



SUN WEST
SCHOOL DIVISION

Success for all

School Bus Driver Handbook

TABLE OF CONTENTS

ACKNOWLEDGEMENT	3
CONTACT INFORMATION	4
BUS GARAGES.....	5
SCHOOL CONTACT INFORMATION.....	6
SUN WEST SCHOOL DIVISION BELL TIMES AND SUPERVISION TIMES	7
SCHOOL BUS ROUTES	8
Kindersley Area School Bus Driver Guidelines	8
Outlook Area School Bus Driver Guidelines	8
Rosetown Area School Bus Driver Guidelines.....	8
Elrose Area School Bus Driver Guidelines.....	8
SCHOOL BUS EVACUATION.....	9
Fire or Danger of Fire	9
Unsafe Position	9
Evacuation Procedures	9
Front Door Evacuation	9
Rear Door Evacuation.....	10
Evacuation – Both Doors.....	10
Points to Remember.....	11
Further Practice.....	12
Organize Others to Render Assistance	12
Notification of Authorities	12
What to Report.....	13
How to Report	13
SPECIAL NEEDS STUDENT EVACUATION.....	14
Evacuating Students in Wheelchairs.....	14
Transferring a Student Using a Two Person Lift onto a Blanket.....	14
Evacuating a Wheelchair Student When a Blanket is not Available	14
Transferring a Wheelchair Student with Upper Body Strength	14
EMERGENCY AND COLLISION PROCEDURES	15
Assessing the Scene of a Collision.....	15
Priority for Treatment	16
Securing and Protecting the Collision Scene.....	16
CIRCLE CHECK REQUIREMENTS	17
ROLES AND RESONSIBILITIES	18
SEVERE WEATHER	21
STUDENT CONDUCT ON SCHOOL BUSES.....	23
SPECIAL EVENTS	24
School Bus Evacuation on Special Event Trips.....	24
Location of School Buses When Not in Use	25
School Buses Crossing on Ferries	25
School Bus Break-Down Procedures.....	25
LOG BOOKS	26
Daily Instructions	26
BUS DRIVER PAYROLL	27

ACKNOWLEDGEMENT

The purpose of this handbook, in conjunction with the Division Administrative Procedures, is to provide guidelines to Sun West School Division bus drivers to assist them in carrying out their duties of transporting students within the division. When this handbook is updated the revised copy will be placed on the Sun West School Division website.

Drivers should always refer to the Sun West School Division website for details regarding Administrative Procedures.

Transportation Department

CONTACT INFORMATION

Bus Drivers are encouraged to use the Transportation Department cell phone and email address below with transportation questions or concerns. Both the cell phone and email are monitored daily.

Transportation Department Direct Contact

Transportation Department Cell (Text): 1 (306) 831-4335
Transportation Department Email: transportation@sunwestsd.ca

Transportation Manager

Rick McKeil
Phone: 1 (306) 882-4974 (Direct Line)
Cell: 1 (306) 831-4120
Email: rick.mckeil@sunwestsd.ca

Transportation Supervisor

Darcy Freistadt
Phone 1 (306) 882-4967 (Direct Line)
Cell: 1 (306) 378-7500
Email: darcy.freistadt@sunwestsd.ca

Administrative Assistant (Transportation)

Renée Jeancart
Phone: 1 (306) 882-4955 (Direct Line)
Email: renee.jeancart@sunwestsd.ca

Other inquiries can be forwarded to the Sun West School Division Office.

Sun West School Division Office

Sun West School Division Office Phone: 1 (306) 882-2677
Sun West School Division Office Toll Free: 1 (866) 375-2677
Sun West School Division Office Email: info@sunwestsd.ca

BUS GARAGES

Biggar Garage

801 – 1st Avenue East
Biggar, Saskatchewan
S0K 0M0

Phone: 1 (306) 948-3772
Fax: 1 (306) 948-3419
Email: biggar.garage@sunwestsd.ca

Mechanics (Cell):
Tony Danskin 1 (306) 948-6885
Sean Russell 1 (306) 831-6950

Davidson Garage

318 Washington Street
Davidson, Saskatchewan
S0G 1A0

Phone: 1 (306) 567-3142
Fax: 1 (306) 567-2878
Cell: 1 (306) 567-8000
Email: davidson.garage@sunwestsd.ca

