

Northland School Division

STUDENT TRANSPORTATION



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Operator Handbook

Created and Implemented September 2020

TABLE OF CONTENTS

Section A: School Bus Drivers

A.1	Bus Driver Qualifications	6
A.2	Bus Driver Duties and Responsibilities	6
A.3	Lead Hands	8
A.4	Payroll	8
A.5	Expense Claims	9
A.6	Speed Limit	9
A.7	Documents	9
A.8	Appearance	10
A.9	Attitude	10
A.10	Fit to Drive	11
A.11	Confidentiality	11
A.11.1	Social Media	11
A.12	Reliability	12
A.12.1	Spare Bus Driver Procedure	12
A.13	Smoke-free Environment	13
A.14	Cell Phone Usage	13
A.15	Northland Email	13
A.16	GPS	13
A.17	Bus Parking	13
A.18	Cleaning Schedule	14

Section B: Standard Operations

B.1	Video surveillance	16
B.2	Use of the AM/FM Radio	16
B.3	Child Check-Mate System	16
B.3.1	How to DISENGAGE the Child Check-Mate System	16
B.4	Items allowed on school buses	17
B.5	Seating Capacity	17
B.6	Pre-School children	18
B.7	Field Trips	18
B.8	Route Planning	20
B.9	Dry Run	20
B.9.1	Introductory Phone Call	20
B.10	Late or Canceled Bus Notifications	21
B.11	Students Late at Bus Stop	22
B.12	Designated Stops	23
B.13	Alternate Arrangements	23
B.13.1	Students From Outside Communities	23
B.14	Loading and Unloading	24
B.15	Entering Private Property	24
B.16	Complaint Process	24
B.17	Mechanical Breakdown	25
B.18	Idling	26
B.19	Adult Riders	26
B.20	Transfers	27
B.21	Summer Parking	27

Section C: Safety Procedures

C.1	Danger Zones	30
C.2	Route Assessment Process	31
C.3	Safe bus stop locations	31
C.4	Turn Around	32
C.5	Alternating Flashing Lights	32
C.5.1	Passing while lights are flashing	34
C.6	Railway Crossings	34
C.7	Inclement Weather	35
C.7.1	Bus driver procedure for late or canceled bus runs	35

Section D: Student Management

D.1	Preventing problem behavior	38
D.2	Seating plans	39
D.3	Discipline process	40
D.3.1	Incident Reporting	41
D.3.2	Suspension of Students	42
D.3.3	Intoxicated Students	42
D.3.4	Vandalism / Damaged Bus Seats	42
D.4	Bullying	43
D.5	Transporting Students in Wheelchairs	44
D.6	Transporting Students in Safety seats and harness	45

Section E: Emergency Procedures

E.1	Accident Procedures	48
E.1.1	Mechanical Breakdown	48
E.1.2	Off Site Transfers	48
E.1.3	Bus Damage	48
E.2	Advance Warning Triangles	49
E.3	Emergency Bus Evacuations	50
E.3.1	Evacuation Procedures	50
E.3.2	Practice Evacuation Drills	51

