



# Pupil Transportation Procedures Manual 2015-2016

**We enhance the learning environment by transporting students safely and efficiently, and by keeping equipment safe, clean and in good condition.**

**School District No. 8  
(Kootenay Lake)**

**2015-2016  
SCHOOL CALENDAR (Approved)**

Weekends
Statutory Holidays & Vacation Days
School Vacation Periods
Staff Only in Attendance
District Pro-D Days
School Pro-D Days
Early Dismissal (one hour early)



September 8	Schools Open
September 25	District Pro-D Day
October 12	Thanksgiving
October 23	PSA (Provincial Specialist Assoc.) Pro-D Day
November 11	Remembrance Day
November 16	School-Based Pro-D Day
November 18 & 19	Early Dismissal Days
December 18	Schools Close for Winter Vacation
December 21 to January 1	Winter Vacation
January 4	Schools Re-Open
February 5	School-Based Pro-D Day
February 8	Family Day
March 11	Schools Close for Spring Vacation
March 14 - 18	Spring Break
March 21 - 28	School Closure/25th Good Friday
March 29	Schools Re-Open
April 11	District Pro-D Day
April 13 & 14	Early Dismissal Days
May 23	Victoria Day
May 30	School Planning Day
June 29	Last Day of Classes
June 30	Administrative Day
June 30	Schools Close for Summer Vacation



Days of Instruction	181
Non-Instructional Days	6
Administrative Day	1
<b>Total Days in Session</b>	<b>188</b>

JULY 2015							AUGUST 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					
SEPTEMBER 2015							OCTOBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31
NOVEMBER 2015							DECEMBER 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
									1	2	3	4	5
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												
JANUARY 2016							FEBRUARY 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29					
31													
MARCH 2016							APRIL 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
MAY 2016							JUNE 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		



## **OPERATING PRINCIPLES**

To enhance the learning environment by transporting students safely and efficiently, and by keeping equipment safe, clean and in good condition.

We....

- provide quality services in a professional manner,
- make health and safety our prime concern,
- are conscientious, willing, responsible, reliable, and flexible,
- are good models,
- treat others with courtesy, respect, fairness, and equality,
- accept accountability for our performance,
- are continuous learners,
- contribute to a positive working and learning environment.

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## CONTACT NUMBERS

<b>Emergency—RCMP/Fire/Ambulance Emergency</b>	<b>911</b>
<b>SD8 School Bus Information Line</b>	<b>1-877-352-0008</b>
<b>Nelson office</b>	
<b>Michelle Lohrey</b> District Transportation Coordinator	Office: 250-354-4871 ext. 204 Cel: 250-505-3279 Fax: 250-354-4255
<b>Ken Wornardt</b> , Mechanical Lead hand	Office: 250-354-4871 ext. 206 Cel: 250-551-0092 Home: 250-825-4486
<b>Gary Peterson</b> , Mechanic	Office: 250-354-4871 ext. 206
<b>Dan Blanchard</b> Nelson Dispatch/Transportation Coord.	Office: 250-354-4871 ext. 205 Cell: 250-551-3336 Home: 250-352-3942
<b>Creston office</b>	
<b>Janet Wall</b> Creston Dispatch/Transportation Coord.	Office: 250-428-5329 ext. 2 Cel: 250-428-6107 Fax: 250-428-9917
<b>Steve Bidwell</b> , Mechanic	Office: 250-428-5329 ext. 6 Cel: 250-551-4570
<b>Director of Operations</b> Larry Brown	Office: 250-354-4871 ext. 210 Fax: 250-354-4255 Cel: 250-551-0170
<b>Manager of Operations</b> Bruce MacLean	Office: 250-354-4871 ext. 209 Fax: 250-354-4255 Home: 250-352-9718 Cel: 250-354-9331

## HEALTH & SAFETY

Larry Brown, Dist. Health & Safety Officer	250-354-4871 ext. 210
Gary Peterson, CUPE JSAC rep (West)	250-354-4871 ext. 206
Carol Sanders, CUPE JSAC rep (East)	250-428-7351

# 1.0 Schedules and Routes

## 1.1 Route Development

Bus routes, schedules and stops will be developed under the direction of the Director of Operations. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses consistent with providing reasonable equal service to all students.

Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. When alternate routes are considered the final choice will be made in consideration to the route serving the largest number of students without sacrificing efficiency or economy.

Routes will be designed to eliminate as many turn around points as possible and to employ as nearly as practicable, the full carrying capacity for each bus. No bus will be overloaded. New routes will be established only when full capacity of the existing route(s) has been reached, or is imminent.

Authorized bus stops will be located at convenient intervals and places where pupils may board and get off, cross highways and await the arrival of buses with utmost safety permitted by road conditions.

The number of bus stops in each trip will be limited consistent with the policy stated as to service, so as to enable buses to run in reasonable time. This may mean that pupils may be required to walk some distance to and from their bus stops.

School schedules may be adjusted to allow maximum utilization of each bus in the system.

In accordance with Ministry of Education regulations, Passenger lists will be prepared for each bus route.

## 1.2 Bus Service Modifications

The Director of Operations recognizes that in many areas within the school district, walking conditions for students may be considered unsafe. School bus service may be provided, extended, or altered based upon an observation by staff, a request by a parent, or on the recommendations of the Committee established in 1.3 – School Bus Stop Safety.

The criteria to be considered are:

Student illness, (see 1.11 below),

Special needs student, (see 1.10 below),

Unsafe walking conditions:

- Traffic volume, (e.g. Average Daily Traffic volume greater than 1000),
- Traffic speed, (e.g. posted speed 80kmhr or above),
- Special traffic concerns (construction, percentage of vehicles classified as large trucks, railway crossings with greater than 6 trains per day, etc),
- Road geometry, (e.g. no shoulders, blind corners, steep grades, etc),
- Excessive accumulations of snow,
- Predators.

The above are provided as examples only. Several of the examples listed above are temporary in nature and may not constitute a permanent change to a route or stop. Also, the above list is not considered all encompassing. There may be other criteria applicable which has not been defined here.

Approval will be subject to the availability of a school bus in the area and a timely review of the situation.

### **1.3 School Bus Stop Safety**

The Director of Operations, or designate, recognizing that questions may arise concerning safety of certain bus stops, whether currently in existence or requested, will establish a Committee will comprise the following:

- the Director of Operations, or his/her designate,
- a member of the local RCMP or City Police Detachments
- a representative of the Ministry of Transportation.

The Committee's recommendations will be referred to the Director of Operations who will make the final determination.

### **1.4 School Walk Limits**

Students are expected to walk to school wherever possible. To be eligible to ride an SD8 school bus a student must reside at a distance from their catchment school greater than 2.5km for elementary, and 3.0km for intermediate and secondary. These distances are measured by the shortest practicable method of travel along public routes.

Parents can request an exemption or modification to the School Walk Limits based upon 1.2 *Bus Service Modifications*. Such a request must be in writing and be addressed to the Director of Operations.

Final approval of exemptions or modifications of walk limits will be decided by the Director of Operations, or designate. All decisions to move, change, or establish a bus stop will be documented and recorded.

### **1.5 Bus Stop Walk Limits**

Students eligible to ride a school bus are expected, wherever possible, to walk a maximum distance of 2.5km to their designated school bus stop. These distances are measured by the shortest practicable method of travel along public routes.

Parents can request an exemption or modification to the Bus Stop Walk Limits based upon 1.2 *Bus Service Modifications*. Such a request must be in writing and be addressed to the Director of Operations.

Depending upon road jurisdiction final approval of exemptions or modifications of walk limits will be decided by the Director of Operations, or designate, or the Safety Committee defined in section 1.3 below. All decisions to move, change, or establish a bus stop will be documented and recorded.

### **1.6 Out-of-Catchment Bussing**

When planning and designing school bus routes, school catchment boundaries, as defined in Policy #461, should be adhered to, wherever possible.

### **1.7 Changes to Existing Schedules/Routes/Stops**

Periodically throughout the school year, route audits are performed by the Director of Operations, or designate. Examples of items that are examined include safety of stops, capacity, distance between stops, condition of roads and turnarounds, as well as length and time of route.

Route audits may result in changes to a route, (e.g., stops changed or deleted, times changed etc). These changes may occur at any time during the school year. Affected students and parents will be contacted by the Director of Operations, or designate.

### **1.8 Medical Conditions - Special Transportation Requirements**

On the recommendation of the District Medical Health Officer to the Director of Operations, a pupil who suffers from permanent or temporary medical condition that would be aggravated by walking may qualify for transportation to and from school. The recommendation from District Medical Health Officer should include the period of time transportation will be required.

Transportation of pupils, for medical reasons, will be either by school bus, if it can be accomplished within the existing bus routes, or by providing transportation assistance payments up to the maximum established by Board Policy.

Each approval under this section should be reviewed annually and referred to the Medical Health Officer if deemed to be necessary.

Pupils with temporary injuries will not be provided with transportation except in circumstances that are highly unusual.

### **1.9 Persons Other than Pupils Riding School Buses**

Permission to ride the school buses may be given to person other than pupils subject to the following:

- the person(s) must be providing to a service to the pupils of this district on an employee or volunteer basis or attending public instructional institution,
- the person(s) must submit a written request to the Director of Operations demonstrating reasonable need for this service. No one will be permitted to ride without the written permission of the Director of Operation. Permission will only be given for one time or short-term needs,
- if there is room available on the bus and an existing stop is utilized,
- in emergent situations (e.g. vehicle breakdowns, accidents, road conditions, etc) the Transportation Department expects drivers to use their own judgment and common sense in offering rides to persons other than pupils. It is also expected that in stopping to pick up persons other than pupils, the driver will not place the bus in a situation that may endanger the safety of the pupils they are transporting.

### **1.10 Student Bus Passes**

The school district transportation department assigns bus passes to all students in order to increase accuracy in determining manifests, ridership, fleet capacity and improving safety of students.

The following rules will apply to the use of the bus passes:

- Students must have a bus pass to ride the school bus;
- Outstanding bus fee accounts must be reconciled before a new bus pass issued; and,
- A \$5.00 replacement fee for lost bus passes will apply to grades 6-12 students.

To receive a bus pass parents and/or guardians need to:

- Re-register your child's or children's seat on the bus prior to the commencement of school in September, 2014 by completing a Student Bus Registration form and returning it to the school district by either mail, fax, or email:

SD8 Transportation Department  
570 Johnstone Road, Nelson, BC V1L 6J2  
Fax: 250-354-4255

[buspass@sd8.bc.ca](mailto:buspass@sd8.bc.ca)

Once the information is received and processed your child's bus pass will be mailed to the parent or guardian by the end of September.

All students are required to show their bus passes at the beginning of the year or upon demand of the driver.

### **1.11 Cancellation of Bus Runs**

Parents are reminded that road and/or weather condition may be such that the school buses picking up their children may not be able to make their run(s). As much notice as possible will be given over local radio stations, and updated SD 8 School Bus Information Line (1-855-352-0008). When weather conditions are such that the buses may be cancelled, parents should ensure that their children do not wait for hours at the stop or if they (parents) are leaving home, that the children have been picked up before they leave

The Board, understanding that untoward circumstances may occur that make it necessary to cancel the operation of school bus run(s), authorizes the Secretary-Treasurer or the Superintendent of Schools to permit the cancellation of these run(s) accordance with the following procedure:

- the Secretary-Treasurer, or Superintendent of Schools, will be contacted to authorize the cancellation of the run(s),
- local radio station(s) and CBC will be advised of the route(s) canceled and the regular driver (s) name,
- a reason for the cancellation may be given if applicable,
- in the case of a cancellation in the Yahk area, the Cranbrook radio station will be advised and in the Kaslo/Meadow Creek area the Vernon radio station will also be advised,
- if not already advised, the bus driver will be contacted,
- the Administrative Officer will be advised as to the route(s) cancelled,
- if the roads are drivable the driver will drive the route advising the pupils at the stops to return home.