Mechanic: Marlow Nadeau

Elrose Garage

Highway #4
Elrose, Saskatchewan
S0L 0Z0

Phone: 1 (306) 378-2331
Fax: 1 (306) 378-4133
Cell: 1 (306) 378-7331
Email: elrose.garage@sunwestsd.ca

Mechanic: Brett Dinsmore

Kindersley Garage

1001- 11th Avenue West
Kindersley, Saskatchewan
S0L 1S0

Phone: 1 (306) 463-2864
Fax: 1 (306) 463-3988
Email: kindersley.garage@sunwestsd.ca

Mechanics (Cell):
Mark Hrycak 1 (306) 460-7471
Drew Wilson 1 (306) 831-4113

Outlook Garage

904 MacKenzie St., Hwy #15 South
Outlook, Saskatchewan
S0L 2N0

Phone: 1 (306) 867-8393
Fax: 1 (306) 867-9999
Cell: 1 (306) 860-8887
Email: outlook.garage@sunwestsd.ca

Mechanic: Dean Drury

SCHOOL CONTACT INFORMATION

School (Town)	Phone
Beechy School	1 (306) 859-2170
Biggar	
Biggar Central School 2000	1 (306) 949-2117
St. Gabriel School	1 (306) 948-5550
Coleville	
Rossville School	1 (306) 965-2791
D'Arcy School	1 (306) 379-4620
Davidson School	1 (306) 567-3216
Dinsmore Composite School	1 (306) 846-2188
Eatonia	
Eaton School	1 (306) 967-2536
Elrose Composite School	1 (306) 378-2505
Eston Composite School	1 (306) 962-4423
Harris-Tessier Central School	1 (306) 656-2166
Kenaston School	1 (306) 252-2182
Kindersley	
Elizabeth Middle School	1 (306) 463-6547
Kindersley Composite School	1 (306) 463-3771
Westberry Elementary School	1 (306) 463-2433
Kyle Composite School	1 (306) 375-2521
Loreburn Central School	1 (306) 644-2135
Lucky Lake School	1 (306) 858-2052
Marengo	
Westcliffe Composite School	1 (306) 968-2939
Outlook	
Outlook Elementary School	1 (306) 867-8653
Outlook High School	1 (306) 867-8697
Plenty	
North West Central School	1 (306) 932-2222
Rosetown	
Rosetown Central High School	1 (306) 882-2655
Walter Aseltine School	1 (306) 882-2644

SUN WEST SCHOOL DIVISION BELL TIMES

(Effective 2019-20)

School	Classes Start	Bell to be Dismissed
Beechy School	8:55	3:25
Biggar Central School 2000	8:55	3:30
D'Arcy School	9:00	3:25
Davidson School	8:55	3:30
Dinsmore Composite School	8:50	3:15
Eaton School	8:55	3:25
Elizabeth Middle School	8:52	3:22
Elrose Composite School	8:58	3:28
Eston Composite School	9:00	3:30
Harris-Tessier Central School	8:58	3:23
Kenaston School	8:50	3:25
Kindersley Composite School	8:58	3:16 Students Walk to Elizabeth Middle School)
Kyle Composite School	8:50	3:20
Loreburn Central School	8:50	3:10
Lucky Lake School	9:00	3:28
North West Central School	8:53	3:20
Outlook Elementary School	8:55	3:22
Outlook High School	8:55	3:22
Rosetown Central High School	8:58	3:28
Rossville School	8:55	3:25
Walter Aseltine School	8:55	3:28
Westberry Elementary School	8:55	3:25
Westcliffe Composite School	8:55	3:25

SCHOOL BUS ROUTES

The school bus driver shall establish a schedule for his/her route within one week of the beginning of school. The school bus driver will arrange his/her schedule to ensure the bus arrives at the school based on the times specified by the Transportation Department. The driver shall also provide the Sun West School Division with a phone number at which he/she can be reached in case of emergency.

Kindersley Area School Bus Driver Guidelines

1. 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.
2. Controlled Lights – School buses that carry students that exit on Highway #7 must use the intersection with controlled lights when leaving Kindersley.