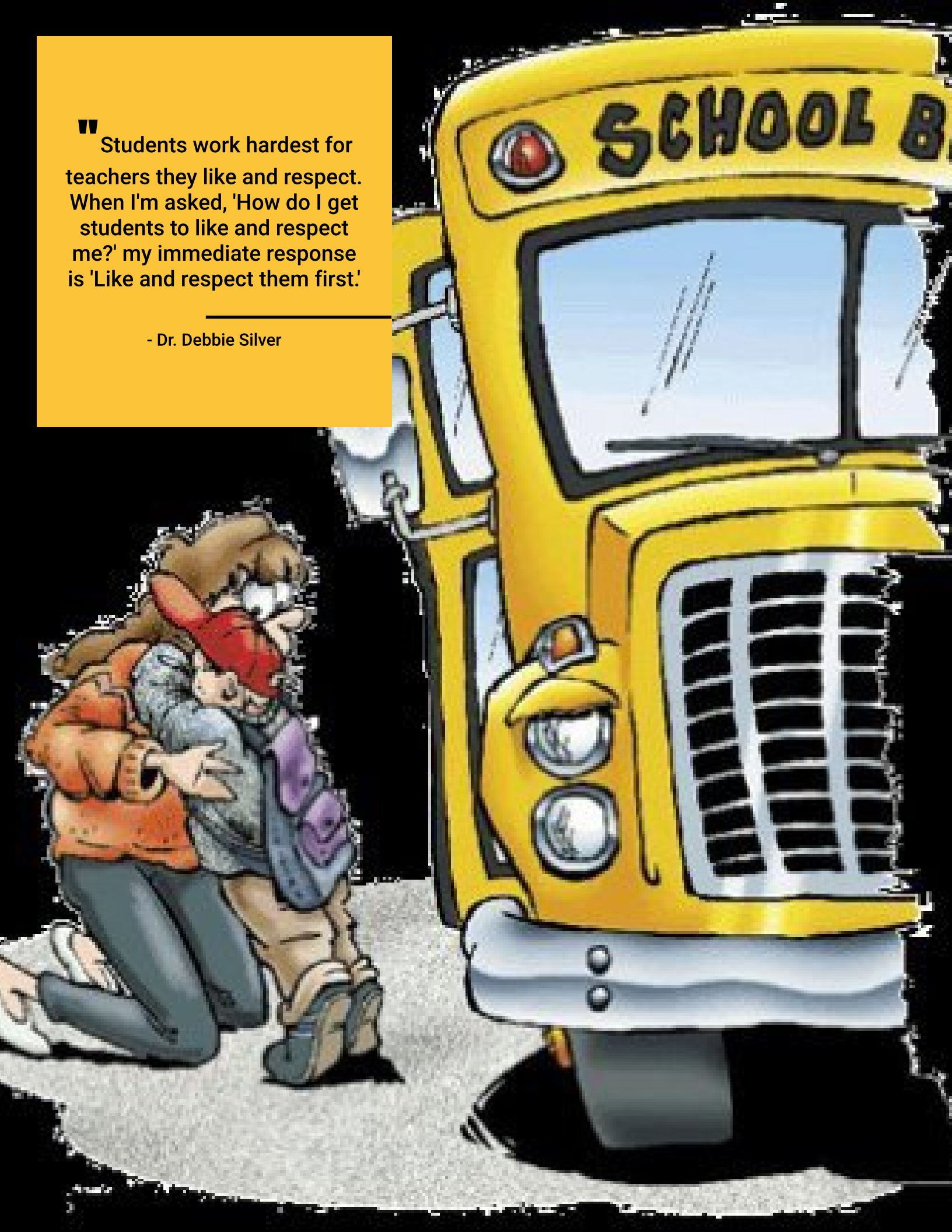
Section F: Operator Training

F.1	Working Alone	56
F.2	Hours of Service	57
F.3	Time Logs	59
F.3.1	Radius Exemption	61
F.4	Pre-Trips / Daily Inspections	64
F.5	First Aid	66
F.6	Operator Training	66
F.6.1	School Bus Operator Improvement Program	67
F.6.2	Alberta Transportation Website	67
F.6.3	Alberta Transportation eLearning	67
F.6.4	Northland School Division Website	67

Section G: Forms

“ Students work hardest for teachers they like and respect. When I'm asked, 'How do I get students to like and respect me?' my immediate response is 'Like and respect them first!'

- Dr. Debbie Silver



School Bus Drivers

**SECTION
A**

Student Transportation expects its school bus operators to conduct themselves with integrity and professionalism at all times.

The job of a school bus operator is one that requires constant attention to safety procedures. Daily, parents rely on bus operators to transport their children safely to and from school. Operators should be proud of that trust. To maintain that trust, NSD encourages all of its operators to continually develop their skills, apply their knowledge, maintain a positive attitude, establish positive relationships with students and parents, and perform their daily tasks to the best of their ability.

A.1 Bus Driver Qualifications

The following information is required from ALL Bus Drivers, including spare drivers, to be on file in the Transportation Department:

- ▶ Application Form or Resume
- ▶ Copy of current Drivers License
- ▶ Drivers Abstract Consent Form (NSD will not cover the cost of abstracts obtained by drivers themselves)
- ▶ Criminal Record Check
- ▶ Copy of first aid certificate



All bus drivers and spare drivers must possess a valid Class 1, 2 or 4 with S Endorsement appropriate to the vehicle they are operating.