**Note:** If a driver determines that a road is not safe due to weather conditions etc. he/she will contact the Director of Operations or his/her designate who will institute the preceding procedure.

End of Section 1.0

## **2.0 School Bus Drivers**

### **2.1 Selection of Drivers**

Selecting and training men and women to be school bus drivers is an important task. School bus drivers must be knowledgeable about school transportation, have excellent driving skills, be mechanically knowledgeable, and be a disciplinarian, health provider, and a friend. This is not an easy combination of skills and personality traits to find in individuals, but ones that are important in the selection and training of school bus drivers. In addition, school bus drivers need to be in sound physical and mental health.

To ensure a systematic approach is followed in the hiring of new personnel.

- All applications will be reviewed by the District Operations Office.
- Any potential new drivers will be interviewed by District Operations personnel and the Transportation Coordinator.
- The District Operations Office will check references and advise the Transportation Coordinator if training can begin.
- Once training is complete the Transportation Coordinator will brief the District Operations Office and a decision will be made as to whether or not the person will be hired.
- All applicants will be required to provide a driver's abstract.
- All applicants will be required to provide a Criminal Record Check.
- All applicants will be required to provide a medical examination.

### **2.2 Driver Training**

As the Board believes that training and supervision of school bus drivers are vital to the safe operation of the school transportation system training programs will be provided as follows:

- Initial training program including classroom and behind-the-wheel instruction,
- Ongoing training to provide experienced drivers with an opportunity to refresh their knowledge and polish their skills will be provided on a regular basis,
- The Transportation Coordinator will evaluate each bus driver at least once per year,
- As a condition of employment driver's abstracts are reviewed annually.
- Operations Department professional development will be provided most Pro Days.
- Professional development pertaining to respective departments and/or personnel will be provided throughout the year.
- The District Transportation office will track mandatory training and inform personnel when renewal dates are approaching.
- The District Transportation office will maintain records of all other training and/or professional development

### **2.3 New Driver Training and Orientation**

To ensure a systematic approach is followed in the training of **new school bus drivers**, all new bus drivers must successfully pass the following program:

1. Regulatory Training
  - District Policies and Procedures.
  - Operations Purpose and Principles.
  - Hours of service.
  - Log Book Training.
  - Air Brake Training.
  - Reflector and flare use.
  - Proper use of emergency equipment. (i.e.: fire extinguishers)
2. Bus Driving Skills
  - Pre and post trip inspections.
  - Gear shifting. (if applicable)
  - Railway crossings.
  - Loading and unloading.
  - Tail swing and cornering.
  - Backing.
  - Country turn around.
  - City driving.
  - Adverse weather driving.
3. Defensive Driving
4. Route Familiarization and Coaching
5. School District No. 8 Final Road Test

### **2.4 School Bus Safety Program**

The safe transportation of pupils to and from school is the primary concern in the administration of the pupil transportation program. The Board expects that drivers, students, and district personnel will observe all laws and regulations pertaining to the operations of school buses. Any school bus driver cited with a driving infraction, or any other relevant sanction, needs to report the particulars to their immediate supervisor without delay.

The Director of Operations or his/her designate is responsible for developing and publishing safety rules to follow by drivers and passengers. To ensure maximum safety of the pupils transported in the school bus the Board will ensure that instructions in safe riding practices will be presented to all Elementary students at least once during each school year, and that all pupils riding school buses will participate in emergency bus evacuation drills.

The School District No. 8 Operations Department depends on the following administrative actions and support.

- Local school administrators, in cooperation with Transportation Coordinators, plan and implement bus passenger safety instruction in the school for all grade levels, especially for kindergarten through grade six. National School Bus Safety Week can be used for promotion of these activities and instruction.
- School teachers, principals, and administrators in their contacts with parents emphasize the kind of safety instruction student passengers need and enlist parental support to achieve this end.
- School administrators utilize the news media, civic organizations, PAC's, and community speaking engagements to emphasize the legal and moral responsibility of the motoring public for student safety. This emphasis should include proper driving rules, laws, and practices in the vicinity of students and school buses.

## **2.4 School Bus Safety Program cont'd**

Bus drivers will assist in the prevention of unsafe conditions on their school buses by providing education to their passengers on bus safety.

### **Bus Drivers**

1. Will provide Bus Safety instruction to students, Kindergarten to Grade 7 in September of each school year.
2. Will provide instruction to students on Emergency Evacuation procedures in September or October of each school year.
3. Will follow School Board Policy and Transportation Practices when teaching the Bus Safety Program.
4. Will provide schools/teachers with bus safety curriculum for field trips.

## **2.5 Medical and Eye Examinations**

Medical and eye examinations are required at specific intervals by the National Safety Code (NSC).

The National Safety Code (NSC) is an agreement between the federal and provincial governments to set minimum performance standards for all commercial vehicles and their drivers. The NSC has a schedule for commercial driver medical examinations. The Canadian provinces, including British Columbia, have moved to this schedule for their commercial drivers, to improve road safety. One of the benefits of this is that a B.C. commercial driver's licence will continue to be accepted as proof of fitness to drive if a driver travels to the United States or other Canadian jurisdictions.

The Office of the Superintendent of Motor Vehicles implemented the National Safety Code's schedule of medical monitoring for commercial drivers on September 1, 2003. The Driver Fitness Program at the Office of the Superintendent and the National Safety Code aim to protect public safety by ensuring drivers are fit and able to drive safely.

This schedule requires drivers holding a Class 5 licence with endorsements 18, 19 and 20, or a Class 1, 2, 3 or 4 licence to submit a Driver's Medical Examination form at the following intervals:

- Every fifth year (i.e. when the driver is in their 25th, 30th, 35th, 40th and 45th year of age).
- Every third year (i.e. when the driver is in their 48th, 51st, 54th, 57th, 60th and 63rd year of age).
- Every year for drivers age 66 and older.

Eye exams are required at different intervals depending on the medical information received.

For further information with regard to what may be required please refer to the BCMA website where you can find the 2010 B.C. Guide in Determining Fitness to Drive: <https://www.bcma.org/publications-media/handbooks-guides>

Medical and eye examinations, if required to maintain a driver licence, are paid by the School District.

## 2.6 Driver Check In

To ensure all drivers are ready for work on time and with no delay in the safe transportation of students, all drivers will check in with the Transportation Coordinator, or designate, and inform themselves of current work issues:

- When arriving, check in with the person in charge of,
- Could be visual, verbal notice, radio contact,
- Regular drivers then proceed to do pretrip inspection of their bus. Spare drivers need to figure out which bus they take, example: if sparing for a regular driver make sure that the regular drivers isn't taking their bus on a trip. If so casual would be required to take a spare bus.,
- Do a radio check prior to leaving the bus garage,
- Take note of the weather,
- When pretrip is completed, go to the garage and report any defects to the mechanic.
- Check for suspensions of students on all routes,
- Casuals need to check the route map and ask any questions they have regarding the route,
- Casuals need to get a manifest of students on that particular route,
- Check personal mail box for daily trips, etc.

Don't forget to pretrip yourself: attitude, feeling distracted?  
get on track, choose your attitude

If a driver has not checked in by a certain time, he/she will be phoned and a casual driver may be called in to cover the route if necessary.

Monitoring will be done by the Transportation Coordinator or designate to ensure that these habits are created.

## 2.7 Drivers' Responsibilities

1. Bus drivers are the key persons in the school bus system and should receive the full support of students, parents, and school authorities. They are responsible for the safety and well-being of all passengers on their bus and should report all infractions and problems regarding conduct. In order to discharge their responsibilities, drivers need cooperation and understanding from the students, parents and supervisory staff.
2. As per the Motor Vehicle Act, drivers will not refuel a school bus while any passengers are on-board or when the engine is running.
3. Drivers must immediately report, to their supervisor, any impacts or changes to their drivers licence. (i.e.: traffic violations)
4. Drivers will adhere to routes and stops as designated by the Transportation Coordinator. Drivers will report problems or suggestions for changes to the Transportation Coordinator, but may not make changes without approval being obtained.
5. Endeavor to maintain the established schedule to the best of their ability. It is understood that buses may run late, but buses should never be early to a stop. Any major delays must be relayed as soon as possible.
6. Ensure that riders are registered to ride the bus and that guest riders provide a note or bus pass to ensure a complete manifest.
7. Be respectful of your passengers needs and concerns.

## 2.7 Drivers' Responsibilities cont.

### ***Supervision***

1. Endeavor to maintain good order and a friendly atmosphere on his/her school bus. Good rapport between the driver and the students is essential; and a fair, firm, friendly and consistent attitude on the part of the driver are a good way of developing that rapport.
2. Deal professionally with students, parents, and the school when conflicts arise.
3. Establish what the rules and expectations are and discuss the consequences if such expectations are not met.

### ***Dealing With Conflict***

1. Be self assured, stay calm and use normal tone and volume of voice when communicating. Do not yell, scream or name call.
2. Say what you mean, mean what you say and do what you say, follow through.
3. Always be prepared to handle any behavior problems on the school bus.
4. Take the attitude that "No student will prevent me from driving a safe bus".
5. Take the attitude that "No student will stop the other passengers from having a safe and pleasant trip".
6. Bullying of any student will not be tolerated.
7. You may not be able to solve all conflicts and behaviour problems on your bus. Problems must be dealt with in a professional manner and assistance is available.

### ***Drivers' Conduct***

1. Drivers must meet all provisions of provincial statues and regulations regarding proper licensing, medical fitness, and handling of the vehicles.
2. Drivers must comply with the National Safety Code.

End of Section 2.0

## 3.0 Passengers

### 3.1 Student Registration Forms and Bus Passes

To ensure that all regulations, policies and practices are adhered to, monitored and recorded. All bus students will complete a student registration form that the bus driver's will distribute the first week of school, or to any new students throughout the year.

The student registration forms are necessary to complete an accurate passenger list (manifest) for each bus route as per the Motor Vehicle Act. It also ensures that the bus drivers have emergency contact phone numbers and are aware of any medical problems that a student may have.

Students who have not submitted a completed registration form will not be issued a Student Bus Pass and may not be permitted to ride the school bus.

### 3.2 Transportation of Equipment in School Buses

Equipment that cannot be held on the lap of the pupil without projecting into the aisle, or is deemed to be dangerous (e.g. skates without guards), will not be permitted to be transported on school buses unless they are stored in the appropriate luggage containers or special authorization has been given and arrangements have been made for alternate transportation for the safe storage and securing of the equipment on the bus. Authorization for special consideration may be granted by the Transportation Coordinator or his/her designate.

Therefore Skateboards, in particular will *only be* transported in SD #8 School Buses if the following criteria's are met:

- The skateboard can be no longer than 35 inches or 88.9 centimetres,
- Are appropriately contained using the guidelines set above,
- Or are attached to a backpack that is made for that purpose.
- At no time will the student/student's be allowed to enter the school bus carrying the skateboard that is not secured in the above manners.

### 3.3 Guest Riders

To ensure that regular registered bus students will be given first priority for riding the school bus, and to account for all guest riders, all guest riders must have an approved bus pass to ride on the school bus. School Bus Pass form (T1).

