaluation of Transportation Services Manager, mechanics and bus drivers.
10. Reviews and assesses the organization of bus routes and schedules and makes recommendations for change.
11. Supervises the general operation of the bus garages and the work of the mechanics.
12. Provides leadership in the area of bus regulations and legislation such as lobbying, SGI insurance claims, bus light bylaws (tracking and appeals).
13. Makes application to Department of Highways, rural municipal authorities regarding signage, road conditions and other matters.
14. Submits transportation information with regards to transportation, special education and career and work exploration travel.
15. Keeps accurate records regarding vehicles and trailers, such as fleet maintenance, bus routes, bus inspections, registrations and driver licensing.
16. Coordinates curricular and extra curricular transportation as required.
17. Reports immediately to the Superintendent of Business any serious issues or accidents.
18. Maintains the confidential nature of the position and information obtained.
19. Other duties as assigned by the Superintendent of Business.
General Description

This position provides leadership and expertise in the supervision of transportation staff, effective operation of the division bus garages and maintenance of all school division vehicles. This position requires the performance of supervisory duties of transportation staff. The position reports directly to Transportation Supervisor.

Duties and Responsibilities

1. Coordinates the ongoing maintenance of all division vehicles (buses, trailers, trucks) in consultation with the Transportation Supervisor.
2. Assists in the recruitment of transportation staff.
3. Provides supervision and evaluation of transportation staff.
4. Provides consultation and assistance to bus garage mechanics.
5. Supervises general repairs and maintenance of school division vehicles, such as daily repairs and warranty work.
6. Maintains a division vehicle database regarding condition and repairs.
7. Recommends appropriate vehicle disposal to the Transportation Supervisor.
8. Exercises adequate stock control and maintains appropriate inventory.
9. Provides leadership and support in the adherence to all applicable legislation (Highway Traffic Board, Labour Standards, Occupational Health & Safety) for transportation staff.
10. Provides leadership and training for bus drivers in regards to duties, such as daily bus safety checks and evacuation drills.
11. Assists in reviewing and planning bus routes and schedules.
12. Assists with the planning and delivery of professional development to transportation staff.
13. Provides training and assistance to spare bus drivers.
14. Reports serious issues or accidents immediately to the Transportation Supervisor.
15. Completes other duties as assigned by the Transportation Supervisor.

Qualifications

Education, Training and Experience

- The required knowledge, skills and abilities are obtained through successful completion of Grade (12) twelve coupled with sufficient training and experience as a Journeyman Mechanic.
- Experience in providing leadership and supervising staff, would be considered an asset.

Licenses, Certifications and Registrations

- Successful completion of certification to earn Journeyman Mechanic status.
- A valid class 5 driver's license with “S” endorsement is required.
- Certification to complete Safety Checks
Knowledge, Skills and Abilities

1. Knowledge in the area of motor vehicle mechanics including the repair and maintenance of gas and diesel motors.
2. Knowledge in the general operation of equipment and tools used by transportation staff.
4. Ability to effectively mentor, motivate and supervise transportation staff.
5. Ability to lead and work as part of a team through the use of excellent interpersonal skills.
6. Ability to establish and maintain effective working relationships with staff, and the general public.
7. Ability to exercise good judgment, discretion and tact in dealing with staff and the public.
8. Ability to organize tasks and personnel to successfully complete projects.
9. Ability to complete safety inspection of division vehicles and ensure compliance.
10. Ability to complete all mechanical repairs and troubleshoot repairs with transportation staff.
11. Ability to assess a situation, determine the course of action to resolve the issue, and follow-up to ensure successful completion.
12. Ability to use software programs to input and retrieve data; prepare reports and documentation, such as spreadsheets and databases, access on-line resources and use email, and internet.
13. Ability to be flexible and adapt to changes in daily routine as well as exercise time management skills.
14. Ability to adapt and support changes in the workplace due to changes in policies, legislation or division needs.
15. Ability to work independently with minimal supervision demonstrating sound judgment, discretion and decision making skills to ensure quality of work meets expected standards.
16. Ability to communicate effectively in English and the ability to understand, develop, convey, and carry out oral and written instructions.
17. Ability to maintain current knowledge of required practices, procedures and techniques by engaging in lifelong learning with regard to training, inservices and courses of study.
DIVISION BASED PERSONNEL

POSITION: MECHANIC
IMMEDIATE SUPERVISOR: TRANSPORTATION MANAGER

REVISED: 091218

General Description

This position provides for the repair, maintenance and safe and efficient operation of the division fleet of vehicles. This position requires the performance of mechanical duties on both diesel and gas vehicles to ensure safety standards are met. This position reports directly to the Transportation Manager.

Duties and Responsibilities

1. Completes mechanical duties to industry standards of safety and efficiency.
2. Completes preventative maintenance on all division vehicles on an ongoing basis.
3. Supplies tools as required to perform assigned mechanical duties.
4. Completes diagnostic and subsequent repair for all mechanical issues.
5. Practices safe work habits at all times.
6. Maintains fleet to ensure compliance with safety requirements at all times.
7. Assists in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
8. Assists in the completion of safety inspection of all division vehicles.
9. Assists in the completion of forms associated with the annual safety inspection of buses.
10. Completes regular service on buses and other division vehicles.
11. Maintains a log on all vehicles itemizing all repairs and associated costs.
12. Assists other division personnel with heavy or two person tasks.
13. Assists in ordering parts as needed so as to maintain a stock of high use and hard to find items.
14. Advises the Transportation Manager when drivers are misusing buses, failing to keep them clean, or otherwise failing to fulfill their duties pertaining to bus care.
15. Maintains immediate work area or bay in a safe and orderly state.
16. Delivers and picks up buses as required.
17. Ensures that spare buses are cleaned, fueled and ready for use.
18. Assists with training of spare or newly hired bus drivers.
19. Other duties as required by Transportation Manager.

Qualifications

Education, Training and Experience

- The required knowledge, skills and abilities are obtained through successful completion of Grade (12) twelve coupled with sufficient training and experience as a Journeyman Mechanic.
- Proof of a safe driving record as reported on a current SGI Driver’s Abstract.
- Experience in school bus or heavy equipment repair is required.
- Experience with gas and diesel engines is required.
**Licenses, Certifications and Registrations**

- A valid Class 5 driver’s licence with School Bus Endorsement (“S” endorsement) including passing a medical examination in accordance with Board policy and *The Highway Traffic Act* is required.
- Vehicle Safety Inspection Certificate is required, or achieved as a condition of employment.

**Knowledge, Skills and Abilities**

1. Knowledge in the area of motor vehicle mechanics including the repair and maintenance of gas and diesel motors.
2. Knowledge in the general operation of equipment and tools used by transportation staff.
4. Ability to repair and maintain diesel and gas vehicles, up to and including engine replacement.
5. Ability to perform the mental and physical requirements of the position including, but not limited to: maintaining concentration and awareness of surroundings despite multiple distractions, standing, climbing and lifting (exerting up to one hundred (100) pounds of force occasionally and up to fifty (50) pounds of force frequently and up to twenty (20) pounds of force constantly to move objects).
6. Ability to be flexible and adapt to changes in daily routine.
7. Ability to adapt and support changes in the workplace due to changes in policies, legislation or school division needs.
8. Ability to work independently with minimal supervision by demonstrating sound judgment, discretion and decision making skills to ensure quality of work meets expected standards.
9. Ability to work cooperatively with others as part of a team and demonstrate interpersonal skills with staff and the public.
10. Ability to assess a situation, determine the course of action to resolve the issue, and follow-up to ensure successful completion.
11. Ability to conduct oneself in a manner appropriate to a school division and demonstrate strict attention to confidentiality of school division operations and information.
12. Ability to communicate effectively in English and the ability to understand, develop, convey, and carry out oral and written instructions.
13. Ability to exercise good judgment, discretion and tact in dealing with staff, members of the Board, and the public.
14. Ability to maintain current knowledge of safe practices by engaging in lifelong learning with regard to training, in-services and courses of study.
Division Based Personnel

Position: School Bus Driver
Immediate Supervisor: Transportation Supervisor
Revised: 100122

General Description

This position is responsible for the safe transportation and management of appropriate student conduct on an assigned bus route. This position requires the performance of all duties to ensure safety standards and ongoing maintenance are met. This position reports directly to the Transportation Supervisor.