Outlook Area School 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 school 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.

Rosetown Area School Bus Driver Guidelines

1. In accordance with the Town of Rosetown's Traffic Bylaw #526-06 under Section 4(f)(9), school buses are not to be parked on any street within town limits any time.
2. School buses should avoid making left-hand turns when exiting the Walter Aseltine School bus lane except when immediately returning to re-enter the bus lane.

Elrose Area School Bus Driver Guidelines

1. The Town of Elrose requests that school buses are not parked on town streets.

SCHOOL BUS EVACUATION

School bus drivers are required to conduct a Bus Evacuation Drill in accordance with the following procedures:

The Bus Evacuation Drill Report must be signed by both the driver and a witness (which could be a school bus driver, garage mechanic, Principal or other responsible adult) and returned to the **Division Office** no later than the 2nd week in September.

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 during the school year.**

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

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

Fire or Danger of Fire

A school 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 school bus and remain until the danger has passed. An immobile school bus near an existing fire or near a fuel spill should be considered as “danger of fire,” and students should be evacuated.

Unsafe Position

In the event that a school bus is inoperable for any reason, you must determine immediately whether it is safe for passengers to remain in the bus. You must evacuate if:

- a. The school 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 school bus should be visible for a distance of **300 feet (100 meters)** or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Evacuation Procedures

There are five ways to evacuate a school bus, although other methods can be devised for extreme situations. The three methods are:

- a. Exit through the rear emergency door
- b. Exit through the front entrance door
- c. Exit through the front door and/or rear door.
- d. Exit through the roof hatch.
- e. Exit through the emergency window.

Front Door Evacuation

In conducting a front door evacuation drill:

- a. Stop the school 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 school bus 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 school 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 school bus checking to see that everyone is out.

Rear Door Evacuation

- a. Stop the school 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 school 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 school bus is empty.
 - j. When the last seat is empty, walk to the rear of the school 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.

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 1 (below) illustrates the proper way to evacuate a school bus using both doors.

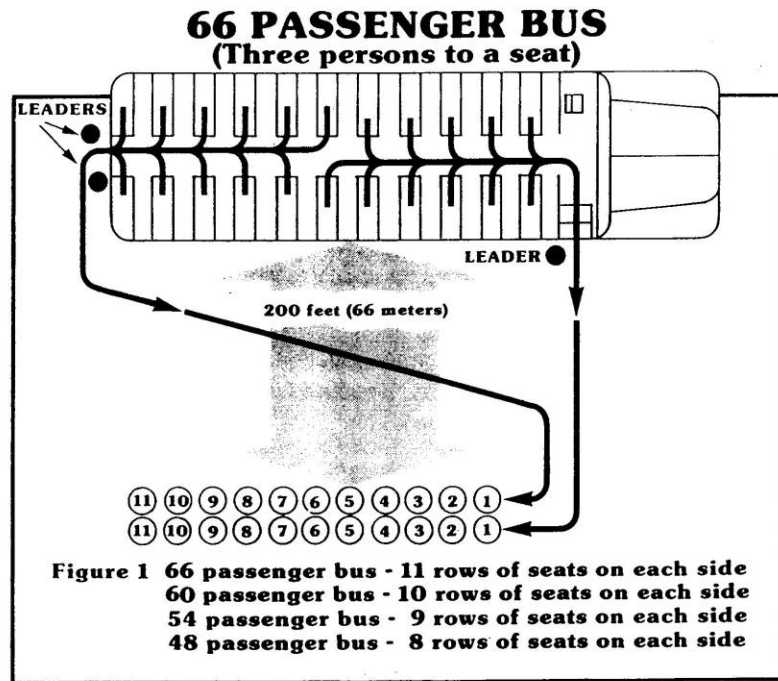


Figure 1 – Courtesy of Saskatchewan Safety Council

66 Passenger Bus
(Three persons to a seat)

Points to Remember

- a. Safety of the students is most important, and must be considered first.
- b. All drills should be supervised by the 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 student emergency evacuation. Appointed students 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.
 - viii. account for all students.
 - ix. Help small children off the bus.
 - x. Perform other assignments.
 - xi. “Emergency drills” should be organized similar to fire drills and held no later than the second week in September with all students.
 - xii. Drills should be held in a safe area, such as on school property.
 - xiii. Conduct drills exactly as if there was a REAL emergency. Do not permit students to take lunch boxes, books, etc., with them when they leave the school 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 school bus in an “emergency drill” and remain there in a group until further instructions by the leader.