#### Practice:

- Transportation Coordinators will advise schools if a bus route is at, or near, capacity and if there are restrictions on guest riders will be permitted to ride that particular bus.
- All guest riders must show a bus pass before entering the bus.
- Bus drivers will retain the bus passes for 24 hours. If the bus ride involves a transfer it is the second driver that must retain the bus pass.
- Parents/guardians must advise school in written form or by telephone when requesting a bus pass for their child.
- Schools will issue bus passes only to students registered at their school.
- A guest rider is any person who is not a regular registered bus student on the bus on which they are riding..
- **Note:** Students will not be permitted to ride a bus other than their own or be let off at another stop than their own unless they present the driver with a "Bus Pass" issued by their school office.

### 3.4 Student Responsibility

School bus transportation is a privilege. The Standards of Conduct on school buses shall be the same as those expected of students within the school. Students shall refrain from practices which endanger themselves or others and shall show respect for the rights and property of others.

#### *Responsibilities of Students*

Students must always remember that the bus is a means of transportation and not a place of play. The bus driver being responsible for the safety and well-being of all on board the bus has the authority to maintain order on the bus and to see that the regulations and policies regarding the safe transportation of his/her passengers are respected.

#### *Waiting for the school bus:*

- Stay at the edge of the road or on the sidewalk and remain still until the bus comes to a complete stop. Wait in the proper loading zone.
- Refrain from pushing, shoving, fighting or horseplay, and show respect to others.
- Be at the bus stop at least 5 minutes ahead of the scheduled arrival of the bus.
- Wear adequate clothing for the weather conditions.
- Do not cross in front of the bus until signaled by the driver to cross.
- Return home or to a predetermined safe location if the bus does not arrive within 15 minutes of the scheduled time.
- Respect the bus driver and listen to what their instructions are in all situations.
- Have regard for ones safety and the safety of others.

#### *Riding the school bus:*

- Remain properly seated during the entire journey and wait until the bus has come to a complete stop before rising.
- Students are not to put their head, arms or any other body part out of the open windows.
- Students are to refrain from throwing articles inside of the bus and are not to throw anything from the bus windows.
- Students are to refrain from talking to or distracting the driver while the bus is in motion.
- Students are to behave in a quiet and orderly manner both on and off of the bus. Shoving and pushing will not be tolerated.
- Students must obey orders of the bus driver.
- All students are expected to abide the rules of good conduct while traveling on the school bus. If a student's behaviour on the bus has been unsatisfactory after the warnings have been issued their bus privileges may be suspended. The student is still legally required to attend school although bus transportation privileges will not be provided during the duration of his/her suspension.
- Students must ride the bus to which they are assigned unless they receive a bus pass from the school to change buses or for guest riders. If guest riders stay overnight and intend on riding the bus the next day they must also have a bus pass from a parent stating contact phone number and guest rider's name.

#### *Getting off the bus:*

- Remain seated until the bus comes to a complete stop.
- Get off the bus in a quiet and orderly manner.
- Check to the right for vehicles passing on the right of the bus.
- Once out of the bus get well clear of the bus.
- Students crossing the road will stand well in front and wait for drivers signal to cross.
- Check in both directions for oncoming vehicles while crossing.
- "FREEZE" if the driver blows the horn.
- In any emergency, promptly obey the driver's instructions.

It will be appreciated that transportation to and from school can be carried out safely only if there is complete and willing cooperation between students and drivers. The bus driver is responsible for the safety of his/her passengers. The bus driver must be as free as possible to devote full attention to driving safely in all weather conditions. Any distraction caused by his/her passengers makes the job more difficult and thus more dangerous and will not be tolerated.

***Reasons for discipline:***

- Fighting.
- Eating or drinking on the bus.
- Use of alcohol or other prohibited drugs.
- Moving around while bus is in motion.
- Not remaining in assigned seat.
  
- Spitting, foul language.
- Weapons, lighting matches.
- Throwing objects or garbage.
- Vandalism.
- Shouting and unnecessary noise.
- Harassment of the driver or other passengers

### **3.5 Procedure and Code of Conduct for Bus Students**

The Board of Education of School District No. 8 (Kootenay Lake) expects that every person using the district bus services will ensure that each bus trip is a safe and pleasant experience for all passengers and drivers. Every person using the bus will demonstrate a concern for safety and respect for their fellow passengers and the bus by observing the following rules and regulations on all regular routes and extra-curricular trips.

1. Riders shall arrive at their designated stop a minimum of five minutes prior to the published time and line up and enter the bus in an orderly manner.
2. Riders shall sit in the seats assigned by the driver and will cooperate with the driver in accommodating other students' needs, (e.g. seating three to a seat).
3. Riders must remain seated and orderly at all times when the bus is in motion so the driver will not be distracted.
4. Eating of lunches and snacks shall be allowed at the discretion of the driver. If abused, this privilege may be suspended. No litter shall be left on the bus by students.
5. After disembarking, if riders need to cross the road to their designated stop, they shall do so three (3) metres in front of the stopped bus and only on the signal of the bus driver. Crossing the road behind the bus is dangerous and not permitted.
6. Small band instruments, or other carry-on items may be taken on the bus provided the item :
  - a. will fit on a student's lap safely,
  - b. not be above the seat in front,
  - c. is properly housed or contained in an approved case/container,
  - d. will not create unsafe conditions for other passengers.
  - e. Skateboards can be no longer than 35 inches (88.9cms) and must be contained in a bag pre-approved by the Transportation Coordinator.
7. Smoking and the lighting of fires/matches is strictly prohibited.
8. Disrespect, inappropriate behaviour and/or the use of profanity is prohibited.
9. The consumption or transport of alcohol, drugs, narcotics, or any other illegal substances is prohibited.
10. Students using the bus system less than four (4) days per week will NOT be guaranteed a seat.
11. The Principal may, upon written request from the parent, give a non-registered student permission to ride the bus on a one-time basis as a courtesy. Such requests are permitted but must adhere to existing bus routes and stops.
12. All student riders are required to disembark at the school or their designated stop unless a parent, guardian, or School Administration gives prior written or personal approval to disembark at another approved stop.
13. Students shall abide by the same code of behaviour as would be expected at their school. The School Principal has the authority under the School Act to discipline any student who misbehaves while traveling on a bus both to and from school, which also includes bus stops.

**NOTE:** Each driver has complete authority over his/her bus. Principals and Vice-Principals at each school recognize and support the Driver's authority over all passengers. Should any student not comply with the above Code of Conduct, the Transportation Coordinator and/or Principal may suspend riding privileges or initiate other disciplinary measures.

**The Safety of All Passengers Will Not Be Compromised.**

### 3.6 Pupil Discipline Procedure

The Board expects all pupils utilizing School District No 8 school bus transportation services to follow the rules and regulations established. The rules and regulations are established to ensure a safe ride, free from harassment, violence, or intimidation for all pupils riding the buses.

Pupils and parents are reminded that misbehavior on the bus may distract the bus driver which could affect the safe operation of the school bus. The driver's main focus must be on the traffic and the road ahead and they cannot be expected to maintain constant attention to pupils behind them on the bus. As a result we believe pupils must bear a major responsibility for control of their behavior on the buses. We are pleased that most students are aware of their responsibilities as a school bus passenger, however, for those few who do not obey the rules and regulations discipline procedures will apply.

#### *Examples of behavior that result in discipline:*

- Fighting,
- Eating or drinking on the bus when not permitted,
- Use of alcohol or other prohibited drugs,
- Moving around while bus is in motion,
- Not remaining in assigned seat,
- Spitting, foul language,
- Weapons, lighting matches,
- Throwing objects or garbage,
- Vandalism,
- Shouting and unnecessary noise,
- Harassment of the driver or other passengers,

Any form of behavior that is detrimental to the safe operation of the school bus, that would result in damage, excessive cleaning of the school bus, or makes it unpleasant for other students riding the bus will be dealt with in the following manner:

#### **Step 1:**

The driver will attempt to resolve the problem through driver/student discussion. An oral warning and the incident will be recorded in the driver's log book or on a "Bus Conduct (M11)" form.

#### **Step 2:**

If misbehavior continues, the driver will advise the pupil and record the incident on the "School Bus Discipline" (M11) form. This form will be given to the Assistant Transportation Coordinator or Transportation Coordinator immediately after the trip.

The Transportation Coordinator will phone the parents and discuss the details of the incident. The Transportation Coordinator may send a letter to the parents/guardian with a copy of the incident form attached expressing concern and requesting their support.

A copy of the letter and incident form will be forwarded to the Principal of the school the student attends, for their information.

### 3.6 Student Discipline Procedure—cont'd

#### Step 3:

If misbehaviour continues, the pupil will be advised and the incident recorded on the “School Bus Discipline” (M11) form indicating that this is the second written report. This form will be given to the Transportation Coordinator immediately after the trip.

A copy of this form will be faxed to the Principal of the school attended by the student. The Transportation Coordinator will discuss the situation with the Principal to determine a consequence for the behaviour. The Transportation Coordinator may invite the driver to be part of the discussion.

A suspension from riding the bus may be imposed if deemed appropriate.

The Transportation Coordinator will advise the parent/guardian by telephone and in writing of the consequences. A copy of the correspondence will be forwarded to the Principal.

If the misbehaviour is occurring on a regular basis and the action taken under this step is not correcting the problem, the Transportation Coordinator in consultation with the driver and the Principal may determine to initiate Step 4 in the process.

#### Step 4:

When the matter is referred to Step 4 an indefinite suspension will be initiated immediately. The parents/guardians will be advised immediately by telephone and in writing by the Transportation Coordinator. A copy of this correspondence will be forwarded to the Director of Operations, the Principal, and the driver.

The student will not be permitted to ride the bus again until a meeting has been held with the parents/guardians and the student. This meeting may include, in addition to the Transportation Coordinator, the Principal.

This suspension will be for a minimum of five (5) days.

#### Serious Behaviour

In some cases an incident of a serious nature (e.g. defiance, fighting, bullying/intimidation, drugs/alcohol, malicious damage, etc.) or anything that may endanger the safety of the driver, a student on the bus the following procedures will be followed:

##### Procedure:

- Pupils will be taken to the school or their regular bus stop,
- They will be advised that they will not be allowed to ride the bus, or any other school bus, until the matter is resolved,
- The driver in these cases may refuse to transport students until the matter has been resolved.
- The driver will advise the Transportation Coordinator immediately to explain the action taken,
- The Transportation Coordinator will advise the parents/guardians and the Principal by telephone. This will be followed by written notice,
- If parents/guardians cannot be contacted the Transportation Coordinator or designate will arrange for transportation home from school. The Transportation Coordinator will contact the parents/guardians as soon as possible.

Step 4 will be initiated if the Transportation Coordinator, in consultation with the driver, and the Principal, deems it to be necessary.

### **3.7 Parent/Guardian Responsibility**

In collaboration with the Board and the Transportation Department, parents are expected to support the safe, efficient transportation to eligible students by recognizing that riding the school bus is a privilege, not a right.