Duties and Responsibilities

1. Operates the school bus in a safe and defensive manner exercising self-control, alertness, foresight and good judgment and takes no action that could in any way compromise the safety and well-being of the students on the bus, makes the necessary adjustments for hazards including, but not limited to, weather conditions, other vehicles, road conditions, railroad crossings.
2. Observes all traffic laws and safety regulations.
3. Practices safety precautions when students are boarding and exiting the bus.
4. Reports any hazards observed along the assigned route.
5. Reports all accidents, vehicle damage and student injuries as they occur.
6. Maintains appropriate order, student management and discipline with respect to all passengers on the bus without jeopardizing safety while driving.
   a. Implements the School Code of Conduct on the bus.
   b. Reports incidents involving any student(s) to the Principal
   c. Communicates with school division personnel and parents regarding student behavior
7. Drives route as assigned, assists in establishing effective schedule and adheres to set schedules.
8. Completes pre-trip and post-trip inspections, including circle check.
9. Operates and maintains the bus in a manner that promotes low maintenance and extended life including, but not limited to the follow:
   a. Ensures that proper fuel and fluid levels are maintained;
   b. Ensures that preventive maintenance occurs; and
   c. Submits work orders as necessary.
10. Maintains the interior and exterior of the assigned bus to ensure overall cleanliness and neatness.
11. Operates any and all assigned communications equipment appropriately.
12. Completes and submits all required reports and documentation, including but not limited to:
   a. Copy of renewed drivers licence
   b. Copy of photo identification; and
   c. Annual SGI abstract
13. Maintains current knowledge of safe driving practices and defensive driving skills.
14. Performs duties in a manner appropriate to a school setting including strict attention to the confidentiality of school operations and students.
15. Performs related duties as required by the Transportation Supervisor.
Qualifications

Education, Training and Experience

- Typically the required knowledge, skills and abilities are obtained through successful completion of Grade Twelve (12) coupled with training and/or experience which demonstrates the ability to perform the duties of the position.
- Proof of a safe driving record as reported on a current SGI Driver’s Abstract.

Licenses, Certifications and Registrations

- A valid Class 5 driver’s licence with School Bus Endorsement (“S” endorsement) including passing a medical examination in accordance with Board policy and The Highway Traffic Act is required.

Knowledge, Skills and Abilities

1. Knowledge of the relevant statutes, regulations and policies applicable to the operation of school buses and the transportation of school children including, but not limited to: The Saskatchewan Highway Traffic Act, the Sun West Board of Education No. 207 Student Transportation policies and procedures.
2. Knowledge of and ability to follow and execute safe driving practices.
3. Knowledge of techniques and ability to apply these techniques and, where necessary, apply discipline procedures to manage student behavior including students with special needs in a firm, fair and respectful manner in accordance with Board policy.
4. Ability to operate and maintain a school bus safely and efficiently including, but not limited to: checking fluid levels, following proper fuelling procedures, perform preventative equipment maintenance and follow acceptable cleaning practices.
5. Ability to maintain the bus route schedule in a timely and safe manner.
6. Ability to communicate effectively in English and understand and carry out oral and written instructions including, but not limited to: operating telecommunications systems, if required, reading and understanding maps, assisting in developing appropriate route schedules, complying with assigned route schedule, preparing reports and maintaining logbooks and records, as required.
7. Ability to be flexible and adapt to changes in daily routine.
8. Ability to adapt and support changes in the workplace due to changes in policies, legislation or school division needs.
9. Ability to work independently with minimal supervision by demonstrating sound judgment, discretion and decision making skills to ensure quality of work meets expected standards.
10. Ability to establish and maintain effective working relationships in a courteous and friendly manner with staff, students, parents and the public.
11. Ability to perform the mental and physical requirements of the position including, but not limited to: maintaining concentration and awareness of surroundings despite multiple distractions, sitting for relatively lengthy periods, standing, walking, carrying, bending, stooping, climbing and lifting (exerting up to fifty (50) pounds of force occasionally and up to twenty (20) pounds of force frequently and up to ten (10) pounds of force constantly to move objects).
12. Ability to assess a situation, determine the course of action to resolve the issue, and follow-up to ensure successful completion.
13. Ability to conduct oneself in a manner appropriate to a school division and demonstrate strict attention to confidentiality of school division operations and information.
14. Ability to maintain confidentiality in and outside the school division.
15. Ability to communicate effectively in English and the ability to understand, develop, convey, and carry out oral and written instructions.
16. Ability to exercise good judgment, discretion and tact in dealing with staff, members of the Board, and the public.
17. Ability to maintain current knowledge of safe practices and techniques for driving a school bus by engaging in lifelong learning with regard to training, in-services and courses of study.
Administrative Procedures

(Please refer to www.sunwestsd.ca for the most recent copy)
Background

Because of its geographic size it is possible that severe weather conditions may affect parts of the Division when other parts are unaffected. As a result appropriate procedures providing local discretion in dealing with weather conditions is both prudent and appropriate. Adverse winter driving conditions may be valid reasons for non-operation of school buses.

The Director or designate is authorized to discontinue transportation services in emergency situations.

Procedures

1. Early Morning Decisions
   1.1 The following criteria shall be used as guidelines in determining the operation of school buses:
      1.1.1 Temperature at, or lower than -40° C by no later than 7:00 a.m.
      1.1.2 Severe wind chill at, or lower than -40° C by no later than 7:00 a.m.
      1.1.3 Severely drifted or extremely icy roads.
      1.1.4 Limited visibility because of fog or blowing snow.
   1.2 Bus drivers are in the best position to determine the appropriateness of transporting students at any time.
   1.3 Bus drivers are to contact the Transportation Supervisor of decisions regarding atypical operation of the school buses.
      1.3.1 The Transportation Supervisor will contact regional radio stations and request public service information be broadcast about non-operation of school buses on affected route(s).
   1.4 The Transportation Supervisor will contact principals of decisions regarding atypical operation of the school buses.
   1.5 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.
   1.6 In-town pick-ups will occur where practicable.
   1.7 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.
   1.8 When road conditions are poor early in the morning and employees choose to report to work after daylight or as conditions improve, the employee will suffer no loss in salary for the portion of the day missed during the first half of the workday.
1.9 When road travel is considered unsafe for reasonable travel, employees will report to the school in their home community (if applicable).

1.10 Parents retain the right to decide whether to send their children to school during inclement weather.
   1.10.1 Students who are not present will be marked absent.

2. School Day Decisions

2.1 Occasionally, adverse weather conditions, which make transportation of students dangerous, may develop during the course of a school day. In such cases, the decision to operate school buses is to be made by the school bus driver in collaboration with the Principal and be reported to the Transportation Supervisor by 2:00 p.m. that day.

2.2 The Transportation Supervisor may make the decision to cancel bus routes, when severe weather conditions warrant such action.

2.3 School buses are not to 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.

2.4 If a school bus is not operated for the morning run due to weather or road conditions it will not operate for the afternoon run. If weather conditions are favourable the following morning, the bus will operate.

2.5 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.

2.6 Billeting
   2.6.1 Each school is required to maintain a billet listing for rural students. School bus drivers who live in town may be called upon to deliver students to their billet.
Administrative Procedures 161

Dangerous/Communicable Diseases

◄NEW► Adopted: June 28, 2011
Amended: May 31, 2012

External References:
• Education Act: Sections 85, 87, 109, 141, 175, 178, 190, 231
• Public Health Act

Internal References:
• AP 161 Dangerous/Communicable Diseases – Appendix A – Category 1 Communicable Disease
• Communicable Disease Control Handbook

Background

The well-being and rights of students and employees shall be the major consideration in the workplace and related areas. All actions and reporting in relation to communicable diseases and other medical conditions shall be conducted in accordance with the Education Act, the Public Health Act and the following procedures.