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.

Organize Others to Render Assistance

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 brief, but clear, 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. (i.e., 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.

Notification of Authorities

- a. There are basically three authorities you must contact in the event of a collision:
 - i. 911
 - ii. Transportation Manager
 - 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 school 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?

What to Report

All school bus drivers should have an information card, as 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 school bus and passengers.

FRONT	BACK
<p data-bbox="300 478 690 514">EMERGENCY PHONE: 911</p> <ol data-bbox="211 577 682 724" style="list-style-type: none">1. Location of collision (road/landmarks)2. Time of collision3. Number and type of vehicles4. Severity of collision5. Approximate number of injuries	<p data-bbox="828 478 1404 546">Transportation Department: 1 (306) 831-4335 Sun West School Division: 1 (306) 882-2677</p> <p data-bbox="885 556 1372 619">Transportation Manager – Rick McKeil 1 (306) 831-4120</p> <ol data-bbox="852 625 1404 772" style="list-style-type: none">1. Location of collision (road/landmarks)2. Approximate number of injured persons3. Alternate transportation needed4. Towing service needed5. DRIVER: _____ <p data-bbox="1071 772 1323 808">(School Bus Driver Name)</p>

How to Report

We keep referring to sending someone else for help because there are many urgent things which will require the school bus driver 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 school bus if there is any danger involved in doing so.
- b. Do not leave the school bus unattended with passengers on board.

Therefore, if the bus driver has a choice, always send a responsible passerby for help.

SPECIAL NEEDS STUDENT EVACUATION

School bus drivers may be responsible for transporting students with special needs. It is important for the school bus driver to know the students with special needs and the order in which students should be evacuated to minimize risks to these students. The school bus driver is the person in charge in the event of an evacuation. The key is to stay calm and focused, understanding that special needs students may become upset any time their routine is altered.

First, evacuate students who are able to exit the school bus on their own or with minimal assistance, keeping in mind that students with behavioral disorders should be accompanied by an assistant or the school bus driver. Students in wheelchairs should be evacuated next. If necessary, ask for assistance from other student passengers. Ensure evacuated students are moved to a secure area, a safe distance from the school bus.

Evacuating Students in Wheelchairs

If exiting from the front of the school bus, keep in mind that if the wheelchair lift platform has lost power, you should be ready to lower it manually.

If exiting from the rear of the school bus and the student is light enough for the driver to lift alone:

- Remove the outside arm on the wheelchair.
- Ask the student to place their hands around your neck.
- Put one hand under the student's legs and wrap the other hand around the student's back. The driver should keep the small of the back straight and knees bent to give proper balance.
- Pick up the student and turn toward the rear of the bus making sure to maintain proper body mechanics when turning and setting the student down.

If you are alone and must carry a student off a school bus, do not try to exit the bus using the steps as you may fall injuring both yourself and the student. Instead, put the student down at the rear of the bus getting the student to hold onto the side of the bus. Exit the rear of the school bus and proceed to pick up the student, maintaining proper body mechanics through the lift.

Transferring a Student Using a Two Person Lift onto a Blanket

The school bus driver and assistant work together to place the student on the blanket with the driver supporting the head and torso and the helper supporting the legs. The school bus driver pulls the student on the blanket down the aisle, face forward and legs extended. The helper goes outside ready to assist in lowering the student to the ground. The school bus driver is to support the student's head and torso and the helper is to support the student's legs.

Evacuating a Wheelchair Student When a Blanket is not Available

Transfer the student from the wheelchair to the floor. Wrap your arms around the student's abdomen and, maintaining the best possible body mechanics, pull the student to the rear of the bus.

Students with brittle bones or other disabilities may not be able to tolerate this technique in which case a blanket will have to be used.

Transferring a Wheelchair Student with Upper Body Strength

Once the student is assisted out of the wheelchair, they can propel themselves to the rear of the school bus where they can be transferred to a safe location away from the evacuation.