#### *Parent Responsibility :*

- Promote safety to their children concerning Code of Conduct,
- May provide supervision at bus stops,
- Report any safety concerns to the Transportation Office, listing details,
- Warn their children that cars are required by law to stop for the school bus red lights, however, sometimes drivers are negligent and do not stop when they should. Therefore children should proceed with caution when getting off of the school bus and crossing the road,
- Parents should have their children to the bus stop 5 minutes ahead of scheduled time of pick up.
- Parents are responsible for willful damage to school buses caused by their children,
- When a child's transportation privileges are suspended, students are still expected to attend school and it is the responsibility of the parents/guardians to provide transportation,

**Note:** Students will not be permitted to ride a bus other than their own or be let off at another stop than their own unless they present the driver with a note or Bus Pass issued by their school office. (Refer to 3.3)

### **3.8 Teacher/Supervisor Responsibility**

When a teacher is traveling on a school bus in an official capacity, that teacher has the responsibility to ensure that standards of behaviour by students are consistent with school expectations of conduct.

End of Section 3.0

## 4.0 School Bus Operations

### 4.1 Pre-Trip Inspection

The Motor Vehicle Act Regulations state that no operator shall operate a school bus on the highway with students on board unless the bus is in safe working order. To ensure that all safety devices are operational prior to transporting students as per the National Safety Code Standards all drivers will perform a daily pre-trip inspection.

**This is a guideline only and there may be specific requirements for your bus (see your supervisor or mechanic).**

Pre-trip inspections must be done using the inspection report.

Bus drivers are required to wear hi-vis vest and/or jackets when working in and around school buses. This is required at all sites including yards and schools. Bus drivers are permitted to remove the hi-vis apparel when driving the bus.

#### **Pre-Trip Inspection:**

Chock wheels

- Outside rear wheel on passenger side of bus is preferred. Driver side chocking is acceptable if there are safety concerns at the site.

Under the hood before starting engine:

- Check the engine oil level,
- Check the coolant reservoir,
- Check the windshield washer fluid,
- Check the brake fluid,
- Check the air brake system if equipped,
- Check the power steering fluid,
- Check the automatic transmission fluid (if equipped),
- Check belts (look for tightness, damage),
- Check hoses (look for damage, bulging),
- Visually inspect the springs and brake hoses (feel under brake line for leaks),
- Look on the ground under the engine for signs of leaks,
- Now is a good time to clean the windshield,
- Check tires for defects. (bulges, wear/tear, air pressure, nails, etc.),
- Visually inspect any accessible steering components,
- Close the hood and latch,
- Check inspection decal(s).

Enter the driver's compartment and sit in the driver's seat:

- Adjust the seat and mirrors,
- Set the park brake,
- Shut the door,
- Step on brake pedal,
- Apply the emergency brake,
- Sound the horn.

Turn the key to "on":

- Check for warning light illumination (oil, coolant, brakes),
- Turn on the master switch,
- Activate the amber lights,
- Turn on 4-way flashers,
- Put transmission in reverse,

#### 4.1 Pre-Trip Inspection cont'd

- Check in front mirrors that the amber warning lights and 4-way flashers are working in the front of the bus.

Walk to the rear of the bus:

Open rear door and check for alarm,

- Check the backup lights and the alarm (get help from another driver, if possible),
- Check the 4-way flashers,
- Check that the top ambers are flashing,
- Close the door and latch,
- Check that heater fans are working.

Start the bus:

- Turn on interior lights,
- Place window brush from seat to brake pedal,
- While walking check the seat bottoms (for looseness and damage, also check emergency windows, interior lights),
- Check the brake lights,
- On your way back to the front of the bus, check the backs of the seats for looseness, rips and damage,
- Turn off all lights,
- Check all emergency exits for ease of opening and alarms,
- Ensure that all gauges are working properly and dash-light,
- Ensure master switch is on,
- Turn on headlights - high beam,
- Turn on clearance lights,
- Turn on left signal,
- Open the door, red stop lights should turn on,
- Take the tire iron, exit the bus.

Outside the Bus:

- Chock wheel(s)
- Check the right front tire with the tire iron and do a visual inspection of the wheel nuts, wheel rims and for any tire problems,
- Walk around the front of the bus checking under the engine again for any leaks or unusual noises,
- View all the lights,
- Check the other front tire and ensure that the stop sign is working properly,
- Walk down the side of the bus looking at the exterior for any signs of body/window damage,
- Check the battery, make sure the compartment is latched properly,
- Check the rear tires, check wheel nuts, wheel rims and hub,
- Bend down and look underneath the bus, looking for objects pipes, etc. Visually inspect the suspension system looking for any damage such as cracks. Be sure to look between the dual tires for possible lodged rocks or damage,
- Walk around the back of the bus checking all the lights as you are back there. Look under back of bus,
- Check all luggage compartments and any access doors to ensure latches are secure,
- Open emergency door to ensure it opens from the outside. Check for flares and sand-bags. (some buses have the flares at the back). Shut door,
- Check the license plate(s) and license plate light,
- Check license plate(s) decal(s).

#### 4.1 Pre-Trip Inspection (cont.)

- Tap on the tail pipe to detect if it is loose.
- Check the rear right tires, hubs, springs and mud flaps. Be sure to look under the bus and between the back tires again,
- Check the exterior of the bus, markers, lights, on the way back,
- Check that the fuel cap is secure,
- As you enter the bus, check and make sure the step light is working, check decals for dates,
- Put tire iron away,
- Remove and store wheel chocks.

Turn on the right signal and the low beams:

- Walk to the rear of bus to check signal,
- Walk to the front of bus and check signals and low beams.

Return to the inside of the bus:

- Shut off the high beams and signal,
- Check fire extinguisher,
- Check in overhead compartments that you have a first-aid kit, vest, flashlight, and in some buses the flares are stored there,
- Check that you have a passenger list, insurance, permits and next scheduled service.

Sit in the driver's seat:

- Check to make sure your 2-way radio is on, (Radio Check)
- Check all the switches (wipers, heaters, fans),
- Park brake check (with emergency brake on, put bus in reverse to see if the emergency brake holds),
- Brake check (put hazards on if you are in the shed) sound horn (make sure no one is behind you) back up just enough to do a good brake application. Bus should stop firmly,
- As you pull ahead again feel for slack in the steering wheel,
- Set park brake,
- Fill out School District No. 8 Pre-Trip Inspection report.

Recording:

- The bus driver will return the completed pre-trip inspection report to appropriate location at the bus garage by the first working day of the next week,
- If there are any defects the driver will complete a Vehicle Report Requisition and give to the mechanic to perform repairs,
- Once repairs are complete the mechanic will fill the signed off copy of the trip inspection report in the appropriate unit file.

#### **Pre-Trip Walk Around:**

To ensure all safety devices are in working order, before the **PM** trip all drivers shall:

Start the bus, turn on all lights by switch, this should include all Indicators, Emergency Lights, Ambers, Reds, Stop Arm, Cross Arm, Back-up and Brake lights. Walk around bus making sure all lights are in working order.

## 4.2 Post Trip Inspection

To ensure that all safety devices are in good working condition at the end of your trip, it is a requirement to complete the post trip section of the trip inspection form.

**This is a guideline only and there may be specific requirements for your bus (see your supervisor or mechanic).**

Post Trip Inspection:

- Stop in a safe place after last drop off. Set brake, check for students or objects left behind.
- Return to bus parking location.
- Let the engine idle for a few minutes as you check off the appropriate open boxes on the inspection form.
- Check tires, lights, emergency equipment and clean front windows and mirrors.
- Shut off master switch.
- Turn off all switches for lights, heaters, radios, etc.
- Set park brake, go to rear of bus, shut windows along the way.
- Clean daily – refer to 5.3 of this manual.
- Do circle check, check hubs for excessive heat.
- Plug in bus (if winter).
- Take keys and return to bus garage.
- Report any defects to the mechanic (use vehicle defect report).
- Check in with Transportation Coordinator and/or office.

## 4.3 Log Books and Duty Status Sheets

To ensure safe driving practices by complying with the National Safety Code requirements, drivers are required to complete a Duty Status sheet or a Log Book depending on whether the distance travelled is within or without a radius of 160 kilometers from their home base.

Log books will be provided by the Transportation Coordinator and Duty Status Sheets are available on the SD No. 8 web page.

Duty Status Sheets must remain with the driver for 14 days, and accompany any driver whom commences on extra-curricular travel over 160 kilometers from their home base.

Log books and duty status sheets are audited and if they do not comply then the school district may be sanctioned.

**Note: Non-compliance with Motor Vehicle Act or ICBC regulations by drivers may result in progressive discipline**

## 4.4 Backing Up

Backing up is an extremely hazardous operation and must always be done with the utmost caution. The backing up of a school bus on regular runs must only be done when absolutely necessary and only in areas designated on the route sheet. Exceptions should only occur in emergent situations. In these situations backup the shortest distance possible. Back only far enough to enable the driver to proceed forward. Backing up a school bus on school property or a location adjacent to the school requires that you use a responsible/reliable ground guide providing direction from the outside and rear of the bus.

There are two types of backing up you must be able to do:

### **Backing in a straight line**

Stop the bus in the desired position ready to back up,

- Direct the responsible person (if available) to stand near the rear of the bus, on the driver's side to give signals (leave window open to communicate with guide, agree on signals to be used),
- Check the way is clear using both mirrors and a shoulder check. If you do not have assistance, get out of the bus and walk around to identify any obstacles,
- Shift the transmission into reverse, sound the horn twice (2x) and activate the hazard lights,
- Back slowly and smoothly in a straight line constantly checking both mirrors and watching your guide. (sound horn once (1x) for each bus length).

### **Making a turnaround**

On most bus routes in B.C. you may have to make at least one turnaround to avoid driving extra kilometers. There is only one way you can make a safe turnaround and that is backing into a roadway from the right. When a turnaround cannot be made this way it should be avoided. Do not back onto a main road.

Backing into a side road or driveway:

- Slow down well in advance of the turnaround and activate hazard lights. Allow traffic to pass if necessary,
- Stop the bus in the proper position on the roadway (approximately one bus length ahead of the road to be backed into),
- Check traffic in all directions ensuring enough space to permit the maneuver,
- Shift into reverse, sound the horn twice,
- Back into the side roadway when clear, constantly watching both mirrors and traffic,
- When clear of main road, signal and complete turnaround.

In executing these maneuvers, be sure to get the assistance of a responsible/reliable person to give you direction from the outside rear of the bus whenever your vision is obstructed.

The obvious advantage of this method is that by backing from a main roadway to a less traveled one, you reduce the potential traffic hazard. It must be kept in mind that if the turnaround is taking place at a pickup or drop off point, **never back the bus when students are either waiting to load or have just been dropped off. Turnarounds must be made before unloading and after loading.**

## **4.5 Railway Crossings**

To ensure safety of drivers and passengers, School District No. 8 school buses will use the following practice at Railroad Crossings;

### **Uncontrolled Railway Crossings**

- Stop at all uncontrolled railway crossings, loaded or empty,
- Stay on the roadway in your lane,
- Put on emergency hazard flashers 60 meters before the crossing,
- Stop not closer than 5 meters and not farther than 15 meters from the railway crossing,
- Deactivate manual switch for red lights/stop arm, **(No red lights at railway crossings)**
- Open window, open door, shut off radio, if loaded ask passengers to quiet down, shut off heaters and fans,
- Remain stopped, look/listen for a railway vehicle, close door
- Proceed across railway crossing, do not shift gears, do not stop,
- When back end of bus is across tracks, shut off emergency hazard flashers, shut window.

### **Controlled Railway Crossings**

- Activate hazard flashers 60 meters before the railway crossing,
- Slow bus to safe speed depending on road conditions and traffic,
- Observe both ways being prepared to stop if required,
- Cross railway crossing,
- Deactivate hazards and resume speed.