A.2 Bus Driver Duties and Responsibilities

The bus driver is required to:

1. Retain a class 1, 2 or 4 license and provide copies of the renewals to the Transportation office.
2. All bus drivers shall be familiar with, as well as comply with, the statutes and regulations of the Province of Alberta governing the operation of a school bus.
3. Be familiar with and adhere to transportation policies and procedures. Attend seminars and in-service activities.
4. Wear seat belt at all times
5. Report to their employer, any convictions under the Criminal Code or Highway Traffic Act.
6. Maintain student discipline, report student misconduct to the appropriate principal. (See Section D.3)
7. Ensure the bus and equipment are in good working order by completing a daily pre & post trip inspection as per regulations. (See Section F.4)
 - 7a. Make arrangements for all minor repairs and servicing including semi-annual CVIP's of school buses. Contact the Transportation Coordinator for authorization of repair work.

SECTION A: SCHOOL BUS DRIVERS

8. Maintain the school bus in a clean condition inside and out and ensure adequate fuel supply is maintained before going on a bus run. (See Section A.18)
9. Conduct a bus evacuation drill with the students twice yearly. Drivers must notify the school of the practice dates. (See Section E.3)
10. Bus drivers shall complete and submit all required paperwork (ie. passenger lists and maps etc.) by the due date indicated.
11. Not depart from any stop before the students designated pick up time. (See Section B.11)
12. Maintain and post in the bus, a seating plan for all students. (See Section D.2)
13. Ensure that all students are accounted for before leaving the schools.
14. Provide the school principal and the Transportation Department with a phone number at which the driver can be reached in case of an emergency.
15. Follow NSD Procedures. Never allow students off at other stops without written consent of the parents or school. (See Section B.12-B.13)
16. Present themselves in a professional manner and follow school bus safety policies and procedures while performing duties. (See Section A.8-A.9)
17. Contact the Transportation Manager for a decision with respect to operating during inclement weather. (See Section C.7)
18. Attend all divisional sponsored bus driver in-service meetings when called by the Transportation Manager.
19. Any other duties that may be assigned.

Parents rely on our operators to transport their children safely to and from school. Operators should be proud of that trust.



A.3 Lead Hands

NSD employs 2 Lead Hands. One in Wabasca and one in the High Prairie Area.

Their main job is to transport buses to and from Slave Lake for servicing. Additionally, they will be available to help with boosting buses and some minor repairs (light bulbs etc.). They are also responsible for ensuring there are spare buses available and assigning those buses to drivers for school field trips.

It is still the responsibility of the bus driver to take their bus to the shop / compound for repairs and pick up a spare bus.

Oils

Bus Drivers from the HP area may pick up oils from HPSD. Call ahead to make arrangements. It is preferred that you get the oils directly from the shop so the correct oils are used.

Bus Drivers from the Wabasca area may call their Lead Hand for any fluids required. The lead hand will purchase items in bulk to save money. Make sure you call the Lead Hand in advance to make arrangements.

DEF

DEF may be purchased at time of fueling or when needed from the service station.

All other area's may access required fluids from the service station / repair facility as required.

A.4 Payroll

Regular Bus Drivers (Full Time) are paid a monthly salary. Additions to pay (ie. Field Trip's, extra hours and double runs etc.) must be received by the Transportation Department before the 20th of each month. Any extra hours received after the 20th will be added to the next months final pay. Mid month advances will be issued on the last working day before the 15th of the month and the month end cheque will be issued on the second last working day of the month.

Spare Bus Drivers (Casual) are paid a daily rate for bus runs. Pay days are the 1st and 3rd Friday of each month. Time logs must be received by the Transportation Department a minimum of 1 week in advance. Time sheets that miss the cut off will be added to the next pay run.

Bus Monitors (Casual) are paid an hourly rate for the time they are monitoring students on the bus. Pay days are 1st and 3rd Friday of each month. Time Sheets must be received by the Transportation Department a minimum of 1 week in advance. Time sheets that miss the cut off will be added to the next pay run.

*Dates are subject to change after this manual is printed

*Pay days are approximate dates as some banks take longer to process payments. Some dates may be adjusted for stat holidays.

*Casual Bus Drivers and Monitors are paid as Casuals unless otherwise employed by the school

*Ensure NSD has your direct deposit information to avoid delays.

A.5 Expense Claims Etc.

Expense claims for cell phone allowance etc are paid on the accounts payable cheque run which is paid every 2 weeks. *Some dates may be adjusted for stat holidays. See Section G for a list of forms available

A.6 Speed Limit

It is always illegal for a school bus, whether loaded or empty to travel at a speed greater than 90 km/h or the posted speed limit, whichever is less.