EMERGENCY AND COLLISION PROCEDURES

We all like to think we are good drivers. Unfortunately, no driver is ever in complete control of what will happen on the highway and collisions do happen. While it should be the driver'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. Lives can be lost at the scene of a traffic collision when people do not know what to do.

The following is a number of general guidelines which will better prepare a school bus driver to deal with collisions and emergency situations when they arise. It is important to realize that these general procedures are designed as a GUIDE in emergencies.

Assessing the Scene of a Collision

The circumstances of a particular collision will dictate the priorities for action.

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 school bus is on fire, you must remove everyone at least 200 feet (65 meters) away from the bus.
- If the school bus is blocking the road on a blind curve, you must move the bus if possible.

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 to 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.

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 injured person, 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 School Bus**
 - Is it operational?
 - Is it on fire?
- b. **Position of the School 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 school bus in a safe position, the following procedure is recommended:

- a. Stop the school 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).

School bus drivers are required to complete an Accident Report whenever there is damage to property or injuries to individuals immediately following any incident involving a Division Owned School Bus.

(See Form 556-1 School Bus Incident Report and Form 315-1 Marsh Canada School Incident Report)

CIRCLE CHECK REQUIREMENTS

Each school bus 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. Exterior 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 hangers, broken springs 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.

ROLES AND RESONSIBILITIES

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

School Bus Driver Regulations

1. Before any school bus driver is hired, an abstract of that person's driving record must be produced by the applicant and reviewed by the Transportation Manager responsible for the hiring of school 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 Manager 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 to the Transportation Manager. The Transportation Manager 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 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 Manager prior to commencement of the route.
 - b. Use a cell phone, when his/her full attention is required for the safe operation of the school bus.
 - c. Smoke on the school bus at any time.
8. A school bus driver shall be properly licensed for operating a school bus and be familiar with and adhere to the requirements of the HIGHWAY TRAFFIC ACT and related sections of other ACTS.
9. A school bus driver shall be thoroughly familiar with and adhere to Sun West School Division Board Policies and Administrative Procedures.
10. A school bus driver must do a daily pre-trip inspection as required by SGI and record it in the Driver's Log Book.

11. A school bus driver may request more than 5 days leave of absence from their route by making a written request to Transportation Manager with details of the request including the name of the spare school bus driver.
12. All school buses must stop at uncontrolled railway crossings.
13. For reasons related to the safety of students, regular school bus runs may be cancelled or postponed by the school bus driver. Once safety concerns are alleviated, normal bus operations shall resume.
14. School bus drivers will only stop at Division designated drop-off and pick-up points, unless prior approval has been granted by the Transportation Manager.
15. School bus drivers will only transport those students as approved by the Board of Education. Passengers (other than school children) are not allowed on the bus except with the permission of the Transportation Manager.
16. School bus drivers will ensure that when operating the bus there are no extremes of either speed or braking – slow the bus gradually, when turning do most of the braking before the turn, not in it.
17. School bus drivers should place the bus in neutral or park and apply the parking brake, when loading or unloading.
18. To ensure safety on school buses, the expectations of school bus drivers are as follows:
 - a. To be punctual and courteous at all times.
 - b. Ensure passengers remain orderly and reasonably quiet.
 - c. Ensure passengers remain seated while the school bus is in motion.
 - d. Ensure arms, head or any part of the body do not protrude beyond the open window of a school bus.
 - e. Ensure students are instructed as to safe loading and unloading procedures.
 - f. Ensure aisles are 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 school bus.
 - g. The rear door will be used in case of emergency only.
 - h. The school bus driver will ensure that passengers boarding the bus carrying objects such as musical instruments or skates in a protective bag, avoid accidentally injuring another passenger. The school bus driver will determine where such items will be stored. School buses may not be able to accommodate large musical instruments.
 - i. The school bus driver will not allow students to take any article on the bus that may be classed as a projectile item, (i.e. skates/ski boots without protective bags. Golf clubs, hockey sticks, toboggans, skateboards, ski/ski poles, snowboards).
 - j. Weapons are not permitted on school buses.
 - k. Pets or animals are not permitted on school buses.
 - l. Smoking or use of tobacco products on a school bus are prohibited.