**Revised March 4, 2015**

## 4.6 Loading and Unloading

At the beginning of each run, and constantly during the run, the driver must evaluate weather, traffic, road conditions, hidden hazards and their own personal condition.

To ensure the safety of all students while being picked up or dropped off at the school, or their school bus stop, loading and unloading procedures are:

1. Check your mirrors prior to arriving at designated stop, monitor both approaching and following traffic,
2. Watch for hidden hazards such as parked cars, students between vehicles,
3. Activate hazard lights prior to alternating amber lights giving sufficient warning to other vehicles,
4. Activate the alternating amber warning lights giving sufficient time, a minimum of 8 – 10 seconds prior to making the stop,
5. Approach the loading zone slowly and carefully. If as you arrive students are not orderly or are in an unsafe location, stop some distance from the stop and sound the horn. Direct students to wait in an orderly fashion safely back from the roadway,
6. Stop the vehicle 3m (10 feet) or 4.5m (15 feet), if space is available, from the students before loading (direct students to walk to the bus when the door is opened and the driver signals them to load),
7. Activate alternating red lights to be used only when loading or unloading,
8. Place the vehicle's transmission in neutral and set the parking brake before opening the door to load or unload,
9. Ensure that the traffic is stopped in both directions before allowing the students to approach or exit the bus,
10. The doors shall not be opened or students allowed to board or leave the bus unless the roadway to the left of the bus is at least 3 meters wide and is clear and unobstructed for the full length of the bus and there is a clear view of the bus for a distance of 60 meters in each direction on the highway,
11. No person can board or leave the bus when it is moving,
12. Unload the students that cross the street prior to those who do not cross. This provides the driver the opportunity to focus attention on traffic and crossing students without being distracted,
13. Count students to know how many are loading on or unloading from the bus, where they are, and where they are going. If count is lost, do not move the bus. If necessary, shut off the bus, secure it, and check underneath before moving the bus,
14. Ensure that students cross far enough in front of the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver,
15. Instruct students to look to the driver for a clear gesture/signal *and check for traffic before continuing across the roadway*. All drivers in the fleet should utilize the same gesture/signal - confusion could lead to tragedy,
16. No person shall be allowed access to the baggage compartments (if equipped) from the left side while the bus is on the traveled portion of a highway,
17. Establish a prearranged danger signal, such as the horn, in case a vehicle does not stop for the bus while children are loading or unloading. Make sure students know exactly what to do if they hear the danger signal - for instance, "Go back to the side of the road you started from". All drivers should utilize the same danger signal and instructions,
18. Load and unload at designated pick up and drop off points,
19. Back only at approved turnarounds, if backing is necessary near a bus stop. Prior to backing, ensure students are inside the bus. For instance, load children before backing up in the morning and unload children after backing up in the afternoon.
19. Do not unload children at corners immediately before making a right turn. Discharge chil-

#### **4.6 Loading and Unloading cont'd**

- dren after making the turn,
20. Pick up and drop off students on their own side of the street if possible,
  21. Instruct students never to cross behind the school bus,
  22. Double check all crossover and side mirrors for students and traffic before leaving the bus stop,
  23. Do not put the bus in motion until all students outside are at a safe distance-SAFETY ZONE 3m (10 FEET) from the bus and all students inside are properly seated,
  24. Before moving the bus after loading or unloading students, close bus door deactivating overhead red lights, look and listen for any last second warnings from others nearby that a child might be near the bus. A parent, teacher, motorist, another bus driver, or students on the bus might see a child near or even under the bus.
  25. Upon approaching posted speed deactivate hazard lights,
  26. Turn off noisy equipment and silence passengers so warnings can be heard,
  27. Instruct students in the proper procedure for loading and unloading within the first week of school and throughout the school year,
  28. Be cautious when students are carrying loose papers or books which they might drop near the bus - encourage students to use a book bag,
  29. Instruct students to remove headphones or ear plugs while loading or unloading,
  30. Be aware of the dangers of clothing, book bags, back packs and jacket strings/straps that could become entangled in the doorway of the school bus,
  31. Upon completion of the route, walk through the bus to check for sleeping students, vandalism and forgotten articles,
  32. Report to the Transportation Coordinator/ or designate the license number of vehicles going through the flashing red lights of a stopped school bus. The Transportation Coordinator will send a report to the RCMP,
  33. Report any unsafe conditions to the supervisor.

#### **4.7 Assignment of Extra Bus Trips**

Additional trips will be assigned to drivers in a fair, equitable, consistent manner while maintaining quality service to the schools.

- Bus drivers will be called on a seniority basis as per Appendix “D” of the CUPE 748 Collective Agreement. The Transportation Coordinator will maintain a log book to ensure that the assignments are correct. (i.e.: Contact will be made sequentially, and if for any reason a person is not available for work then continue phoning until someone is available.)

#### **4.8 Trip Planning**

To ensure that driver’s have all required documentation for compliance with regulations and for a safe journey, he/she may require some or all, of but not limited, to the following :

- Trip request form signed by Principal,
- Pre trip meeting with the trip supervisor,
- Trip inspection report,
- Driver log book including a record of last 7 days/hours worked,
- Driver daily log sheets showing the last 14 days worked,
- Manifests including contact phone numbers,
- Maps
- Emergency contact phone numbers for area of travel,
- Fuel cards,
- Accommodation information,
- Cargo requirements.

#### **Monitoring:**

- A copy of all log sheets must be maintained at the facility.
- Vehicle operators are required to have both the trip inspection report and the driver log books available for inspection and audit – 6 months in the case of the driver log book and 3 months in the case of the trip inspection report.

## 4.9 Working Alone

*To ensure that driver's traveling alone on a non-scheduled run arrive at their destination safely.*

- When a driver is required to travel alone on a non-scheduled run, in excess of two hours, the driver shall contact the answering service at **1-800-862-3418** prior to departure providing an estimated time of arrival at their next check point or destination.
- Upon arrival at the next check point or destination the driver must contact the answering service to confirm their safety.
- If the driver does not contact the answering service within the specified time, they will initiate the appropriate contact procedure.

## 4.10 Passenger Comfort and Safety

Drivers will make every effort to ensure the safety and comfort of passengers riding in their vehicles. The following standards should be utilized to improve and enhance passenger comfort and safety. Drivers should:

- Have smooth, fluid starts while avoiding jerking and heavy acceleration,
- Have smooth, fluid stops while avoiding heavy last minute braking,
- Slow down before curves and accelerate gently through the curves,
- Ensure to drive in a professional manner to elicit a consciousness of safety among passengers,
- Ensure that the internal climate in the vehicle is at an adequate comfort level for passengers,
- Monitor seating in the vehicle,
- Ensure that there is appropriate lighting within the vehicle.

## 4.11 Radio Protocols

To provide a standard, effective communication in a professional manner. The order of priority for transmission of messages is:

Urgent communications (distress, safety)

**All stations which hear an urgent call shall immediately cease any transmission.**

All other communications:

1. Communications should be restricted to those necessary for the transmission of authorized messages.
2. Profane or obscene language is strictly prohibited. Any person who violates the regulations pertaining to unauthorized communications or profane language is liable, on summary conviction, in the case, of an individual to a fine as per Industry Canada.
3. Discretion must be used on the content of transmission, especially when talking about students, other drivers or about emergent situations.
4. Communication should be kept to the necessary topic.
5. It is illegal to send/transmit a false distress signal.
6. When communicating keep the rate of speech constant and speak clearly (avoid tendency to shout or talk rapidly).
7. Response to a call directed to you shall be made ASAP saying "Go Ahead" or "Standby".
8. Allow repeater to relay.
9. Do not interrupt other communications.
10. Logging Channels are site specific frequencies added to the school district radios wherever there is a potential conflict with the bus route. As the school bus will be out of touch with others school buses or bases when they are using these channels, drivers are instructed to only use the logging frequencies when they are actually on the active logging road.

#### 4.11 Radio Protocol (cont'd)

Mechanics will keep radios on while working in the bus shop to monitor the buses in case of emergency break downs.

In the event of an emergency situation involving an intruder or other unauthorized individual, (the threat), the emergency message will be **“Base this is “Driver Name/Unit No. at location, unauthorized adult boarding, Please standby.”**

*Note: Radios are tools which we use for operational safety and efficiency, not a “chat line”.*

#### SUGGESTED PROCEDURAL WORDS AND PHRASES

<u>Word or Phrase</u>	<u>Meaning</u>
ACKNOWLEDGE	Let me know that you have received and understood the message
AFFIRMATIVE	Yes, or permission granted
CHANNEL	Change to channel...before proceeding
CONFIRM	My version is...Is that correct?
CORRECTION	An error has been made in this transmission (message indicated). The correct version is...
DISREGARD	Consider this transmission as not sent
GO AHEAD	Proceed with your message
HOW DO YOU READ	Self-explanatory
NEGATIVE	No, or that is not correct, or I do not agree
OUT	Conversation is ended and no response is expected
OVER	My transmission is ended and I expect a response from you
ROGER	I have received all of your last transmission
SAY AGAIN	Self-explanatory (Do not use the word “Repeat”)
STAND BY	I must pause for a few seconds or minutes, please wait

#### 4.12 Cel Phone Use

The Board of Trustees believes that appropriate use of cell phones and other digital devices plays an important role in communications. However, the use of cell phones and digital devices can be disruptive and, in some cases, unsafe.

Student use of cell phones and digital devices is permitted in schools and on school trips, and functions at the discretion of the school staff.

Cell phone use by staff, trustees, parents, or volunteers while driving a vehicle other than a school bus is restricted by law.

School bus drivers are prohibited from using cell phones, including hands-free, and blue tooth devices while driving a school bus.

## 4.13 School Bus Incident

### Definition

“Any incident involving any vehicle used to transport students with or without students on board, resulting in or with a potential of, an injury or claim of injury by any party an injury or claim of injury by any party, property damage, no matter how minor and no matter where it occurs, will be considered a school bus incident.”

### Driver Reporting Requirements

Bus drivers are required to report any incidents regardless of severity by completing and submitting either an SD8 Accident/Incident Form (M8) for non-vehicle incidents, and an M.12 for incidents involving vehicles, to their supervisor.

After a vehicle incident the school district has a legal responsibility to notify the police without delay. If it is a minor incident the police may issue a police file number. If the incident is more serious, the police will attend the scene.

For incidents of a more serious nature which occur at a time or place where the Transportation office, or local school cannot be reached by radio, or the radio is not functioning, the driver will immediately attempt to report the incident to the local police by whatever means necessary and will attempt to contact the appropriate Transportation or School staff as soon as reasonably possible using their emergency contact numbers.

In the event of a minor incident drivers may continue on their scheduled route but are required to report the incident details after completion of the route

### Incident Site Requirements

For more serious incidents involving significant damage to bus, or where the damage renders the vehicle inoperable, or where there has been personal injury to the driver or student(s), the bus should not be moved until police or school officials arrive at the scene.

The bus must not be left in a location at the site where it is at risk of damage or impact, If this is not possible then appropriate traffic control measures must be implemented to ensure safety to workers, students, and other users of the road,

Transferring of students from a disabled bus to another vehicle for transport away from the incident site must only be completed when it is safe to do so. The district will provide alternate transportation unless the driver is given permission to continue with his/her route.