A.7 Documents

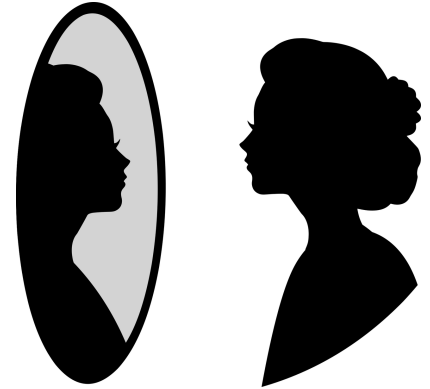
Below is a list of documents that are required by various laws and standards that must be kept. Reference numbers are listed below

Document	Bus	Driver	Central Office
CVIP Permit	<input checked="" type="checkbox"/> *1		<input checked="" type="checkbox"/> *2
Safety Fitness Certificate	<input checked="" type="checkbox"/> *3		<input checked="" type="checkbox"/> *4
Insurance Slip	<input checked="" type="checkbox"/> *3		<input checked="" type="checkbox"/> *4
Registration Slip	<input checked="" type="checkbox"/> *1		<input checked="" type="checkbox"/> *2
2-Way Radio License (if required)	<input checked="" type="checkbox"/> *1		<input checked="" type="checkbox"/> *2
Time Records		<input checked="" type="checkbox"/> *5	<input checked="" type="checkbox"/> *6
Pre-Trip	<input checked="" type="checkbox"/> *7		<input checked="" type="checkbox"/> *6
Driver's License		<input checked="" type="checkbox"/> *8	<input checked="" type="checkbox"/>
Abstract			<input checked="" type="checkbox"/> *2
Application / Resume			<input checked="" type="checkbox"/> *2
Record of Violations			<input checked="" type="checkbox"/> *2

1. Original kept on the bus (Valid copies only)
2. Copy kept on file at Central Office
3. Copy kept on the bus
4. Original kept at Central Office
5. Original kept on Driver and sent to central office (Copies remain in book)
6. Original kept on file at Central Office
7. Original kept on Bus and sent to central office (Copies remain in book)
8. Original kept on Driver

A.8 Appearance

Professional operators should be aware of the importance of personal cleanliness and dressing in neat and appropriate attire. When at work, operators must dress in a way that is both safe and respectable. Clothing worn must provide adequate coverage - short shorts and low-cut shirts are not allowed. Shoes worn during the job must comply with safety recommendations - closed-toe shoes are required and high heels and flip flops are prohibited - to ensure the well-being of all passengers.



The appearance of an operator's bus is equally important. It's the responsibility of the operator to keep the bus clean at all times.

The inside of the bus - ceiling, floor and seats - must be kept clean and free of debris, trash, bottles, clothing and other loose items. This will help to create a positive attitude among passengers, increase safety by reducing the possibility of injuries to passengers caused by slipping on objects on the floor, and provide improved visibility for the operator. Ultimately, a clean bus gives the community a positive image of NSD, Student Transportation and the bus operator.



A.9 Attitude

The school bus operator is a representative of NSD and Student Transportation and must be positive, professional and alert at all times. It's imperative for operators to keep their concentration on what they are doing for the safety of all passengers. Operators must also be prepared to deal professionally with passengers, parents and school staff at all times.

DID YOU KNOW?

school bus operators are required to provide their employer with:

- ▶ a copy of all traffic violations regardless of what vehicle they were driving at the time. This includes all traffic tickets received while driving their personal vehicle.
- ▶ a record of any collision involving a motor vehicle
- ▶ a record of any criminal conviction

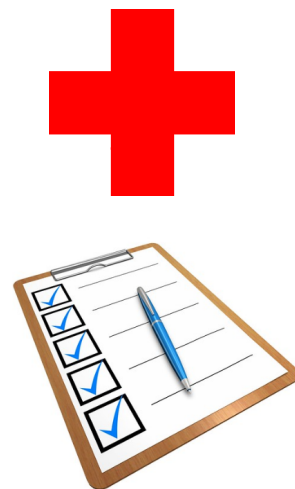


A.10 Fit to Drive

The operator is responsible to operate the school bus in a way that ensures the safety of all passengers at all times. Alertness and the ability to react quickly to emergencies is essential. Operators need to constantly watch for signs of fatigue such as slowed reaction time, yawning or the desire to close the eyes, forgetfulness, poor communication and the inability to pay attention. It's imperative all operators ensure they are always alert while operating a school bus.

