


<b>Administrative Procedures 556</b>		
<b>School Bus Maintenance and Safety</b>		
		<b>Adopted: June 28, 2011</b>  <b>Amended: July 24, 2018</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 194, 195, 196, 197 Education Act</li> <li>• Highways and Transportation Act</li> <li>• Traffic Safety Act</li> <li>• Vehicle Administration Act</li> <li>• SGI Safety Inspection Standards Manual</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• AP 550 Transportation of Students on a School Bus</li> <li>• Form 407-7 Bus Service Trip Request</li> <li>• Form 556-1 School Bus Incident Report</li> <li>• School Bus Driver Handbook</li> <li>• Student/Parent Bus Transportation Handbook</li> <li>• School Bus Safety Handbook for Students and Parents</li> </ul>

## Background

The Division school bus safety procedures facilitate the safe transportation of students as indicated in the School Bus Driver Handbook. School Codes of Conduct are to be posted on each school bus. School bus drivers are to report student discipline problems to the Principal of the school concerned.

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

## Procedures

1. School Bus Driver Handbook
  - 1.1 A current School Bus Driver Handbook is available on the Division website.
  
2. Safety
  - 2.1 Transportation Supervisor is responsible for ensuring bus safety procedures adhere to federal and provincial requirements.
  - 2.2 All incidents involving school buses shall be reported to the Transportation Supervisor by means of Form 556-1 School Bus Incident Report.
  - 2.3 Transporting equipment on a school bus must be in accordance with Transport Canada regulations and School Bus Driver Handbook and School Bus Safety Handbook. In addition to federal and provincial requirements, the Transportation Supervisor adopts safety procedures and practices relevant to student transportation.
  
3. Maintenance
  - 3.1 Maintenance and safety standards are to meet the approval of SGI Vehicle Standards and Inspection, the Ministry of Education and the Division.
  - 3.2 It is the duty of the bus drivers to ensure that safety inspection certificates are retained and displayed in the buses.
  - 3.3 Regular maintenance including oil changes and lubrication is to be carried out according to a schedule as established by the Transportation Manager.
  
4. Evaluation and Appraisal

- 4.1 The Transportation Supervisor is responsible for ensuring that school bus drivers meet the federal and provincial requirements for operating a school bus.
- 4.2 Each bus driver/spare will provide a driver's abstract annually to the Transportation Supervisor; the cost will be paid by the Division.
- 4.3 Each bus driver/spare will provide a copy of their driver's license upon renewal.