- m. To report student discipline problems to the Principal of the school concerned.
- n. Passengers will be held responsible for damages to the school bus or bus equipment that they have caused.
- o. Work with principals if suspension of school bus service is required to any student who:
 - i. is habitually disruptive to the well-being and/or safe operation of the school bus or
 - ii. habitually disregards the rules and regulations as laid down by the driver and endorsed by the Division.
- p. A complete check of the entire school bus shall be completed at the school in the morning following unloading of the students as well as at the end of the route at the end of the day. Following the seat check, the school bus driver shall place the "School Bus Empty" sign in the rear window of the bus. At the start of each route, the school bus driver shall remove the sign from the rear window.
- q. To have the school bus serviced, including oil change, every 7,500 kilometers or as determined by transportation mechanics.
- r. To review the passenger list provided by the Division during the first week of school in the fall. Also to add or delete passengers, as the case may be, throughout the year and provide the information immediately to the transportation department.
- s. To obtain and retain a valid School Bus Endorsement.
- t. To turn on the overhead lighting while students are loading or unloading during the winter months.
- u. To ensure the school bus First Aid kit is complete and replenished as necessary.
- v. The school bus must be kept clean inside and out.
- w. School bus drivers are **not** allowed to participate in any activity that is deemed 'high risk', such as skiing or snowboarding, when they are responsible for the operating of a school bus on a special event trip.

SEVERE WEATHER

Schools are expected to remain open and operational on all designated days of the school year. However, in order to ensure the health and safety of students and staff and employees during periods of severe weather conditions, a decision may be made to suspend the operation of school buses.

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

The following criteria may be used as a guideline (also See Administrative Procedures 125 Severe Weather):

- Temperature at, or lower than -40° C by no later than 7:00 a.m.
- Severe wind chill at, or lower than -40° C by no later than 7:00 a.m.
- Severely drifted or extremely icy roads.
- Limited visibility because of fog or blowing snow.

All of the above conditions will be determined by key area school bus drivers in consultation with the Transportation Manager. The following guidelines may be used to assist in the decision to alter or cancel bus transportation services:

1. The Director or designate may cancel school buses either individually or collectively when weather conditions are so severe or road conditions are so hazardous as to constitute a safety risk to the students being transported.
2. In the absence of a decision by the Director or designate, the individual school bus driver is granted discretionary power to cancel or alter his/her route to ensure the safety of students being transported.

Factors for drivers to consider when determining if the bus should operate:

- Temperature and wind-chill
 - Mechanical condition of the bus
 - Length of the bus route
 - Size of the bus (The larger the bus the further head has to travel to the rear of the bus.)
 - Residence location. Distance from major roadways and between residences
 - Engine fuel system
 - Cellular coverage
 - Driving experience
 - Comfort level driving in less than normal conditions
 - Number and age of students
 - Road conditions
3. Parents/guardians have the right to decide whether to send students to school in the event of severe weather.
 4. Where the individual school bus driver makes the above decision(s), he/she will advise the parents/guardians and Principal of the respective school and the Transportation Department.
 5. If extreme weather conditions exist when school bus drivers are returning students from school to their homes, the school bus driver shall ensure that each student is delivered to his/her home and enters the house. If circumstances make it impossible to deliver the student to his/her home, the driver shall keep the student in the school bus and, in consultation with the principal and parents, make appropriate arrangements for the safety and well-being of the student.
 6. School buses are not to leave schools earlier than their usual times in circumstances of extreme weather.

7. In town, billets are to be established by parents of school bus students no later than October 15th of the school year. The principal is responsible for the safe care of all students and staff at the school until safe transportation is assured.
8. In the event a school bus or buses are not operating, in-town students are expected to be in their regular appointed places.
9. In the event a school bus route is cancelled for morning classes due to severe weather or road conditions the bus route will be cancelled for the afternoon.

STUDENT CONDUCT ON SCHOOL BUSES

The Division believes that school bus drivers are an integral part of the school staff. They serve not only as drivers of school buses for the conveyance of students, but are responsible for safety and conduct of the students while they are on the school bus. Students riding on a school bus are expected to give the school bus driver the same due respect, consideration, and co-operation they give their teachers and always immediately carry out his/her reasonable demands and instructions.