Procedures

1. The Principal of the school who becomes aware that a student is infected or is a carrier of category I communicable disease shall, in consultation with the Director, report this to Heartland Health Region Authorities. This shall be done within forty-eight (48) hours.

2. The Director is authorized to determine when there is reasonable basis to believe that a medical examination may be required of a student or an employee and to direct that such an examination be performed.

3. The Principal, in consultation with the Director and Heartland Health Region Authorities, may exclude from school any student who is infected or is suspected to be infected with a communicable disease.

4. In the event that Heartland Health Region Authorities determine, in consultation with a physician who has examined the student or employee, that the student or employee poses a significant threat to the health and welfare of the students or other employees of the Division:
   4.1 The student will be required to withdraw from attendance at school and the Heartland Health Region shall be notified of same. The student shall be readmitted to school when the Heartland Health Region Authorities produce a written certificate stating that the student’s condition no longer poses a risk of contagion in the school environment.
   4.2 The employee will be placed on a leave for medical reasons until the Heartland Health Region Authorities produce a written certificate stating that the employee’s condition no longer poses a risk of contagion in his/her working environment.

5. School officials and staff shall be required to maintain absolute confidentiality of medical records of any student or employee who is required to undergo a medical examination or who may be required to withdraw from attendance at school or who may be placed on medical leave pursuant to this administrative procedure.

6. All issues pertaining to prevention and education concerning communicable diseases shall be the responsibility of the Director or designate in consultation with the Principal of each school.

7. Heartland Health Region has the authority to close a school in the event of an infectious disease situation.
8. The Director or designate is to ensure that Administrative Procedures 161 – Appendix A – Category 1 Communicable Diseases is reviewed annually.
Background

The Division believes the use of video cameras on school buses will enhance the safe operation of its school buses. Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

Procedures

1. Video Surveillance on Buses
   1.1 Division buses may be equipped for video surveillance system.
   1.2 Placement of a video surveillance system on buses may be on a random basis at the discretion of the Division.

2. Notice to Students and Parents
   2.1 Parents and students of the Division will be advised that bus passengers may be video taped. Each school year, every school shall provide this advice to parents in its first newsletter.
   2.2 Division buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.

3. Access to Video Surveillance Equipment
   3.1 The following persons shall have access to the video surveillance equipment:
      3.1.1 Transportation Supervisor and Transportation Manager;
      3.1.2 School Administrators;
      3.1.3 Director

4. Storage of Recordings
   4.1 Only those persons identified in section 3.1 shall have access to the stored recordings.
   4.2 Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed.

5. Viewing of Recordings
   5.1 All recordings are the property of the Division and will not be made available for public viewing. Those eligible to view recordings shall include: staff of the Division, parents/guardians of the students involved or the students themselves. Among Division staff, only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.
5.2 Any parent or legal guardian is entitled to view a recording that includes his/her child/children. Requests to view recording must be made in accordance with section 6 of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP). Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party’s personal privacy, would give rise to a concern for a third party’s safety, or on any other ground recognized in the LAFOIPP Act.

5.3 Viewing of recordings shall take place at the Division Office or at the school attended by the student for whom the viewing has been requested.

6. Retention of Recordings

6.1 Recordings will be overwritten within approximately thirty (30) days unless they are retained at the request of a Division staff member identified in section 5.1, or parent/student for documentation related to a specific incident, or as per section 6.3.

6.2 Recordings retained under section 6.1 shall be erased as soon as the incident in question has been resolved.

6.3 Where an incident raises a prospect of a legal claim against the Division, a copy of the recording shall be retained at the Division Office.

7. Improper Use

7.1 Video surveillance on buses is to be restricted to the uses indicated in this administrative procedure.

7.2 The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.
Background

The Division shall establish attendance areas for effective use of school facilities and for transportation purposes. The Division believes it is desirable to maintain attendance area boundaries in order to ensure the program viability of existing schools in their respective communities.

Procedures

1. Attendance Areas
   1.1 The Board will establish the attendance areas for schools in the Division.
   1.2 Attendance areas are reviewed periodically and may be revised by the Board.
   1.3 Information regarding attendance areas is available by contacting the Division Office.

2. Kindersley Elementary School Attendance Areas
   2.1 Students west of one block west of Main Street will attend school at Westberry School.
   2.2 Students east of Main Street will attend school at Elizabeth School.
   2.3 Students who live between Main Street and one block west of Main Street may choose which school to attend. This includes homes on north/south streets within this block as well as homes on the east side of the street on the road that runs parallel to Main Street one block west of Main Street.
   2.4 Students from rural areas, Rosedale, and the Golfview Trailer Court, will attend the school that their siblings currently attend. In the event that a sibling is not at either elementary school, families will indicate their preference of school to either the principal at Westberry or the principal at Elizabeth, and these families will be notified about which school their child(ren) will attend prior to the beginning of the school year.
   2.5 Students who are currently attending the wrong school according to these guidelines will be allowed to continue at that school until they move to the high school.
   2.6 Students who moved from one area of Kindersley to a different area of Kindersley during the school year will be allowed to finish that school year at their current school. If they have moved from one attendance areas to another they will have the option of moving to the other school if they so choose.
   2.7 The following procedures will be used should parents want to have their child(ren) attend a school outside of their designated attendance area:
   2.8 Parents wishing to have their child attend a school outside of their attendance area will need to apply in writing by May 30th, if they already reside in Kindersley, and prior to the commencement of school should they just be moving to Kindersley, to either school principal.
2.8.1 Such requests will be decided upon by both principals and the operational superintendent for that area prior to the end of June and prior to the commencement of school for those requests received from new families moving in over the summer.

2.8.2 The requests shall be judged on the following basis:

2.8.2.1 Is there a proper program for the student in the requested school?

2.8.2.2 Is there room in the program?

2.8.2.3 Are both principals able to maintain reasonable balances in teacher/student ratios?

2.8.2.4 Will parents provide their own transportation?

2.8.2.5 Once a decision is made to allow a student to attend a school outside of their attendance area that decision would also allow younger siblings to cross attend.
Background

The Division believes in providing a safe and caring school environment that deals effectively with such issues as bullying, harassment and conflict. The purpose of this administrative procedure is to promote and maintain positive and respectful school and classroom behaviours. The principles of responsibility, cooperation, safety and leadership are key components of student conduct.

Procedures

1. General

   1.1 It is important that within school settings that students, staff members, parents/guardians, and community members interact positively with one another. To enable those interactions and to be supportive of a safe and secure learning environment there is a need to be aware of expectations:

      1.1.1 What is expected of us.

      1.1.2 What we can expect of others.

      1.1.3 The consequences we can expect if we don’t act in accordance with expectations.

   1.2 A school-based Code of Conduct is to be developed and reviewed with all stakeholders at the beginning of each school year.

   1.3 The Code of Conduct will be posted in classrooms.

   1.4 It is important that staff members, students, parents/guardians and volunteers are familiar with and follow the school’s Code of Conduct.

2. Students

   2.1 Students can expect that:

      2.1.1 Staff will treat them with courtesy, respect, consistency and fairness.

      2.1.2 Clear, relevant lessons will be presented along with explanations for the evaluation procedures to be used.

      2.1.3 They will be able to work in a school atmosphere which is safe, secure, non-threatening and conducive to their learning.

      2.1.4 School personnel will be accessible to students for help concerning courses, assignments, assistance, personal and career decisions and other school matters.
2.1.5 Teachers will prepare for class, mark and return assignments within a reasonable time.
2.1.6 School administration and staff will monitor students’ progress.
2.1.7 They will have the opportunity to participate in a range of activities offered in the Division.
2.1.8 Discipline procedures will be fairly and judiciously implemented.