Operators should always be aware of the effect that medications, a lack of sleep, personal stress and diet can have on their overall performance. If there is ever a question of being 'fit to drive', it is expected that the operator will err on the safe side.

Fit to Drive also means that an operator must be able to perform all physical aspects of the job - ie. a complete pre-trip inspections and being able to complete a live exercise evacuation out of the back door. If there is doubt, the operator will be asked to have a medical professional fill in a functional assessment form.



A.11 Confidentiality

A school bus operator will often have access to confidential student information. It's essential all operators keep all student information confidential and not discuss it at work functions, coffee meetings, or in public places. In general, operators are only allowed to share student information if it's necessary to complete their job and to protect student safety. Additionally, all paperwork containing student information must be stored in a safe and confidential place.

A.11.1 Social Media

Bus operators must make all efforts to protect and respect student privacy by not engaging in discussions about the school bus, the passengers, families, schools or transportation department on social media. Commenting on any aspect of the school bus work is prohibited on social media.

If other people are commenting on social media - do not take it personally but do notify the Transportation Department of the person including names of students and/or drivers as this is not acceptable and the person responsible will be dealt with.



DRIVERS ARE TO ALWAYS HAVE A CELL PHONE THAT IS CHARGED AND READY TO USE IN AN EMERGENCY.

If there is a situation where the Transportation Staff must get hold of you, they will continue to call until you are able to secure the bus and answer. It is a good idea to set up a different ring tone for the office phone number: 780-624-2060

A.12 Reliability

Operators must be consistent with pick-up and drop off times as a courtesy to families assigned to their bus route. To ensure timeliness, operators should set a morning alarm every night before going to bed, a backup alarm should also be set in case of power outage, and in the winter months buses should be plugged in. If an operator is running more than 10-minutes late, operators must notify the Transportation Department as soon as possible. The Transportation Department will update the NSD website

A.M.

STUDENTS ARE EXPECTED TO BE WAITING AT THEIR STOP 3-5 MINUTES EARLY.

DRIVERS ARE EXPECTED TO STOP AT EVERY STOP AND LOOK FOR STUDENTS THAT MAY BE WALKING DOWN THE DRIVEWAY.

BUSES SHOULD ARRIVE AT THE SCHOOL NO EARLIER THAN 15 MIN AND NO LATER THAN 5 MIN BEFORE SCHOOL OPENING. UNLESS DIRECTED BY THE PRINCIPAL OR PROHIBITED BY POOR ROAD CONDITIONS OR OTHER EXTENUATING CIRCUMSTANCES.

P.M.

BEING ON TIME FOR AFTERNOON BUS ROUTES MEANS ARRIVING AT THE SCHOOL AT LEAST TEN MINUTES PRIOR TO THE DISMISSAL BELL.

BUSES ARE FREE TO LEAVE 15 MINUTES AFTER SCHOOL DISMISSAL, OR WHEN LOADED.

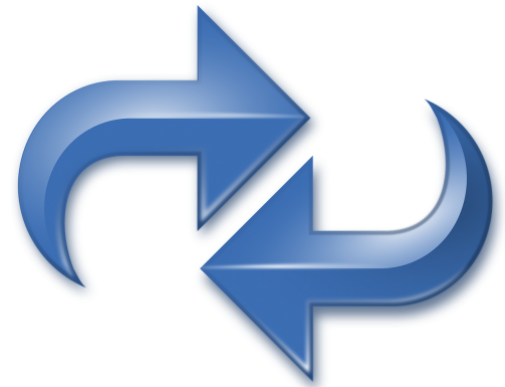
A.12.1 Spare Bus Driver Procedure

At times the regular school bus driver will be unable to make the regular run due to driver emergency or medical emergency. If the driver is unable to arrange for a spare in such emergent instances it is the drivers responsibility to contact the Transportation Department immediately.

In all other instances such as appointments (medical/dental), social events, funerals, holidays and minor illness, it is the bus drivers responsibility to find a qualified spare driver. Once a spare driver is found, the school bus driver shall inform the Transportation Department and the schools serviced. In such instances, if a spare driver cannot be found, the expectation is that the bus driver shall operate their bus route as normal. It is preferred if appointments are scheduled during non-operational days (ie. PD Days).