### Medical Evaluation of Students

When an incident occurs the following will occur:

- All students must be examined by qualified medical personnel (ambulance attendant, paramedic, doctor, or nurse) before being allowed to leave the site, return to school, or be released to the care of a parent or guardian,
- If such an examination is not practicable at the incident site all students will be transported to the nearest qualified medical facility where such an examination can occur,
- There will be no exceptions to this examination even if the student shows no sign of injury,

### Custody of Students

After a school bus incident all students will remain in school custody (under supervision of the driver, teacher, supervisor, teacher in charge as applicable) unless transported by ambulance for medical attention or unless given permission of the driver (or other supervising staff member) to leave. Permissions must be recorded.

Staff shall report students who leave without permission to the principal. Students may not be given permission to leave except with a parent or parental designate. Students may not be given permission to leave if there is a possibility that they may be in need of medical attention except if released into the custody of a parent or guardian and the parent signs a statement assuming responsibility for ensuring the student receives any required medical attention and agreeing to report back to the school.

#### 4.13 School Bus Incident (cont'd)

##### Parent/Guardian Notification

- Parents/guardians will be notified by telephone as soon as possible after an incident involving school children,
- The appropriate school Principal(s) and/or his or her designate(s) will make the telephone calls,
- On extra-curricular trips this information is to be conveyed to the local Principal or designate(s) by the Teacher in charge of the students on the trip,
- All communications and attempts at communication are to be documented,
- If the appropriate Principal(s) or designates(s) is unavailable, the Superintendent of Schools, the Secretary-Treasurer, or the Director of Operations will determine how parents can best be notified in a timely fashion.

#### 4.14 Bus Evacuation Practices and Procedures

##### Practice:

- To have all students and drivers confident in the event of an evacuation.
- Knowing where to go and what to do.
- Knowledge of different evacuation procedures to accommodate different bus styles. (e.g.: side door, back door, etc.)

There are four types evacuation procedures. They are front, rear, split, side evacuation. Helpers assist the students off of the bus and the leader goes to a safe waiting place with the other passengers.

The following applies for bus evacuations:

1. All loose articles including jackets, books, packs, etc. must be left on the bus.
2. Students will remain seated until it is their turn to unload.
3. When unloading using the front door, students will unload from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to second, third, etc. (Drivers are encouraged to use this procedure in the normal unloading of their vehicles)
4. When unloading using the back door, students will unload from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
5. When using both front and rear doors, both of the above procedures will apply.
6. Students leaving the bus via the back door must crouch, extend their arms to the monitors and hop down.
7. Students will congregate with the leader at a safe distance from the emergency scene, away from the traffic and act in a quiet orderly manner.
8. They must remain in this fashion until further directions are given by either the driver or the monitor.
9. The "Buddy" system (*and the student bus list*) will be used in order to facilitate a quick check as to ensure that all passengers are accounted for.
10. After the last student leaves the bus, the driver will walk through the bus (unless unsafe) to check that all have been evacuated. He/she will be the last to leave and will remove the keys from the ignition, the student manifest and the first aid kit. Place radio outside of the window.
11. In the event that the driver is injured, a monitor near the front of the bus will assume authority. He/she will turn off the key, assist passengers to remain calm; arrange for assistance for the driver. The driver should be removed by older students if he is assessed to be in further danger by remaining on the bus.
12. This procedure shall apply during extracurricular activities as well as regular bus routes.

#### 4.14 Bus Evacuation Practices and Procedures (Cont'd)

Further Assistance from Students:

Teaching responsible students how to be a helper, a leader, how to assist in the evacuation of the bus, how to operate a two way radio, how to turn off the bus, how to apply brakes and run an evacuation in the event that the driver is unable to do so. If necessary, also teaching them how to find and release the first aid kit, fire extinguisher and where to locate the student bus list

Organize Bystanders to Render Assistance:

A collision scene is frequently chaotic. In addition to those who are actually involved, there are also bystanders around to see what's happening. In a very short time, bedlam can reign. It's hardly the type of situation that results in cool, calm thinking. Yet, that is exactly what is required.

Most people who find themselves at the scene of 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 at the scene. However, if you take charge and approach them in a calm, definitive manner, they can help you bring the collision scene under control by performing the following tasks:

- Render first aid assistance,
- Find witnesses,
- Directing traffic,
- Setting out emergency/safety devices to protect the scene, as required,
- Obtaining blankets, bandages, etc,
- Notifying medical, police and/or school authorities,
- Supervising passengers.

There are many ways in which you could recruit others to help you. To maximize your chances of gaining cooperation and getting the job at hand done, the following points are suggested for organizing others to help you.

- Remain calm at all times. This will install confidence and increase the chances that they will be willing to follow your instructions,
- Select responsible individuals to help,
- Ask for their cooperation to carry out a specific task,
- Outline the directions for your request briefly, but clearly, keeping to the point,
- Ask your assistant to repeat the directions back to you to ensure that they clearly understand what is required. They may seem somewhat formal and unnecessary, but rest assured that it is important. The extra few seconds it may take is a good investment. This is not the time for people to be coming back with the right solution to the wrong problem,
- Upon completion of the task, have the assistants report back to you on the successful completion.

#### 4.15 Missing Students

To locate a bus student who has not arrived at school in the morning or home in the afternoon as quickly as possible through efficient and accurate communication.

- The parent/guardian will contact the school or Transportation Office.
- The school/Transportation Office contacts the Transportation Coordinator or designate on the radio or on their cell phone

#### **4.15 Missing Students (cont'd)**

- The Transportation Coordinator or designate will check with the bus driver if the student was on the bus, and/or ask if any of the drivers have seen the student.
- The Transportation Coordinator or designate will advise the school/Zone Office as to whether or not the student was on the bus.
- The school/Zone Office will notify the parent/guardian

#### **4.16 Onboard Medical Emergencies**

To ensure that medical emergencies are handled quickly and efficiently for the safety of the students and/or the bus driver.

For a Student Medical Emergency, the driver will:

- Administer first aid to the best of your ability,
- If the situation exceeds your ability to administer first aid, call for an ambulance (911)

For a Bus Driver Emergency, the students will:

- use the radio to call for assistance (Using the Bus Safety Program, students should be taught how to use the radio, turn off the bus, for emergent situations) .

#### **4.17 Onboard Violence**

**Driver's procedure to ensure that incidents of violence, verbal or physical, are handled quickly and efficiently for the protection of the students and/or the bus driver.**

- Assess the scope of violence - remain calm,
- Pull school bus over at a safe place on the road and use the radio to call for assistance from fellow drivers or base if necessary,
- Secure school bus by applying park brake, shut off the engine,
- May need to evacuate the school bus to deal with situation (i.e.: weapons involved),
- Separate persons involved if possible,
- Caution to be taken where the safety of the students or bus driver are jeopardized,
- Inform other drivers when the situation is corrected,
- Situation of this type will automatically result in suspension and a Step 4 discipline as per SD No.8 Discipline Procedures,
- Driver will complete a School District No. 8 Violent Incident Report.

## 4.18 Bus Boarding by Adults

Each driver encounters parents at bus stops almost daily. Parents are encouraged to come to the stop and see their children off to school on the bus and to meet them in the afternoon.

1. When approaching a bus stop, if you notice something unusual, or have a concern about an adult at the stop, please call out on your radio.  
**“This is (name); I am at (stop name, or location). Please stand by...”**  
This will alert all other drivers within radio range that they are to stop chatter until the notice is cleared as OK.
2. After you stop the bus (off the road) - set the brake and turn your seat towards the stairwell to face the students when they are disembarking or boarding.
3. Open the door, watch students exit and enter the bus. If an adult indicates in any manner that they may attempt to board the bus:
  - Raise your arm with the palm facing the person and state **“I’m very sorry sir/madam, I can not allow you to board the bus.”**
  - If the adult persists on boarding the bus place your right hand on the seat on the opposite side of the aisle indicating that they way is closed.
  - Keep your left hand, palm down on your lap and say in a friendly tone **“I’m very sorry sir/madam, I am not allowed to let you on the bus” or “Please tell me how I can help you.”**
  - **Do not place yourself in harms way.**
  - **If the adult is not responsive to your direction call on the radio “All Drivers please Stand By, Adult boarding bus, need help.” Indicate your location**
  - **If you feel it is warranted ask for the Police to be notified.**
  - **Base radio will immediately respond by calling the police and informing them that an adult has forced their way onto a school bus. The wording to use is “Unknown disturbance on the school bus at (location) - Police presence required.”**
4. If the adult simply need to speak to a student, please listen attentively and politely and do what you can to help. If the adult does not find this satisfactory inform them to call the Transportation Coordinator.
5. If they ask to have an item retrieved from the back of the bus and claim it is something that belongs to their child:
  - **Do not leave your seat.**
  - Get a description of the item and tell them you will look for it when you are able and that they should call the Transportation office (250-354-4871 or 250-428-5329).
6. If the adult is upset or angry about issues such as route times, student behavior, stop issues, etc please refer them to either the Nelson or Creston Transportation Coordinator.
7. If applicable a Threat/Violence Report (M.17) must be completed.

#### 4.19 Bus Breakdowns

To ensure the safety of students and alternate transportation in the event of a mechanical breakdown the driver will:

1. Stop the bus off of the road to the right of the roadway if possible, or on the shoulder of the road.
2. Activate the four-way emergency flashers if appropriate, and engage the parking brake.
3. Keep the students on the bus if it is safe; if not, have them leave the bus and move to a safe area.
4. Set out the triangular reflectors, if necessary (30 meters in front, 60 meters behind).
5. Chock the wheels, if necessary.
6. Help options: **(Bus Driver/Teacher must remain with the students at all times)**
  - Regular Bus Route
    - First choice is to use the bus radio to contact the Transportation Coordinator or the home base,
    - Second choice would be to have at least two passing motorists call for help.
  - Out of Town Trips
    - After hour trips - contact numbers of the Transportation Coordinator, Backup Transportation Coordinator, Manager of Operations or Director of Operations,
    - If using the non radio options above (sending someone for help) write down the information they will need for the call such as phone numbers, what the problem is, where the bus is located, and whether a replacement bus is required.
6. Ensure that all students are delivered safely to their destination.
7. A written report on the cause and circumstances of the breakdown is to be forwarded to the District Operations Office.
8. The Transportation Coordinator will notify the District Operations Office.
9. If necessary the Transportation Coordinator will provide a written report.

#### 4.20 Hi-Vis Apparel

Effective October 1, 2013 all school bus drivers Operations are required to wear hi-vis apparel in the following circumstances:

Whenever working at the following locations:

- a. Nelson Operations, 90 Lakeside Drive, inside the fenced yard,
- b. Creston Bus Garage, 1427 NW Blvd, inside the fenced yard and compound including the parking area,
- c. Bus Compound, Brent Kennedy Elementary, South Slocan
- d. Winlaw YRB Yard, Winlaw
- e. Bus parking area, Crawford Bay Elem-Sec School, Crawford Bay
- f. Kaslo Bus Garage, JV Humphries Elem-Sec School,
- g. Any bus parking area outside of the above locations including school sites, private parking lots, private residences, and public roadways,

Bus drivers are exempt from wearing hi-vis apparel when operating a school bus but are required to wear them when outside the vehicle.

#### 4.21 Footwear

Footwear should be both safe and appropriate. As an example, footwear that has either open toes, no heel securement, and/or heels in excess of 40mm are not permitted.

End of Section 4.0

## 5. Vehicle Maintenance

### 5.1 Body Work and Touch Ups

Mechanics will report all major body work required to the Transportation Coordinator or in their absence to the Operations Supervisor.

Annually, buses will have:

- Touch ups for rock chips.
- Bumpers painted if they are extremely rock chipped.
- Touch ups on rivet heads where needed.
- Decals replaced if peeling or missing.