2.2 Students are expected to:

2.2.1 Develop self-discipline and show courtesy and respect for all people in the school and in the community.
2.2.2 Demonstrate behaviour that contributes to a supportive and safe learning environment.
2.2.3 Attend school regularly and punctually. Be prepared for all classes by bringing the required materials and completed assignments.
2.2.4 Complete work missed due to absence.
2.2.5 Make the most of educational opportunities through active classroom participation and involvement in other school activities, both in and out of class.
2.2.6 Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel.
2.2.7 Show respect for school property and personal property. Restitution will be used to resolve the issue regarding damages.
2.2.8 Take pride in their work and what they have accomplished.
2.2.9 Conform to reasonable standards of taste in dress and grooming.
2.2.10 Refer to Administrative Procedures 360 Student Discipline.

3. Staff

3.1 Staff can expect that:

3.1.1 They will work in an environment that is safe, secure and non-threatening.
3.1.2 The Principal, in cooperation with staff, Student Council and School Community Council develops procedures to promote good order and harmony in the school. These procedures are communicated to staff, students and parents on an annual basis and conform to the duties of students as set out in the Education Act.
3.1.3 Everyone associated with the school will be treated with courtesy, respect and fairness.
3.1.4 Students will work to the best of their ability.
3.1.5 Students will attend classes with assignments completed, and with appropriate materials.
3.1.6 Students will behave appropriately on the way to and from school, at school and at school-sponsored activities.
3.1.7 Parents will communicate openly with them about matters that might affect the performance of their child.
3.1.8 They will have the assistance and cooperation of students, parents, colleagues, and the School Community Council and Division in the performance of their duties.

3.1.9 Principals will provide leadership and support using a collaborative style.

3.1.10 Student discipline procedures will be fairly and judiciously implemented.

3.1.11 Staff members, who do not follow the Positive Behaviour Management system, will be referred to their supervisor for appropriate intervention.

3.2 Staff are expected to:

3.2.1 Establish and maintain a safe, secure, non-threatening learning environment.

3.2.2 Treat students fairly and consistently.

3.2.3 Respect the rights of all individuals.

3.2.4 Respect and demonstrate consideration for other cultures.

3.2.5 Maintain open communication.

3.2.6 Communicate information about student progress, attendance and behaviour to students, parents and administration.

3.2.7 Encourage each student to perform to the best of his/her ability.

3.2.8 Teach the Saskatchewan curricula diligently and provide the programs and services prescribed by the Division.

3.2.9 Adapt curricula in order to meet the needs of all students so that everyone can achieve success.

3.2.10 Evaluate student achievement and explain the evaluation procedures to be used in each course.

3.2.11 Strive for optimum quality of education and personal development by attending in-services or other professional development workshops.

3.2.12 Conform to reasonable standards of taste in dress and grooming.

3.2.13 Follow the Division procedures when addressing issues and concerns with respect to decision making (i.e. Principal, Superintendent of Education, Director, Board).

4. Parents/Guardians

4.1 Parents/Guardians can expect that:

4.1.1 Teachers will teach the required Saskatchewan Education Core Curriculum, as well as provide the assigned programs and services, while using appropriate teaching practices and methods.

4.1.2 Staff will abide by, support and promote the Division and their school’s Positive Behaviour Code.

4.1.3 Staff will communicate with parents whenever there is a positive matter or problem with respect to discipline, learning progress or attendance.

4.1.4 Administration will provide leadership and support, and monitor instruction in the school.

4.1.5 Students will receive fair and consistent treatment.
4.1.6 Clear directions will be provided concerning curricular related and extra-curricular activities.

4.1.7 Staff will cooperate to create an atmosphere that is conducive to a positive learning environment which is supportive, safe and challenging.

4.2 Parents/Guardians are expected to:

4.2.1 Instil in their child:
   4.2.1.1 The desire to work to the best of his/her ability;
   4.2.1.2 An understanding of the importance of education;
   4.2.1.3 Respect for the rights of fellow students and staff;
   4.2.1.4 Respect for property and resources;
   4.2.1.5 Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment.

4.2.2 Maintain regular communication with their child about school matters.

4.2.3 Ensure that their child attends regularly and punctually.

4.2.4 Attend their school’s events and meetings, and give constructive input and support to their school.

4.2.5 Maintain open communication with all staff.

4.2.6 Provide the equipment and school fees their child needs for learning activities.

4.2.7 Follow the protocol of the Division when addressing issues and concerns with respect to decision making (i.e. classroom teacher – Principal; Director – Board).

5. Accountability

5.1 There is to be understanding that under the rule of law every student is accountable:

5.1.1 To the teacher for his/her conduct on the school premises during school hours, and during such hours when the teacher is in charge of the student either in class, or out of the school while engaged in authorized school activities conducted in out-of-school hours.

5.1.2 To the Principal and members of the teaching staff at any time that s/he is under supervision of the school, including time spent traveling between the school and his/ her place of residence.

5.1.3 To the driver of a school bus, and to any other person appointed by the Director for the purposes of supervision during hours when students are in the personal charge of such employees, or persons appointed by the Director. Those appointed persons shall be responsible to, and report to the Principal.
Students learn to manage themselves if they are allowed to experience the logical consequences of their actions. An effective learning environment hinges on a cooperative approach between the school personnel and the parent/guardian. Ongoing communication and parental involvement in their child’s learning is important.

The following protocol may be applied in situations involving students which require intervention and prevention; some options include:

1. Informal Interview

   1.1 School personnel will talk with the student to reach an agreement regarding the student's behaviour. The parent/guardian may be contacted in some circumstances.

   1.2 Parental/Guardian Involvement

   1.2.1 Contact is made with the parent/guardian to discuss the specific behaviour of the student and the steps which must be undertaken to change the behaviour.

   1.3 School-Team Involvement

   1.3.1 A School Support Team conference or series of conferences will be held with the teacher, Principal and/or support personnel with the specific goal of developing a plan for changing attitudes and improving student behaviour. The parent/guardian may be involved. Refer to Form 350-2 Student Positive Behaviour Support Plan.

2. Formal Interview

   1.1 After a designated time, as identified in the Student Positive Behaviour Support Plan, a Student Positive Behaviour Support Review may be conducted (Refer to Form 352-2 Student Positive Behaviour Support Plan Review). In the case where the student attempts no improvement, the Principal may refer the matter to the Superintendent of Education with responsibility for school operations.

3. Division-based Student Support Services

   1.2 Support services through the Student Support Services Consultant, School Child and Youth Counsellor, Speech and Language Pathologist, Occupational Therapist, Educational Psychologist, Addictions Educator, or other agencies may be accessed to assist in the development of prevention and intervention strategies. In some cases, involvement may include alternate placement and/or access to treatment beyond the school.

4. Withdrawal from Classroom Setting
1.3 Where specific unacceptable behaviour is deemed to have a negative impact upon the classroom learning environment, the student will be withdrawn to a supervised alternate location to complete his/her assignments. Such withdrawal will normally be temporary, but when a prolonged in-school withdrawal is recommended, the parent/guardian will be contacted.

5. Behavioural/Performance Contract

1.4 In some instances, the student will be required to meet specific behavioural standards in order to avoid more severe levels of consequence. Such expectations will be developed between the school, the parent/guardian and the student. Expected outcomes will be defined in order to meet the behaviour standards agreed upon. Such an agreement will be documented, with copies provided to all concerned parties. (Form 360-1 Student Contract Template).

6. Removal of Privileges

1.5 Privileges in the nature of access to playground, lunch room, library, extra-curricular activities and/or bus transportation will be removed under certain circumstances. The Principal will ensure that the parents are notified when such removal of privileges occurs.

7. In-School Suspension of Student

1.6 The student will be suspended within the school for specific unacceptable behaviour. Where such suspension occurs beyond regular school hours, appropriate arrangements will be made with the parent/guardian. (Refer to Form 360-2 Student Discipline Letter Template In-School Suspension.)

8. Outside Agency Services

1.7 In some circumstances, the student’s behaviour may involve violation of the law (i.e. drugs, theft or assault) and require police involvement. Parents/guardians will be informed as soon as possible of any such action. Other circumstances (i.e. alleged abuse) may result in a referral to Saskatchewan Community Resources.