Regular bus drivers shall deliver their bus full of fuel and clean to the spare bus driver. Bus drivers should also help spare drivers ensure they have the correct time logs and pre-trips to ensure the spare can get paid in a timely manner so they will be willing to drive again.

If all avenues for obtaining spare drivers are exhausted the School Bus Driver Procedure for Canceled Bus Run on [Page 35](#) of this handbook will apply.



Our students are counting on you so they have access to Education

A.13 Smoke-free Environment

Smoking and vaping of any kind is prohibited on all Divisional and Contracted buses and NSD property.



A.14 Cell Phone Usage



The use of cellphones by school bus operators while driving is strictly prohibited. This includes texting, calling, blue tooth usage and the use of headphones. If cellphone use is absolutely necessary, the school bus must be safely secured and the driver must be out of the drivers seat.

TO LEARN MORE ABOUT CELLPHONE USAGE WHILE DRIVING VISIT:

www.transportation.alberta.ca/distracteddriving.htm

A.15 Northland Email



All employees of Northland are provided with an email address.
firstname.lastname@nsd61.ca

The Transportation Department will be starting to communicate with bus driver more regularly though email. We can send routing updates, newsletters and general information easier and quicker.

It is the responsibility of the bus driver to monitor their email on a daily basis for any new information. For help with logging in and setting up your email, please contact the Transportation Department or the IT department at central office.

A.16 GPS

Some of the longer bus routes have been outfitted with a Garmin GPS for safety. These devices work with Satellites so cell service is not required. However, when using them, they must have a view of the sky. They do not work well inside of a building. It is the responsibility of the Bus driver to ensure the unit is charged and with them at all times while driving the bus. Regular bus driver shall also ensure that their spare bus drivers have the unit and are familiar with its use. For help with the Garmin units, please contact the Transportation Department.



A.17 Bus Parking

At Northland School Division, we allow drivers to take their buses home providing they have a safe place and the space to park it. Northland does not provide plowing or gravel for Bus Driver's yards. If parking at your home is becoming a problem, the Transportation Department



will make alternate arrangements to park your bus else where. It will then be the responsibility of the driver to get to and from the bus. Additionally, the bus must be plugged in during the winter months. Bus Driver's are reimbursed at a monthly rate for the cost to plug in their bus (November to March Inclusive).

A.18 Cleaning Schedule

NORTHLAND SCHOOL BUS CLEANING SCHEDULE

A clean bus is a safe bus. Cleanliness and safety go hand in hand. A clean bus provides a healthy environment for the students and the driver. If you begin with a clean bus the students are more inclined to help you keep it in good condition. Clean lights and windows will ensure that you can “see” and “be seen” by other motorists. Follow the schedule below to ensure that your bus is always a “Safe Bus”.

Daily:

- * Driver’s area must be neat and clean
- * sweep floors and remove garbage
- * daily cleaning is important for students with allergies (dust), smell, etc. *ie wipe down seats and interior surfaces to remove dust*
- * clean lights and windows (a.m. and p.m.)
- * critical to ensure all lights and signage at the rear of the bus are visible to motorists

Weekly:

- * mop floors
- * wash exterior
- * clean driver’s window on the interior

Monthly:

- * remove debris from between seat/backrest and seat/wall
- * wash seats and interior of the bus
- * *Always record any damages to the bus on the daily pre and post trip inspection report**



Standard Operations

SECTION

B

B.1 Video Surveillance equipment

Some of the NSD school buses will have digital video recording systems installed on them which record and store several days of data. Transportation staff may review the video recordings to monitor both student and operator conduct. Video is also reviewed to handle student discipline issues and when complaints are received. Bus drivers do not have access to the video unless they are required to identify students or explain situations.



B.2 Use of the AM/FM Radio



School buses with radio service for music are to be used sparingly when students are on board. Music can be a reward for good behavior, however keep in mind that not all families will have the same values in what is acceptable music to be playing. Playing music only increases the noise level on a school bus and for this reason, it is recommended that radio stations be off during the times that students are on board.

B.3 Child Check-Mate System

Most of the newer school buses have the child check-mate system installed to ensure no student is left behind on a school bus after the route is complete.

How it works: After the buses alternating lights have been activated, the bus then thinks that it has picked up passengers and the system will be activated.

Never have a student press the button for you, this will bypass the reason it is installed and could leave a student stranded on an empty, cold bus.



B.3.1 How to DISENGAGE the Child Check-Mate System

As technology changes, the process to DISENGAGE the Child Check-Mate System may vary from one bus to another.