If a student chooses to break a rule, the following consequences will be applied:

- | | |
|--------------|--|
| 1st incident | Student warned by school bus driver. |
| 2nd incident | Student assigned designated seat, parents contacted, and Form 360-5 School Bus Student Conduct Report filed with the principal. |
| 3rd incident | Principal, parent/guardian, student and school bus driver conference. |
| 4th incident | Suspension of school bus privileges for a designated period of time; parents notified by letter and made responsible for transportation. |

The following shall be carried out when it becomes desirable or necessary to suspend a student from riding a school bus:

1. Decisions to permanently suspend a student from riding a school bus shall be made by the Board. (Refer to Administrative Procedures 350 Student Conduct and Board Policy 13 Appeals and Hearing Regarding Student Matters).
2. The parents/guardians of the student must be personally informed by the Principal (or designate) of the suspension and the reasons for the suspension prior to the next pick-up time.
3. If the suspension becomes necessary during the evening run and the parents/guardians cannot be notified, the student shall be conveyed to the school the following morning at which time the student and the reasons for suspension shall be presented to the Principal. Under extreme circumstances, the student may be denied conveyance until such time as the parent/guardian and Principal have been so informed.
4. Re-instatement on the school bus may take place:
 - a. where the suspension is for five days or less, a meeting and/or communication with the parent(s)/guardian(s), student, Principal, and bus driver whereby the situation is resolved; or
 - b. a meeting with the Superintendent of Education with responsibilities for school operations for problem resolution.

SPECIAL EVENTS

The Division has provisions for the supply of school buses for Special Events. The Division-owned school buses are booked by the principal on a first come, first serve basis. All bookings are subject to availability. In order to minimize discipline problems when attending Special Events, the school bus driver requires assistance from the supervising teacher and/or parent chaperones for school bus safety.

School bus drivers should contact the servicing bus garage of the school for which they will be driving well in advance of the scheduled Special Event to determine the designated school bus for the trip and instructions for the pickup and return of the bus.

Procedures

1. Schools should allow adequate time for the trip. School bus drivers should arrive at the school 10 – 15 minutes before the scheduled departure. Time consideration for school buses coming off routes must be given.
2. School bus drivers and teachers must cooperate to ensure a safe and enjoyable trip with teachers in charge of students at all times. Some considerations to ensure a safe trip include:
 - a. Considerate noise levels must be adhered to; conversation, singing, music, etc.
 - b. Students are responsible for their own garbage.
3. Teachers should make sure that they have a timetable of events and a passenger list, which must be in the school bus driver's possession. Teachers are also responsible for students to be dressed appropriately for riding the bus during winter months.
4. School bus drivers shall explain evacuation procedures before the school bus leaves on the trip.
5. Prior to the Special Event, arrangements should be determined for fuel purchases and hotel accommodations, if required. School buses can only be fueled when there are no passengers aboard.

School Bus Evacuation on Special Event Trips

(The school bus driver is to read the following to students before each trip)

- In case of an accident or breakdown, it may be necessary to evacuate the school bus quickly.
- You will do this through the exits and the teacher or I will instruct you at that time.
- You will leave in a prompt, orderly manner at the door; the first two students will assist the others.
- All belongings (except winter clothes) are to be left on the bus.
- The emergency exit windows on the side of the bus open by lifting the red handle and pushing the window out at the bottom.
- The front windows of the bus will push out by pressing hard on any corner of the glass with your foot.
- The rear door opens by lifting the handle upward and pushing out.
- The front doors open by (driver – open the door to demonstrate).
- The fire extinguishers are located (driver – show where it is located).
- The First Aid kit is located (driver - show where the kit is located).

Location of School Buses When Not in Use

During the year, when school buses are not either on their route or on a special event, they should be located as follows (in accordance with all Municipal Bylaws):

- a. Parked at the school bus driver's residence.
- b. Parked at the school bus driver's place of employment (between a.m. and p.m. run).
- c. Parked at the School Bus Loading Zone (between a.m. and p.m. run).
- d. At the designated Division school bus lot.