9. Out-of-School Suspension of Student

1.8 The student will be suspended within the school for specific unacceptable behaviour. Where such suspension occurs beyond regular school hours, appropriate arrangements will be made with the parent/guardian. Refer to Administrative Procedures 360 Student Discipline and related forms.

1.9 Throughout the process attention will be given to natural justice, logical consequences, demonstrated fairness and due process.

• Documentation will be made in all student intervention situations and be filed appropriately.

• An appeal process will be available to the student and parent/guardian at both the school and Division level as outlined in The Education Act.
All behaviour is purposeful. At times, it is very difficult to determine the underlying antecedents of a student’s behaviour and thus, it is very difficult to intervene in a meaningful manner. Involvement of the Behaviour Intervention Team (BIT) is intended for those students who require a Tier III Behavioural Intervention. These students make up less than 5% of the total student population and have not responded favourably to Universal or Tier II interventions.

Initiation of the Behavioural Intervention team is done by the school-based administrator.

Accessing Supports

1. Need for referral is determined by the school-based team.

2. Form 352-3 Referral to Behaviour Intervention Team is completed and forwarded to the Superintendent Education with responsibility for Student Support Services.

3. Behaviour intervention team members are contacted by Superintendent of Education with responsibility for Student Support Services, and asked to set up data collection team meeting as soon as possible. Data collection team member inclusion is based on initial referral information.

4. The School based team must be included in the initial data collection meeting.

5. The Student Support Services Consultant chairs the initial data collection meeting and provides a meeting agenda.

6. The purpose of initial data collection meeting is to review underlying contributing antecedents in the following domains: Cognitive/Social-Emotional/Physical/Environmental.

7. The goal of the initial data collection meeting is to set up an initial behaviour intervention plan. This may include the need for further data collection (i.e. cognitive/language assessment; functional behaviour assessment, classroom observation, etc.) and to assign personnel to these tasks.

8. The timeline for implementation of the initial plan is determined and a follow-up team meeting is set.
Background

The Division expects that student conduct on school buses is to be consistent with that expected of the student in the classroom.

Procedures

1. Posting of Rules
   1.1 The school(s) Code of Conduct is/are to be posted by the driver in each bus.
   1.2 If necessary additional rules may be developed by the Transportation Supervisor.
   1.3 Video cameras may be mounted in buses.

2. Removal of Bus Privileges
   2.1 The school bus driver in consultation with the Principal may refuse bus transportation to a student who fails to abide by the rules, or who misbehaves on a bus.
   2.2 Subsequent to consultation with the driver, the Principal and Transportation Supervisor may remove bus privileges for up to three (3) days per incident. The first day of the removal of bus privileges is to be the school day following the day the student and parent or guardian are informed of the removal of bus privileges by the Principal.
   2.3 The Transportation Supervisor is to inform the Director or designate.
   2.4 In the event that the Principal recommends a removal of bus privileges exceeding three (3) days, the Director or designate will decide on appropriate action to be taken in accordance with Administrative Procedures 350 Student Conduct.
   2.5 In accordance with the Administrative Procedures 350 Student Conduct, the Principal is to immediately advise the Transportation Supervisor of the removal of bus privileges and its duration. The Transportation Supervisor will then advise the bus driver.
Background

The Division recognizes that the safety of the students is a prime responsibility.

The Division protects the public interest in the delivery of school services by requiring all employees to provide satisfactory criminal record and vulnerable sector checks upon initial employment and as required thereafter.

Procedures

1. An original, current (within one year) criminal records check, including a vulnerable sector check, is required from:
   1.1 Any applicant being recommended for employment with the Division including all casual and substitute staff.
   1.2 Any person acting as a volunteer for school sponsored activities in the Division. (Refer to Administrative Procedure 446 Volunteers).

2. The applicant will provide the results of a criminal records check, (including a vulnerable sector check) at their own expense.

3. The criminal records check as it pertains to recommendations for suitability of employment, or volunteerism includes:
   3.1 All criminal convictions, under the Criminal Code of Canada, the Narcotics Control Act, the Controlled Drug and Substances Act and the Food and Drugs Act.
      3.1.1 Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty.
      3.1.2 Conviction does not include a final judgment which has been reversed, set aside, or otherwise rendered invalid.
   3.2 A search of the automated criminal records retrieval system maintained by the RCMP to determine if the applicant has been convicted of, and has been granted a pardon for, any of the offences that are listed in the schedule to the Criminal Records Act.

4. Failure to cooperate in providing a criminal record and vulnerable sector checks, or submission of an inaccurate, false, misleading, or incomplete criminal record and vulnerable sector checks, constitutes grounds for termination of employment, refusal to offer employment, or withdrawal of any offer of employment, or volunteerism.
5. All applicants being recommended for employment will be required to disclose if they have been charged or convicted of an offence under the Criminal Code of Canada, the Narcotics Control Act, the Controlled Drug and Substances Act or the Food and Drugs Act. If an applicant has been charged or convicted of an offence they will be asked to disclose the nature of the offence(s), the date(s), the applicant’s age at the time of the offence, the location(s) and the sentence(s) imposed.

6. Criminal record and vulnerable record checks submitted, which include conviction will be assessed by the Director and Human Resources Supervisor, taking into consideration matters such as:
   6.1 The nature and particulars of the criminal conviction.
   6.2 The age of the individual when the events in question occurred.
   6.3 Any extenuating circumstances as provided by the applicant.
   6.4 The time that has elapsed between the conviction and the employment application, and the activities of the individual during that interim period.
   6.5 The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refraining from criminal activities.
   6.6 The relationship of the conviction to the position for which the person is applying.

7. Any appeal of the decision of the Director and the Human Resources Supervisor is to be made in writing to the Director within fifteen (15) days of the notification of the termination of employment or voluntarism, the refusal to offer employment, or the withdrawal of any offer of employment.

8. Results of the criminal records check are to be kept in the employee’s personnel file. It is the responsibility of the individual to act in accordance with Administrative Procedure 402 Reporting Criminal Charges should a charge be laid after the provision of the initial criminal record and vulnerable sector checks.

9. Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check is to be returned to the employee upon request.

10. When necessary, applicants who have not submitted a criminal record and vulnerable sector checks may be placed in employment for up to seven (7) days on a temporary basis, pending the Division’s receipt of the results of their criminal records check. That time may be extended in exceptional circumstances by the Director.
    10.1 Failure to provide the results of a criminal record and vulnerable sector checks within the specified period of time shall result in the termination of employment of the temporary employee.

11. In situations where the applicant has submitted the original criminal record and vulnerable sector checks search form completed by the RCMP, which indicates that a request for a criminal records search by fingerprints has been made, and that the applicant has provided satisfactory explanation of the need for the fingerprint verification, an extension of time may be granted.

12. In situations where the applicant is requesting casual employment or volunteer placement, the results of the criminal records search are to be submitted before any placement.
Administrative Procedures 402
Reporting Criminal Charges

Adopted: June 28, 2011
Amended: July 11, 2012

External References:
- Education Act: Sections 85, 87, 109
- Controlled Drug and Substance Act
- Criminal Code of Canada
- Criminal Records Act
- Food and Drugs Act
- Narcotics Control Act
- Criminal Records Regulations

Internal References:
- AP 401 Criminal Record and Vulnerable Sector Checks

Background

The Division values reputable employees and as such requires that criminal charges are reported as per the procedures below.

Procedures

1. Employees
   1.1 After being charged with an offense the employee must inform the Director. The charges must be reported both orally and subsequently in writing, no later than two (2) working days after being charged.
   1.2 A submission outlining relevant circumstances may be attached to the written information.
   1.3 Upon receipt of the information, the Director or designate is to investigate the circumstances.
   1.4 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.
   1.5 Subject to the provisions of The Education Act and the provisions of the relevant collective agreement or contract of employment, the Division may, in its discretion, transfer, reassign, or terminate the employment of an employee who has reported or disclosed criminal charges.
   1.6 Any appeal of the decision is to be made in accordance with the provisions of the employee’s collective agreement, or where no collective agreement applies, within fifteen (15) working days of notification of the decision.
   1.7 Any action taken by the Division 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.
   1.8 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 a charge has not been laid, is at the request of the employee, to be removed and destroyed.
   1.9 Notwithstanding any of the above procedures, 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. The employee 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.
2. Volunteers

2.1 After being charged with an offence, volunteers must contact the principal(s) to withdraw their services. The principal(s) will ensure the volunteer is removed from the volunteer list.