Locate and read the decals above the drivers seat for instructions for each bus. It is recommended you do this prior to operating the bus as the horn will start honking if the system is not de-activated properly and it becomes hard to follow the directions.



DRIVERS ARE NEVER TO ASK A STUDENT TO DE-ACTIVATE THE CHILD-CHECK MATE SYSTEM. THIS IS A POST-TRIP ITEM TO ENSURE THE DRIVER HAS WALKED THROUGH THE BUS AND NO STUDENT IS LEFT BEHIND ON AN EMPTY COLD OR HOT BUS.

B.4 Items allowed on school buses

Pets and live animals are not allowed on the bus. Only certified guide animals are permitted. Caution will need to be taken to ensure other students on the bus do not have allergies.

Whenever skates are required for school activities and need to be carried on a school bus, they must be placed in some type of small bag, which may consist of a tote bag made of heavy plastic canvas etc. as long as no skate blades are protruding. Bags containing skates should be kept on the floor under the seat.



Students should only bring items that can be held on their lap while enclosed inside a standard backpack. Essentially, students can only bring items on the bus that fit inside their backpack - so skateboards, snowboards, skis, hockey bags, large musical instruments and other sizable items are not permitted on the bus. Any item larger than 13"X13"X23" is not permitted on the bus.

However, if for some reason, a student arrives at a transfer site from another bus with a large item, the receiving bus operator must permit the student to board with the item. Operators need to ensure all items are secured safely throughout the entire bus route. The bus operator is then to either inform the Transportation Department who will let the transfer driver know this is not to be happening, or the bus operator must speak with the other operator to ensure the incident is cleared up.

Luggage, cargo, goods, equipment

15(1) In addition to the requirements of the Vehicle Equipment Regulation regarding transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment, and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.

(2) The place provided for carrying luggage, cargo, goods, equipment, or tools under subsection (1) must

- (a) not interfere with free access to the exits of the bus,*
- (b) be constructed so as to prevent the luggage, cargo, goods, equipment, or tools from falling on or against a passenger, and*
- (c) in the case of passenger luggage, protect the luggage from dust and moisture AR 121/2009 Schedule 1*

B.5 Seating Capacity

Bus drivers shall ensure that the seating capacity of the bus is not exceeded.

- ▶ Students in grade K-6 = 1 seat
 - This means you can seat 3 students per bench
- ▶ Student in grade 7-12 = 1.5 seats
 - This means you can seat 2 students per bench

Exceptions are made for the very back seat which may be narrower in newer buses.

SECTION B: STANDARD OPERATIONS

B.6 Pre-School Children

If an operator wants to have their own child ride on the bus with them, permission must first be obtained from the Transportation Manager.

Applications must be submitted annually for a bus driver to carry their pre-school aged children on the bus during their regular run.

Keep in mind:

- ▶ There is a maximum of two children allowed at any one time on the bus.
- ▶ Depending on the age and weight of the child(ren), the bus operators also needs to provide their own car seat for each child and ensure it meets the requirements of the Highway Traffic Act.
- ▶ The bus must be equipped with the ability to properly install a child seat.
- ▶ The child seat must not occupy a seat required by a pupil who would regularly be transported on the bus to school.
- ▶ Additionally, having a child on the bus cannot interfere with other students or a bus operator's ability to perform his/her duties.

Note: NSD does not supply child safety seats.

B.7 Field Trips

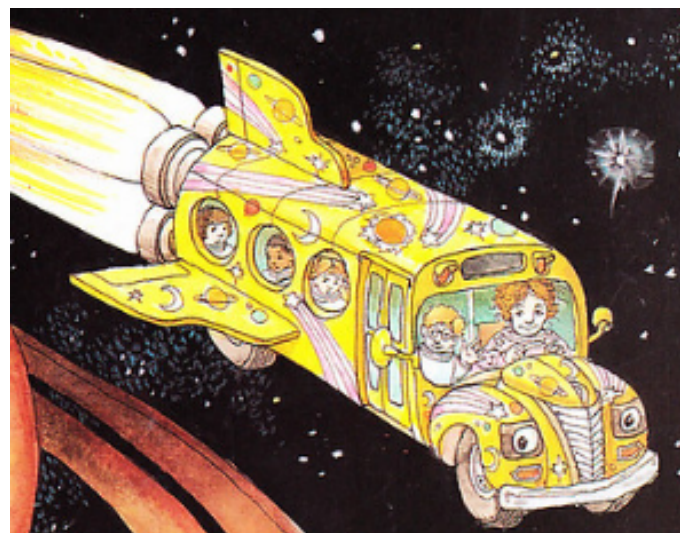
At NSD, field trips are organized by the schools. If you are asked to do a field trip, ensure the date and time doesn't conflict with your regular bus run. If it does interfere, you may take un-paid time off of your regular run only if you can find a spare driver to cover.