### 5.2 Bus Shop Housekeeping

To have a safe and clean working environment for the purpose of quick and efficient repair the mechanic or designate will:

*Daily*

- Clean and put all tools away,
- Clean oil, grease, spills off of the floor right away,
- Wind up hoses and cords,
- Sweep floor if possible,
- Put all freight away.

*Weekly*

- Hose down the floor (Fridays if possible),
- Wipe down all benches,
- Empty garbage cans,
- Blow down nooks and crannies and equipment.

*Annually*

- Service all equipment (jacks, hoists, etc.),
- Paint equipment if necessary.

### 5.3 Bus Washing/Housekeeping

To provide safe, healthy and clean transportation to students, to remove salt, bugs, grime and to lengthen the longevity of the bus, buses will be:

*Daily*

- Bus drivers will sweep the floor of the bus.

*Weekly*

- Wash the outside of the bus **at least** once a week,
- Mop the inside of the bus **at least** once a week (MVAR 11.10)
- Wash the seats in the bus **at least** once a week,
- Bus drivers need to wipe down the dash and the windshield,
- Clean inside windows if required,
- **Note: Frequency of cleaning may need to be daily depending on conditions.**

*Monthly*

- Clean the inside of all the windows.

*Annually*

- Remove all seat cushions and wash,
- Blow out under the dash, heaters, and under the heaters,
- Clean and wax the floors,
- Wash down the entire inside of the school bus to disinfect.

## 5.4 Fire Extinguishers

To be prepared to extinguish or slow any fire that may occur drivers will:

### *Daily*

- Visually inspect fire extinguisher,
- Check the type of extinguisher,
- Check the gauge for charge,
- Ensure mounting is secure,
- Check the trigger pin and seal.

### *Weekly*

- Check inspection date,
- Check nozzle for obstructions,
- Check for signs of rust and the name plate.

### *Annually*

- The District Transportation Office will coordinate an annual inspection of all fire extinguishers by a certified fire equipment protection company.

## 5.5 Preventative Maintenance Program

For the safety of the students it is necessary to effectively maintain, monitor and record the mechanical condition of a piece of equipment which is on the preventative maintenance program.

**Only “authorized” personnel will undertake these types of inspections and repairs.**

### *Records*

- Service sheet to be completed for every service,
- Work orders to be completed with date and mileage for everything that is done to the school bus,
- To have the pre-trip sheet when the bus driver has recorded a problem, signed, dated and attached to the work order,
- Maintain binders for each piece of equipment on the program that includes all previous work orders, service sheets and inspection reports by the inspector.

### *Shop*

- Have all necessary tools and equipment,
- Have proper qualifications,
- Maintain a clean work environment.

### *Annually*

- Inspected for housekeeping, tools, equipment, paper work, attitude, quality security and qualifications.

### *Recording:*

- All inspection reports, invoices and documents related to the records of each vehicle will be maintained at the transportation shop,
- Motor Vehicle Inspector will monitor for compliance.

## 5.6 Scheduled Servicing

To effectively monitor and log the state of repair of each piece of equipment on the PM Program and to prevent the premature failure of components buses will be:

- Greased every 2000 kms.
- Service as well as changing oil and filters to a maximum of 14000 kms. (for diesel),
- Bus driver is to inform the mechanic in writing when their bus is due for service.

### Recording

- For each grease or service a service sheet will be completed with the unit #, date and mileage, all items checked off, indication of work that was done or what work is required in the future.
- Service sheet will be filed in the appropriate bus binder and/or on the computer,
- Work that was performed will also be recorded on the vehicle work order,
- Recall notices will be placed on file along with the date that the correction or repair was completed.

## 5.7 Summer Maintenance

To inspect and perform repairs and touch ups that are too involved and lengthy procedures to perform during the regular school year mechanics will:

### *Annually*

- Touch up any paint that is required,
- It is a requirement that all wheels on the bus are removed a minimum of once a year to inspect, lube or replace brake components,
- At the very least the mechanics will meet the manufacturers' minimum recommendations for inspection and maintenance of brake components,
- Test drive all school buses for conditions that the driver may have overlooked,
- Prepare for another year of problem free driving.

## 5.8 Tires

To ensure that all tires on the school bus/vehicles are in good condition for safe transportation tires will be:

- Inspected daily by the bus drivers,
- Inspected and pressure check and adjusted every service,
- Replaced when defect is detected, or when worn to the limit set by Government Standards,
- Bandage recaps on rear only,
- Stocked at least one full set of mounted tires.

## 5.9 Windshields and Other Glass

To transport students safely by repairing or replacing any damaged windshield/other glass that may obstruct the driver's vision and to conform to the MVA Regulations Div. 7.05 drivers will:

- Inform the mechanic of all cracks and stone chips on the windshield,
- Inform the mechanic of any clouding of entry door windows, driver's side windows and the first two windows back on either side of the school bus,
- Remove Bugs, dirt, snow and ice daily.
- Clean inside windshield weekly.

## 5.10 Bodily Fluids

To ensure that all employees safely and effectively handle any/all bodily fluids, all personnel must wear appropriate protection when handling or working around bodily fluids. All bodily fluids should be assumed to be infectious.

### **Vomit**

- Wear disposable gloves,
- Sprinkle with megasorb,
- Clean up using paper towel,
- Place paper towel in separate garbage bag,
- Disinfect exposed area by cleaning with germicidal cleaner,
- Wipe area with clean paper towel,
- Dispose of paper towel in same garbage bag,
- Dispose of gloves in same garbage bag,
- Seal garbage bag and place in the garbage bin,
- Wash hands.

### **Blood**

- Wear disposable gloves,
- Visible material should be removed with paper towel to ensure against direct contact with the blood,
- Place paper towel in separate garbage bag,
- If splashing is anticipated protective eye wear and a smock should be worn,
- Decontaminate exposed area with germicidal cleaner,
- Wipe area with paper towel,
- Dispose of paper towel in same garbage bag,
- Dispose of gloves in same garbage bag,
- Seal garbage bag and place in the garbage bin,
- Wash hands.

### **Urine/Feces**

- Wear disposable gloves,
- Wipe excessive waste with paper towel,
- Place paper towel in separate garbage bag,
- Disinfect area with germicidal cleaner,
- Wipe area with paper towel,
- Dispose of paper towel in same garbage bag,
- Dispose of gloves in same garbage bag,
- Seal garbage bag and place in the garbage bin,
- Wash hands.

## **6 Appealing Decisions**

### **6.1 Appeal Process**

Anyone may appeal decisions made under these procedures after pursuing the matter through the appropriate administrative personnel. All appeals must be presented to the Board in writing addressed to the Superintendent.

## **7 Transportation Memos and Other Information**

### **7.0 Transportation Memos**

Memos and/or information issued by management specific to student transportation.

## Appendixes

Student Bus Registration Form	
School Bus Pass	T1.a. (example #1)
School Bus Pass	T1.b. (example #2)
Transportation Request	M3
Transportation Request	M3(a)
Accident/Incident Form	M8
Bus Operator's Daily Log	M10
Bus Discipline Report	M.11
Accident Report form	M.12
Safety Hazard Report	
Threat/Violence Report	



## STUDENT BUS REGISTRATION

**Parent Name:** \_\_\_\_\_  
 (Please print)

Student Name	Age	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Physical Address (including Fire #)** \_\_\_\_\_  
 \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
 (if different from physical address) \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Medical Alerts:** \_\_\_\_\_  
 \_\_\_\_\_

**Note:**  
 With the exception of extracurricular activities, the students(s) listed above will be riding a bus at least four (4) days per week. Those not riding a bus on a four (4) day per week basis may not be assigned a seat.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Parent or Guardian)

**OFFICE USE ONLY**

Driver's Name: \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
 Bus # \_\_\_\_\_ Bus # \_\_\_\_\_  
 Route # \_\_\_\_\_ Route # \_\_\_\_\_  
 AM Pickup time \_\_\_\_\_ PM Drop off time \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
 Bus # \_\_\_\_\_ Bus # \_\_\_\_\_  
 Route # \_\_\_\_\_ Route # \_\_\_\_\_  
 AM Pickup time \_\_\_\_\_ PM Drop off time \_\_\_\_\_

## SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

### Procedure and Code of Conduct for Bus Students

The Board of Education of School District No. 8 (Kootenay Lake) expects that every person using the district bus services will ensure that each bus trip is a safe and pleasant experience for all passengers and drivers. Every person using the bus will demonstrate a concern for safety and respect for their fellow passengers and the bus by observing the following rules and regulations on all regular routes and extra-curricular trips.

1. Riders shall arrive at their designated stop a minimum of five minutes prior to the published time and line up and enter the bus in an orderly manner.
2. Riders shall sit in the seats assigned by the driver and will cooperate with the driver in accommodating other students' needs, (e.g. seating three to a seat).
3. Riders must remain seated and orderly at all times when the bus is in motion so the driver will not be distracted.
4. Eating of lunches and snacks shall be allowed at the discretion of the driver. If abused, this privilege may be suspended. No litter shall be left on the bus by students.
5. After disembarking, if riders need to cross the road to their designated stop, they shall do so three (3) metres in front of the stopped bus and only on the signal of the bus driver. Crossing the road behind the bus is dangerous and not permitted.
6. Small band instruments, or other carry-on items may be taken on the bus provided the item :
  - will fit on a student's lap safely,
  - not be above the seat in front,
  - is properly housed or contained in an approved case/container,
  - will not create unsafe conditions for other passengers.Skateboards must be contained in a bag pre-approved by the Transportation Coordinator.
7. Smoking and the lighting of fires/matches is strictly prohibited.
8. Disrespect, inappropriate behaviour and/or the use of profanity is prohibited.
9. The consumption or transport of alcohol, drugs, narcotics, or any other illegal substances is prohibited.
10. Students using the bus system less than four (4) days per week will NOT be guaranteed a seat.
11. The Principal may, upon written request from the parent, give a non-registered student permission to ride the bus on a one-time basis as a courtesy. Such requests are permitted but must adhere to existing bus routes and stops.
12. All student riders are required to disembark at the school or their designated stop unless a parent, guardian, or School Administration gives prior written or personal approval to disembark at another approved stop.
13. Students shall abide by the same code of behaviour as would be expected at their school. The School Principal has the authority under the School Act to discipline any student who misbehaves while travelling on a bus both to and from school, which also includes bus stops.

**NOTE:** Each driver has complete authority over his/her bus. Principals and Vice-Principals at each school recognize and support the Driver's authority over all passengers. Should any student not comply with the above Code of Conduct, the Transportation Coordinator and/or Principal may suspend riding privileges or initiate other disciplinary measures.

#### Dear Parent/Guardian:

Please sign this form indicating you have read and agree with the above "Code of Conduct for Bus students."  
Please return this to your child's bus driver before the end of September or bus privileges may be denied.