Failure to disclose charges constitutes grounds for refusal of permission to act as a volunteer for school sponsored activities.
Background

The Division requires various information to ensure that payroll is processed in an accurate and timely manner. The procedures below outline how the various employees groups report this information to the payroll department and when employees, substitutes or casual employees are paid.

Procedures

1. Payroll Processing

   1.1 Payroll is completed by direct deposit for all employees in accordance with the provisions of the local collective bargaining agreement. (Teachers – Sun West Teachers’ Local Bargaining Agreement, Support Staff – CUPE Local 4802 Collective Agreement)

   1.2 Payroll is completed by direct deposit for all out of scope employees and is deposited on or before the twenty-fifth (25th) day of each month, with the exception of December when payroll is processed on or before the second last teaching day in December.

   1.3 Payroll for substitute teachers is completed by direct deposit on or before the 7th of the month following the month end in which the substitute teacher has worked.

   1.4 Payroll for casual employees is completed by direct deposit in accordance with the provisions of the CUPE Local 4802 Collective Agreement.

   1.5 Payroll for noon hour supervisors is completed by direct deposit on or before the 7th of the month following the month end in which the noon hour supervisor has worked.

2. Payroll Forms

   2.1 Newly hired employees (including employees rehired following previous employment) are required to submit forms for payroll processing as soon as possible following the receipt of the contract/offer of employment. Payroll processing may be delayed due to incomplete or missing applicant information.
3. Time Sheets for Monthly Payroll Processing (school based support staff)
   3.1 School-based employees (Caretakers, Educational Assistants, Librarians and Secretaries) will submit a monthly time sheet on or before the 15th of each month. The timesheet will document regularly scheduled hours worked up to and including the 15th and planned hours to be worked from the 16th to the month end.
   3.2 Time sheets may be scanned and emailed or faxed to payroll.
   3.3 Documentation on time sheets should include reference to any absences due to illness, medical appointments, access of vacation time (12 month employees), leave without pay or any other absence. An explanation of the absence (including the number of hours absent) should be included in the notes section. Any days with 0 hours reported will not be paid.
   3.4 When there are changes in actual hours worked following submission of the time sheet, these changes will be noted on the following month’s time sheet in the notes section.
   3.5 Absences following submission of the time sheet should be reported in the notes section of the next monthly time sheet and should also be reported to the school office to be submitted on the weekly absence forms.
   3.6 Any hours in excess of the employees regularly scheduled hours of work (excluding any subbing hours worked replacing an absent employee) will be documented on the timesheet with details in the notes section indicating the reason for the additional hours of work.

4. Reporting of absences to Payroll by School-based administrators and/or Secretaries
   4.1 All teaching staff absences are reported on Form 407-4 Teacher Absences and Substitutes, Acting Principal's Allowance and Extra Time for Part Time Teachers.
   4.2 All support staff absences are reported on Form 407-5 Support Staff Absences and Casuals (Substitutes).
   4.3 All absences are to be reported, regardless of the necessity for a substitute or casual to replace the absent employee.
   4.4 Absences are reported at the end of each week and at month end.
   4.5 Reasons for absence should be reported by category and details (i.e. funeral – aunt) rather than referred to by article numbers.

5. Teaching Staff Absences
   5.1 The following categories will be used to report absences for teaching staff:
   - Sick (for illness only)
   - Medical Appointment (for any medical, dental or optical appointment)
   - Special Leave (include explanation, example: child illness)
   - Funeral (include relationship: uncle, mother, friend)
   - Compassionate leave (death or critical illness) (please include the relationship, example: death of father, critical illness of mother) (HR approval required for compassionate leave critical illness)
   - Leave without pay (include reason)
   - Ex Cur EDO (extra-curricular EDO)
   - NHS EDO (noon hour supervision EDO)
   - Teacher Initiated PD (include name of conference)
   - Division Initiated PD (include name of conference)
   - Meeting (include name of the meeting)
• Extra-Curricular (coaching a school sport or activity, please include the activity, ex. golf sectionals)
• Any leave not included in the above list – please provide explanation

6. Support Staff Absences
6.1 The following categories will be used to report absences for support staff:
• Sick (for illness only)
• Medical Appointment (for any medical, dental or optical appointment)
• Duty of Care (include relationship and either illness or medical appointment, example: child-illness, mother-medical appt.)
• Funeral (include relationship: uncle, mother, friend)
• Compassionate leave (death or critical illness) (please include the relationship, ex. death of father, critical illness of mother) (HR approval required for compassionate leave critical illness)
• Leave without pay (include reason)
• Ex Curr EDO (extra-curricular earned leave)
• Employee Initiated PD (include name of conference)
• Division Initiated PD (include name of conference)
• Meeting (include name of the meeting)
• Extra-Curricular (coaching a school sport or activity, please include the activity, ex. golf sectionals)
• Any leave not included in the above list – please provide explanation

7. Acting Principal’s Allowance
7.1 When an acting principal has been appointed due to an absence of members of the administrative staff, the teacher appointed and length of time required will be reported on Form 407-4 Teacher Substitutes, Acting Principal’s Allowance & Extra Time for Part-time Teachers.

8. Extra Time for Part-time Teachers
8.1 When a part-time teacher is required to work additional time, these hours will be reported weekly on Form 407-4 Teacher Substitutes, Acting Principal’s Allowance & Extra Time for Part-time Teachers.

8.2 When a part-time teacher is substitute teaching for an absent teacher, this form is not used.

9. Paid Noon Hour Supervision (applicable to those not covered by the Sun West Teachers’ Local Bargaining Agreement)
9.1 Hired noon hour supervisors may be required when the teaching staff are not able to meet the noon supervision required for students in accordance with the noon supervision plan.
9.2 Support staff may be hired as noon supervisors.
9.3 Noon hour supervisors are required to complete Form 407-6 Noon Supervisors Payroll Information, unless they are currently employed by Sun West in another classification.
9.4 The noon supervision hours worked will be reported by the school-based administrator and/or the secretary on Form 407-7 Noon Supervisors Record
9.5 When sufficient noon hour supervisors are not available, assistant noon hour supervisors (high school students) may be hired.
10. Bus Drivers – Payroll Documentation

10.1 Bus drivers will complete Form 407-8 Bus Driver Absence and Spare Driver Report and submit weekly to Trish Gray, Payroll Officer, via email to trish.gray@sunwestsd.ca or via fax to 882-3366.

10.2 Reasons for absence will be listed with specific information including the type of absence, name of spare bus driver, etc. When no reason is listed, leave without pay will be accessed.

10.3 Spare bus drivers will complete Form 407-9 Spare Bus Driver Claim for Payment and submit weekly. The form may be scanned and emailed or faxed to payroll.

11. Absence Worksheets and Activity Logs

11.1 Division level personnel will complete an absence worksheet monthly and submit to their immediate supervisor who will review and provide to Payroll.

11.2 Activity logs will be completed by itinerant division level teachers, consultants, learning coaches, superintendents, supervisors, managers and employees who spend time during the work week outside of the office due to meetings, interviews, etc.
Background

Communication is integral to effective teamwork within the Division. Employees of the Division are expected to maintain open channels of communication.

Confidentiality is an important part of working within a school division team. All employees and volunteers are required to respect the privacy of Division students, families and staff and are required to maintain confidentiality of all information gained by virtue of being an employee, or volunteer of the Division. School related information may not be shared with the general public.