On school grounds, buses must utilize only designated loading zones for parking and for loading and unloading.

It is the responsibility of the school bus driver to return their bus at the end of the school year to their designated bus garage. School buses must be returned cleaned both inside and outside.

School Buses Crossing on Ferries or Ice Roads

Sun West School Division school buses (empty or occupied) are not allowed to be conveyed by a ferry while involved in school division activities.

At no time is a school bus allowed to use roads that are deemed as "Ice Roads."

School Bus Break-Down Procedures

Phone your designated bus garage. If you are unable to contact them, phone the Transportation Supervisor. If you are unable to contact the Transportation Supervisor, phone the Transportation Manager.

Towing of School Buses

All students must be unloaded and gathered in a safe, supervised area prior to being towed by another vehicle.

Fueling School Buses

At no time can a school bus be re-fueled with students occupying the bus.

LOG BOOKS

Regular school bus drivers and spare bus drivers are required to complete the Driver's Log Book on a daily basis. A pre-trip inspection is to be performed at least once every 24 hours and the morning immediately following a weekend. Every time a new driver is to operate the bus, they must complete a new daily circle check and record it in the book. Completed log sheet (white copy) are to be submitted immediately following the 15th of the month and the last day of the month. Drivers can hand in their completed sheets to a school or bus garage and they will be forwarded to the Division Office.

School bus drivers are responsible for completing all the information required on the Log Sheet.

IMPORTANT: Federal and Provincial regulations require that these forms be completed in full and any omissions are subject to applicable penalties.

Daily Instructions

Every time the school bus is being used to transport students, a log sheet must be completed and must include:

Record the Following	Instructions
Date	<ul style="list-style-type: none"> • Circle the month in the top right hand corner. • Write the day in the DATE column. • <u>Do Not</u> indicate weekends unless you are driving for a Special Event on the weekend.
School Bus Unit Number	<ul style="list-style-type: none"> • Written at the top of each page.
Route Number	<ul style="list-style-type: none"> • The route/routes the bus is used for.
Odometer	<ul style="list-style-type: none"> • Record the odometer reading.
Regular Route, Service Trip or Special Event	<ul style="list-style-type: none"> • Check the column that the unit is being used for.
Circle Check	<ul style="list-style-type: none"> • Indicate the time the circle check is done. • Indicate location the circle check is performed.
Defects Reported	<ul style="list-style-type: none"> • Record any defects found during the circle check. • Report any defects immediately. • If no defects, write "NONE".
Printed Name	<ul style="list-style-type: none"> • School bus driver's printed name (AM and PM in upper portion of the column).
Signature	<ul style="list-style-type: none"> • School bus driver's signature (AM and PM in lower portion of the column).

BUS DRIVER PAYROLL

It is the driver's responsibility to ensure all documentation required for payment is submitted in a timely manner. In the event that a regular route school bus driver must be absent from their route, it is their responsibility to inform the transportation department of the leave and who the spare school bus driver will be or enter their leaves on the division's Absence Management System. For absences over five days, prior approval must be obtained.

Only spare school bus drivers that are on the Division's approved spare bus driver list may operate school buses in the Division. Regular route drivers are responsible for ensuring that those spare school bus drivers are from the approved list.

It is understood that when a regular driver requires a spare driver it is expected that the regular route driver will deliver and pick up the bus at the spare school bus driver's residence. Regular drivers should ensure that all the parents on the route are aware of the spare school bus driver, the length of time the spare school bus driver will be driving, and their contact information.

In the event that a regular route driver has booked a spare school bus driver and weather conditions are such that the bus does not operate, the spare school bus driver will receive the "weather day" payments for the days they are booked.

When driving for a regular route driver, spare bus drivers should ensure that they have all documentation, including contacts for all the residences on the route and pick-up procedures. Spare bus drivers should review with the regular route drivers all mechanical operations on the school bus including starting, fueling, and plug-in requirements. Spare bus drivers should maintain the same transportation times, as well as food and drink rules.

Payment for plug-in allowances are paid to regular route drivers. Arrangements for reimbursement to the spare driver are the responsibility of the regular driver.

Spare school bus drivers are to document the days they have driven and submit to the Transportation Department.