**Students Signature:** \_\_\_\_\_

**Parent's/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

 <p>Tl.a.</p>	 <p>Tl.a.</p>
<p align="center"><b>School District No. 8 (Kootenay Lake) School Bus Pass</b></p>	<p align="center"><b>School District No. 8 (Kootenay Lake) School Bus Pass</b></p>
<p align="center"><b>Date</b></p>	<p align="center"><b>Date</b></p>
<p align="center"><b>Student</b></p>	<p align="center"><b>Student</b></p>
<p align="center"><b>Bus Route/Driver</b></p>	<p align="center"><b>Bus Route/Driver</b></p>
<p><b>Please sign only A or B, <u>not</u> both</b></p>	<p><b>Please sign only A or B, <u>not</u> both</b></p>
<p><b>A. This student is not registered to ride on the school bus indicated here but is given permission as a courtesy rider for only the date indicated on this form.</b></p> <p>_____</p> <p align="center"><b>Principal Signature</b></p>	<p><b>A. This student is not registered to ride on the school bus indicated here but is given permission as a courtesy rider for only the date indicated on this form.</b></p> <p>_____</p> <p align="center"><b>Principal Signature</b></p>
<p><b>B. This student is a registered bus rider and has permission to get off of the bus at a different stop today. Please drop him/her off at:</b></p> <p>_____</p> <p>_____</p> <p align="center"><b>Principal Signature</b></p>	<p><b>B. This student is a registered bus rider and has permission to get off of the bus at a different stop today. Please drop him/her off at:</b></p> <p>_____</p> <p>_____</p> <p align="center"><b>Principal Signature</b></p>
<p><b>Comments:</b></p>	<p><b>Comments:</b></p>

	
_____ <b>School Bus Pass (T1.b.)</b>	
Date: _____ Student: _____ Phone Number: _____ Bus requested: _____	
Check one (not both) <input type="checkbox"/> This student is not registered on the bus indicated above but is requesting permission as a courtesy rider for the above date only.	
<input type="checkbox"/> This student is a registered rider of this bus and has permission to get off at a different stop today. Please let him/her off at: _____ _____	
_____ Signature of parent or staff	

	
_____ <b>School Bus Pass (T1.b.)</b>	
Date: _____ Student: _____ Phone Number: _____ Bus requested: _____	
Check one (not both) <input type="checkbox"/> This student is not registered on the bus indicated above but is requesting permission as a courtesy rider for the above date only.	
<input type="checkbox"/> This student is a registered rider of this bus and has permission to get off at a different stop today. Please let him/her off at: _____ _____	
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<input type="checkbox"/> This student is a registered rider of this bus and has permission to get off at a different stop today. Please let him/her off at: _____ _____	
_____ Signature of parent or staff	

	
_____ <b>School Bus Pass (T1.b.)</b>	
Date: _____ Student: _____ Phone Number: _____ Bus requested: _____	
Check one (not both) <input type="checkbox"/> This student is not registered on the bus indicated above but is requesting permission as a courtesy rider for the above date only.	
<input type="checkbox"/> This student is a registered rider of this bus and has permission to get off at a different stop today. Please let him/her off at: _____ _____	
_____ Signature of parent or staff	

**DRIVER'S DAILY LOG (24 HOURS)**  
**USE TIME STANDARD AT HOME TERMINAL**

1. CYCLE 2.  
 70 HR / 7 DAY  120 HR / 14 DAY

IF DEFERRED OFF DUTY  
 DAY 1  DAY 2

NAME OF CARRIER \_\_\_\_\_ ENDING ODOMETER \_\_\_\_\_ STARTING ODOMETER \_\_\_\_\_ KMS DRIVEN TODAY \_\_\_\_\_ DAY \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

MAIN OFFICE ADDRESS \_\_\_\_\_ DRIVER'S NAME IN FULL (PLEASE PRINT) \_\_\_\_\_ NAME OF CO-DRIVER (PLEASE PRINT) \_\_\_\_\_

ADDRESS OF ORIGINATING TERMINAL \_\_\_\_\_ DRIVER'S SIGNATURE \_\_\_\_\_ TRUCK LICENSE PLATE # \_\_\_\_\_

	1.		2.		TOTAL TRUCK HOURS TODAY
	DESTINATION	TRAILER LICENSE PLATE #	TRAILER LICENSE PLATE #	TOTAL HOURS	
DAY START TIME (IF OTHER THAN MIDNIGHT)					
1. OFF DUTY	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24				
2. SLEEPER BERTH	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24				
3. DRIVING	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24				
4. ON DUTY (NOT DRIVING)	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24				
REMARKS	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24				

24 HOURS

MANIFEST/BILL OF LADING # \_\_\_\_\_ SHIPPER & COMMODITY \_\_\_\_\_

PREVIOUS 14 DAYS	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	TOTAL HOURS ON DUTY														
TOTAL HOURS OFF DUTY															

ENTER NAME OF PLACE YOU REPORTED; WHERE RELEASED FROM WORK; WHEN AND WHERE EACH CHANGE OF DUTY OCCURRED.

PERSONAL USE  
 END ODO \_\_\_\_\_ START ODO \_\_\_\_\_

**DRIVER'S DAILY VEHICLE INSPECTION REPORT**

PRE-TRIP  POST-TRIP

CARRIER \_\_\_\_\_ LOCATION OF INSPECTION \_\_\_\_\_ TRACTOR/TRUCK LIC. PLATE # \_\_\_\_\_ JURISDICTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ INSPECTION DATE \_\_\_\_\_ INSPECTION TIME \_\_\_\_\_ TRAILER #1 LIC. # \_\_\_\_\_ JURISDICTION \_\_\_\_\_

CITY \_\_\_\_\_ VEHICLE MAKE / MODEL \_\_\_\_\_ ODOMETER (MILES / KM) \_\_\_\_\_ TRAILER #2 LIC. # \_\_\_\_\_ JURISDICTION \_\_\_\_\_

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1 and / or jurisdiction legislation.

No Defects Found

Inspector / Driver's Name Print \_\_\_\_\_ Inspector / Driver's Signature \_\_\_\_\_ Driver's Signature (if different from Inspector) \_\_\_\_\_

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER REMARKS REFER TO ACCOMPANYING SCHEDULE 1 TO IDENTIFY DEFECTS

- |   |                                    |  |   |
|---|------------------------------------|--|---|
| <p><b>TRACTOR/TRUCK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brake Adjustments</li> <li><input type="checkbox"/> Brake Connections</li> <li><input type="checkbox"/> Cargo Securement</li> <li><input type="checkbox"/> Coupling Devices</li> <li><input type="checkbox"/> Dangerous Goods Placard/Holder</li> <li><input type="checkbox"/> Frame &amp; Cargo Body</li> <li><input type="checkbox"/> Inspection Decal</li> <li><input type="checkbox"/> Lamps &amp; Reflectors</li> <li><input type="checkbox"/> Plate Validation Sticker</li> <li><input type="checkbox"/> Suspension System</li> <li><input type="checkbox"/> Tires</li> <li><input type="checkbox"/> Wheels/Hubs/Fasteners</li> </ul> | <p><b>TRAILER #</b></p> <p>1 2</p> | <p><b>TRACTOR/TRUCK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Air Brake Adjustments</li> <li><input type="checkbox"/> Brakes - Pedal/Booster/Gauges</li> <li><input type="checkbox"/> Brakes - Warning Lights: Low Pressure, Vacuum/Failure</li> <li><input type="checkbox"/> Compressor</li> <li><input type="checkbox"/> Hoses &amp; Connections</li> <li><input type="checkbox"/> Hydraulic Brake Fluid</li> <li><input type="checkbox"/> Parking Brakes</li> <li><input type="checkbox"/> Battery</li> <li><input type="checkbox"/> Defroster/Heater</li> <li><input type="checkbox"/> Documents - Registration, etc.</li> <li><input type="checkbox"/> Driver Controls</li> <li><input type="checkbox"/> Driver Seat</li> </ul> | <p><b>TRACTOR/TRUCK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Equipment/Safety Devices</li> <li><input type="checkbox"/> Exhaust System</li> <li><input type="checkbox"/> Fifth Wheel</li> <li><input type="checkbox"/> Fuel System</li> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Glass &amp; Mirrors</li> <li><input type="checkbox"/> Horn</li> <li><input type="checkbox"/> Pintle Hook</li> <li><input type="checkbox"/> Power Steering System</li> <li><input type="checkbox"/> Radiator</li> <li><input type="checkbox"/> Steering Mechanism</li> <li><input type="checkbox"/> Towing Attachment</li> <li><input type="checkbox"/> Windshield Wiper/Washer</li> </ul> |
|---|------------------------------------|--|---|

Vehicle/Load: Height/Width (MB Reg. 95/2008)	/
	/
	/

DEFECTS EN ROUTE \_\_\_\_\_

REMARKS \_\_\_\_\_

Above defects corrected  Above defects need not be corrected for safe operation of vehicle

Signature of Authorized Repair Person \_\_\_\_\_ Date \_\_\_\_\_ Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_



**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**

**ACCIDENT/INCIDENT REPORT FORM**

*(to be forwarded to District Safety Committee, c/o Larry Brown)*

Date
Name of Person Reporting Accident/Incident
Time and Date of Accident/Incident
Location of Accident/incident
Description of Accident/Incident
Name(s) of Witnesses

<b>(For Safety Committee Use Only)</b>	
Was written safe work procedure established and available? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Was it adequate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Was this safe work procedure used in training the employee? <input type="checkbox"/> YES <input type="checkbox"/> NO
Results of accident/incident	
Basic cause	
Corrective measures taken	

Resolved (No further action required)

\_\_\_\_\_  
Director of Operations

cc: Employee  
Safety Committee members

*Revised Jan/06*





## SCHOOL DISTRICT #8 (KOOTENAY LAKE) ACCIDENT REPORT FORM

DATE OF ACCIDENT		DATE REPORTED		TIME (24 HOUR)		1 <input type="checkbox"/> NON-REPORTABLE		2 <input type="checkbox"/> PROPERTY DAMAGE OVER \$400		3 <input type="checkbox"/> PERSONAL INJURY		5 <input type="checkbox"/> FATAL		6 <input type="checkbox"/> H & R			
POLICE 1 <input type="checkbox"/> ATTENDED		2 <input type="checkbox"/> DID NOT ATTEND															
CITY, MUNIC. TOWN, DISTRICT, VILLAGE				ACCIDENT LOCATION	ON _____											AT _____	
DRIVER LICENCE NO.				EXPIRY	CLASS	PROV./STATE		DRIVER LICENCE NO.				EXPIRY	CLASS	PROV./STATE			
LAST NAME				FIRST NAMES				LAST NAME				FIRST NAMES					
ADDRESS								ADDRESS									
BUSINESS ADDRESS								BUSINESS ADDRESS									
								BUSINESS TELEPHONE				BUSINESS TELEPHONE					
BIRTH DATE		SEX	HOME TELEPHONE			VEH. COLOR		BIRTH DATE		SEX	HOME TELEPHONE			VEH. COLOR			
Y	M	D						Y	M	D							
VEH. PLATE NO.		PROV./STATE	YEAR & VEH. MAKE		VEH. STYLE		VEH. PLATE NO.		PROV./STATE	YEAR & VEH. MAKE		VEH. STYLE					
TRAILER/TOWED VEH. PLATE NO.		PROV./STATE	TRAILER/TOWED VEH. PLATE NO. PROV./STATE														
OWNER NAME AND ADDRESS								OWNER NAME AND ADDRESS									
																	
DIRECTION OF TRAVEL <b>N I E W I S T P</b> ON _____				DIRECTION OF TRAVEL <b>N I E W I S T P</b> ON _____				SEVERITY				SEVERITY					
SEVERITY				VEH. 1 DAMAGE \$				VEH. 2 DAMAGE \$				SEVERITY					
<b>PRIMARY ACCIDENT OCCURRENCE</b>																	
																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
VEHICLE TOWED TO/BY				OTHER PROPERTY DAMAGE - DESCRIBE				VEHICLE TOWED TO/BY									

Jan/06