Procedures

1. Communication
   1.1 Effective communication includes sharing concerns with the individual(s) with whom the concern rests. It may be appropriate for either party concerned to invite an uninvolved third party to be part of the process to reach a resolution.
   1.2 If the concern cannot be resolved with the individual, the next step is to address the concern with the Principal or immediate supervisor.
   1.3 If the concern cannot be resolved at the school level the next step is to address the concern at the Division level with the Superintendent and/or Supervisor.
   1.4 Throughout the process employees may request to have a representative from the respective organization (Saskatchewan Teachers’ Federation or Canadian Union of Public Employees) present.
   1.5 If necessary refer to Administrative Procedures 413 Employee Conflict Resolution and Grievance.

2. Confidentiality
   2.1 Employees and volunteers are expected to maintain confidentiality of all information gained during the course of employment.
   2.2 Employees and volunteers may not post any private or personal student, staff or school information on any form of social media. (Refer to Administrative Procedure 140 Acceptable Use of Technology.)
   2.3 Employees and volunteers are to ensure that communication regarding students and school activities is directed through the teacher or school-based administrator.
   2.4 Refer to Administrative Procedure 180 Local Authority Freedom of Information and Protection of Privacy.
Administrative Procedures 413

Employee Conflict Resolution and Grievance

Adopted: June 28, 2011
Amended: April 11, 2012

External References:
• Education Act: Sections 85, 87, 109,
• Labour Standards Act
• Local Authority Freedom of Information and Protection of Privacy Act
• Saskatchewan Teachers’ Provincial Collective Bargaining Agreement.
• Sun West Teacher Local Bargaining Agreement
• CUPE 4802 Agreement

Internal References:

Background

Any employee of the Division who feels they have a grievance of a serious nature concerning their contract, welfare, or other Division matter is to be granted an opportunity to submit a grievance.

Clear communication is key to ensuring matters are discussed and addressed in a respectful manner. It is important that conflicts are dealt with as they arise. The goal is to resolve conflict in the best possible manner for all concerned.

Definition

For the purpose of this administrative procedure, a grievance includes any disagreement with respect to the meaning, application, or violation of the employee contract with the Board. This includes interpretation and implementation of administrative procedures.

Procedures

1. Grievance by a Teacher
   1.1 Procedures for grievances are outlined in the local collective agreement between the Board and Sun West Teachers’ Association and the Saskatchewan Teachers’ Provincial Collective Bargaining Agreement.

2. Grievance by a Member of the Canadian Union of Public Employees (CUPE)
   2.1 Procedures for grievances are outlined in the collective agreement between the Board and the CUPE local.

3. Grievance by Out of Scope Employees
   3.1 Employees are to endeavour to settle grievances through appropriate administrative channels. If unsatisfied with the decision of the immediate supervisor the employee may forward the grievance to the Director.
   3.2 Grievances which cannot be settled in the above manner are to be brought to the attention of the Board, before any other action is initiated. The written statement is to contain evidence that procedures above have been carried out.
   3.3 The Board is to render its decision within thirty (30) calendar days of receiving the written notice.
Background

Systematic supervision and formal appraisals ensure that the goals of the Division are being met and contribute to employee growth and development.

The Director or designate is responsible for the day to day supervision and performance appraisal of all staff.

The supervisory process is to be based upon criteria established by the Division. The appraisal is to be achieved and supported through formative and summative processes, and evaluation of staff shall be made periodically, as required.

Procedures

1. School-based Administrator Supervision and Appraisal
   1.1 The appraisal process will be completed in accordance with the collective agreement and the School-based Administrators’ Handbook.
   1.2 Supervision will be completed in alignment with administrative profiles including New School-based Administrators, Experienced School-based Administrators and Administrators requiring Intensive Assistance.
   1.3 School-based Administrators will initiate the ‘walk-through’ supervisory process which will offer the opportunity for the administrator and the teacher to engage in professional dialogue about effective teaching practices.
   1.4 Summative reports will be completed as required and placed in the personnel file.

2. Teacher Supervision and Appraisal
   2.1 The appraisal process will be completed in accordance with the collective agreement and Teacher Professional Practice Handbook.
   2.2 Supervision will be completed in alignment with teacher profiles including Beginning Teachers, Experienced Teachers, Temporary Teachers and Teachers Experiencing Difficulty.
   2.3 All teachers will participate in the ‘walk-through’ supervisory process which will offer opportunity for the school-based administrator and the teacher to engage in professional dialogue about effective teaching practices.
   2.4 Completed performance appraisals will be placed in the personnel file.
3. School-based Support Staff Supervision and Appraisal
   3.1 The appraisal process will be completed in accordance with the collective agreement and Support Staff Handbooks.
   3.2 Supervision and appraisal will occur within the first six (six) months of employment, or in accordance with the collective agreement.
   3.3 As part of the supervisory process, employees will complete a professional growth plan which will be discussed with the Principal.
   3.4 Supervision is ongoing. A performance appraisal may be completed as required or as requested by the employee or Supervisor.
   3.5 Completed performance appraisals will be placed in the personnel file.

4. Division Office Staff Supervision and Appraisal
   4.1 Performance appraisal will occur within the first six (six) months of employment, or as outlined in the Out of Scope Working Conditions document or collective agreement.
   4.2 Supervision is ongoing. A performance appraisal may be completed as required or as requested by the employee or Supervisor.
   4.3 Completed performance appraisals will be placed in the personnel file.
Background

The Division recognizes the importance of providing job descriptions for current employees and those seeking employment with Sun West School Division.

Procedures

1. The Human Resources Supervisor shall be responsible for preparing job descriptions for the employees in the Division.

2. Job descriptions shall be reviewed regularly to ensure that they are current, accurate and complete.

3. Job descriptions for employees of the Division, as approved by the Human Resources Supervisor, shall be available on the Division website.

4. Employee handbooks and appraisal documents will be updated as required and shall be available on the Division website.
Background

In order to provide the best and safest access to schools, the Division shall furnish transportation services to students to and from the schools within their designated attendance area.

Procedures

1. Only students who are registered in Prekindergarten to Grade 12 programs of the Division, or other persons specifically approved by the Director are eligible for transportation services to and from school.

2. Ordinarily transportation of students will be by school bus.

3. Where in the judgment of the Director, it is not feasible or appropriate to provide one (1) or more students with regular bus service, the Division may contract an individual to provide this service.

   3.1 Payment at the Division approved rate shall be made to the contractor for this service.

   3.2 The contractor shall:

      3.2.1 Submit a current driving abstract,

      3.2.2 Ensure the vehicle meets safety standards,

      3.2.3 Ensure adequate insurance is in place prior to commencing transportation, and

      3.2.4 Submit a satisfactory Criminal Records Check and Vulnerable Sector Checks.

4. Schedule

   4.1 The Transportation Supervisor will assume responsibility for the designation of school bus routes and pick-up and drop-off points.

   4.2 Unless circumstances permit otherwise, no bus route within the Division shall have a first pick-up prior to 7:30 a.m.

   4.3 School bus drivers will be expected to adhere to the route and schedule set by the Transportation Supervisor.

   4.4 Buses are encouraged to arrive at designated schools no more than fifteen (15) minutes prior to the commencement of the school day unless there are extenuating circumstances, which shall be reported immediately to the Principal. Allowances will be made for buses transporting students to more than one school.
4.5 If the bus is on schedule, students must be ready to board immediately when the bus arrives at their home or school bus loading zone. Failure to comply with this expectation may result in the student being left at the loading place.

5. Parents or guardians who have concerns about a bus route will be encouraged to discuss those concerns with the Transportation Supervisor.

6. Every bus driver shall verify accurate listing of all school bus passengers as supplied by the Transportation Supervisor as soon as possible after commencement of the school year. The listing will include pick-up and drop-off times and location of bus stops on their routes.

6.1 Principals are to assist the bus drivers in the gathering and verification of this information.

6.1.1 Where changes occur in the information identified above those changes will be communicated through the issuing of an amended list.

7. For safety reasons, regular school bus runs may be cancelled or postponed by the school bus driver for reasons related to the safety of students on any bus route. Once safety concerns are alleviated normal bus operations shall resume. Please refer to Administrative Procedures 125 Severe Weather.

8. Student Conduct on Buses

8.1 The School(s) Code of Conduct shall be posted in a conspicuous place in each bus and shall be provided to all students and their parents or guardians annually.

8.2 If, in the judgment of the bus driver, a student’s behavior warrants interim withdrawal of service from the student, the driver shall:

8.2.1 Inform the student and the parent or guardian that bus service is withdrawn for one (1) day effective the first school morning following the day of notification.

8.2.2 Inform the Transportation Supervisor and the Principal of the action taken and the reasons for it.

8.2.3 Inform the Principal of the action taken who shall assess whether the matter warrants longer removal of bus privileges.

8.3 The Principal will assess the matter to determine if a longer removal of bus privileges is warranted.

8.4 Instances of student misbehavior will initially be handled by the bus driver through a conference with the student and the student’s parent or guardian, if required.

8.5 Unresolved instances of student behavior shall be reported to the Principal who will attempt to resolve those matters in conference with the driver and student.

8.6 Any student who is suspended from school will also have bus privileges removed for the duration of the suspension.

8.6.1 When the Principal has determined the removal of bus privileges of greater than one (1) day is warranted, the Principal and the Transportation Supervisor shall determine the length, terms and conditions of the removal of bus privileges and then notify the parent/guardian, the bus driver, the Transportation Supervisor and the Director of the terms and conditions of the removal of bus privileges.

8.7 In the case of misconduct, which presents an immediate danger to other passengers on the bus, the driver may eject a student or students at any point on the route where there is an inhabited dwelling or business place with adults present and willing to attend to the safekeeping of the student.
8.7.1 The driver shall immediately contact the parent/guardian of the student(s) and the Principal.

8.7.2 In the event that the Principal is not available the information is to be directed to the attention of the Director or designate.
Background

The Division endorses the use of Division buses for transporting students for educational and school related activities.

Procedures

1. Approved Activities
   1.1 Buses may be used to transport students for the following activities:
      1.1.1 Educational tours and class trips.
      1.1.2 Outdoor educational trips.
      1.1.3 Extra-curricular activities.

2. Application and Charges
   2.1 The Principal is to email the request for a bus use to the Transportation Supervisor as is practicable prior to the date of use.
   2.2 Appointment of a driver is the responsibility of the Principal or designate subject to approval by the Transportation Supervisor.
   2.3 Billing shall be at the established rates for special bus use. Refer to Form 551-1 Bus Driver Report Special Events/Extra-Curricular Transportation.

3. Reimbursement of Bus Drivers
   3.1 Drivers are to receive remuneration equivalent to the daily base rate and actual time in accordance with the salary grid in effect.
   3.2 On charter trips drivers are to be reimbursed the actual cost of room accommodation and a meal allowance in accordance with the Division’s fee schedule (Refer to AP 505 Student Fees – Appendix A – Fee Schedule Guide).
Administrative Procedures 552

Private Vehicle Use For Student Transportation

Adopted: June 28, 2011
Amended: August 8, 2012

External References:
• Education Act: Sections 85, 87, 109, 110, 116, 175, 179, 194, 195, 196, 197
• Highways and Transportation Act
• Traffic Safety Act

Internal References:
• Form 241-1 Career Work Exploration Student Use of Private Vehicle
• Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision
• Form 517-2 Expense Claim - Student Related Travel (Ongoing)
• Form 552-1 Private Vehicle Report Special Events/Extra-Curricular Transportation
• Form 552-2 Driver Authorization Application (Completed Annually)

Background

The Division strongly favours the practice of using buses to transport students. However, the Division recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

Procedures

1. Special Events
   1.1 Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
   1.2 Only employees or parents/guardians, or adult volunteers may transport students. They must have completed Form 552-2 Driver Authorization Application (Completed Annually) and have it approved by the Principal annually.
   1.3 A student may transport himself/herself to school-approved events within a radius of one hundred (100) km of the school with Principal and parent/guardian approval. Exception beyond one hundred (100) km limit may apply for Career Work Exploration travel.
   1.4 It is required that teachers, parents or volunteers authorized to use their vehicle by the Principal have third party liability insurance of at least two million dollars ($2,000,000).
   1.5 Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars ($2,000,000).

2. Career Work Exploration Program Travel
   2.1 Career Work Exploration teachers will strive to place students within the one hundred (100) km limit providing the teacher is able to secure appropriate student/employer matched placements and be true to the objectives of Career Work Exploration curriculum.
   2.2 If outside of the one hundred (100) km limit, a bus and/or authorized driver will be the preferred form of student transport to/from the placement.
   2.3 A student may drive himself/herself within the one hundred (100) km limit with parent/guardian and Principal approval. Form 241-1 Career Work Exploration Student Use of Private Vehicles must be completed and signed by the appropriate parties.
   2.4 If outside the one hundred (100) km limit and no bus or authorized driver is available to transport a student the supervising teacher will complete Form 241-2 Career Work Exploration Student Use of Private Vehicle.
Exploration Student Use of Private Vehicle Special Provision and submit to the Career Development consultant outlining the situation.

2.4.1 The request will be considered in relation to the benefit of the experience and the possible risk to the student.

2.4.2 In the event that travel outside of the one hundred (100) km limit is approved, appropriate parties including students, parent/guardian, supervising teacher and Principal will be informed of the situation and appropriate approval will be required.

2.5 Students participating in Career Work Exploration programs outside of the community are to receive the transportation rate for round trip travel to their place of employment as set by the Board.

2.6 Parent/guardian(s) transporting students are to receive the transportation rate for one round trip to the place of employment as set by the Board.

2.7 Parent/guardian(s) may claim for a return trip if they transport students back to the school.
Background

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

Procedures

1. Maintenance and safety standards are to meet the approval of SGI Vehicle Standards and Inspection, the Ministry of Education and the Division.

2. It is the duty of the bus drivers to ensure that safety inspection certificates are retained and displayed in the buses.

3. Regular maintenance including oil changes and lubrication is to be carried out according to a schedule as established by the Transportation Manager.

4. Fuel is to be obtained only at designated locations.
Background

The Division school bus safety procedures facilitate the safe transportation of students as indicated in the School Bus Driver Handbook.

Procedures

1. Bus Driver Handbook
   1.1 The Transportation Supervisor is to develop and keep current a School Bus Driver Handbook.
   1.2 The handbook is to outline the duties of bus drivers, current Division administrative procedures relevant to student transportation and relevant information and forms required by drivers.
   1.3 Each driver is to receive a copy of the School Bus Driver Handbook and ensure that it is kept current.

2. Safety
   2.1 On-going school bus safety procedures are to be maintained and kept current by the Transportation Supervisor.
   2.2 All incidents involving school buses shall be reported to the Transportation Supervisor by means of Form 555-1 School Bus Incident Report.
   2.3 Transporting equipment on a school bus is in accordance with Transport Canada regulations and Administrative Procedures 550 Transportation of Students on a School Bus.

3. Workshops
   3.1 Bus driver workshops are to be held annually. All bus drivers are required to attend. The following topics are to form the major portion of the workshop agenda:
      3.1.1 Defensive driving.
      3.1.2 Bus driving skills.
      3.1.3 Emergency accident procedures.
      3.1.4 First Aid.
      3.1.5 Driver assertiveness training.
      3.1.6 Training in dealing with children with special needs.
4. Student Awareness
   4.1 The Transportation Supervisor is responsible for maintaining a student awareness program regarding bus safety. Principals are to cooperate and assist in the maintenance of the program.

5. Driver Instruction
   5.1 Prospective new bus drivers are required to complete four to six (4 to 6) hours of driver instruction. Driver training instructions are to be given by the Transportation Supervisor or designate.

6. Evaluation and Appraisal
   6.1 The Transportation Supervisor is responsible for ensuring that evaluation and appraisal of school bus drivers is conducted on an on-going basis.
   6.2 Each bus driver/spare will provide a driver’s abstract annually to the Transportation Supervisor; the cost will be paid by the Division.
   6.3 Each bus driver/spare will provide a copy of their driver’s license upon renewal.