NSD Buses cannot leave the Province of Alberta.

Ensure the school staff know the expectations for student behavior on the school bus including vandalism and cleanliness of the bus. Take control if need be in order to drive a safe bus.

It is also recommended that a practice evacuation is performed prior to departure on an extended field trip. Some of the students on a field trip may not ride the school bus regularly and may not be familiar with the emergency procedures.

If it is required to re-fuel the bus while on a field trip, bus drivers must ensure that all passengers are off of the bus and in a safe location away from the bus.



SECTION B: STANDARD OPERATIONS

All buses used for field trips must be cleaned inside and out, re-fueled and returned immediately following the completion of the trip.

The school will give you a Field Trip Permit. This permit allows the bus to travel off of it's regular route. Provincial and Federal driving laws are still in effect. The mileage and your hours must be documented and returned to the Transportation Department as soon as the trip is completed.

Additionally, your time on-duty must still be documented on your time log and don't forget to do the required pre-trips.

Please refer to the section on Hours of Service on Pages 57-65.

Tips:

Below are key things to keep in mind when operating a field trip between bus runs

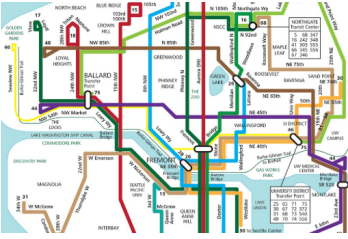
- ▶ Schedule a departure time from the field trip location that will allow enough time to operate the regularly scheduled afternoon bus run.
- ▶ Ensure the school contact person and all supervisors know the departure time and the speed with which the bus is allowed to travel.
- ▶ Plan ahead for traffic and construction delays.
- ▶ If the route is running late and could impact the regularly scheduled bus route, contact the Transportation Department immediately.
- ▶ Don't ever leave students behind without first confirming it with the school principal.

NOTE:

- ▶ **IF THE FIELD TRIP IS OVER 160 KM'S RADIUS OR OVERNIGHT, YOU MUST MAINTAIN A DAILY TIME LOG (IE. TRUCKERS LOG)**
- ▶ **DRIVERS MAY DRIVE A MAXIMUM OF 13 HOURS AND BE ON DUTY A MAXIMUM OF 15 HOURS PER DAY.**



B.8 Route Planning



Effective the 2020-2021 School Year, **ALL STUDENTS MUST PRE-REGISTER FOR BUSING**. Students will not be permitted to ride the bus until their registration has been received. If you arrive at a morning stop and there is a student that is not on the bus list that was provided by the Transportation Department, allow the student to ride that day only, but provide them with a registration form and let them know that you will not be able to pick them up the following day without the bus registration. You will be notified by the transportation department when the student has been registered.

All bus routes are provided with the following information:

- 1) Passenger List - which includes the stop locations and route scheduling
- 2) Route Map - Which outlines the operator's bus-route information

Routes are designed by the Transportation Department. Driver's are expected to adhere to the route as it is designed. However, you know the roads you travel and the Transportation Department is open to suggestions from Driver's to ensure routes are safe and effective.

B.9 Dry Run

Prior to the new school year, drivers must perform a dry run to calculate stop times so they can make an introductory phone call to the families (See below).

B.9.1 Introductory Phone Call

At the beginning of each school year, bus operators are expected to make a phone call to introduce themselves to each student on the bus and their families. The call helps to build a relationship and make parents feel more comfortable about putting their child on the bus.



Topics to be discussed during the phone call

- Introduce yourself as the bus operator for the student
- Inform the parent of the route number, pick-up time and stop location
- Remind the parent students are expected to be at the bus stop location 3-5 minutes prior to the bus arriving
- Your contact information

- Ask about any allergies, medical conditions, or special considerations to be aware of.
- Remind parents to watch NSD website for route cancellations and download the StopFinder Ap (see below).

During the school year, make verbal contact as required with students' parents on:

- Route changes affecting them
- Change in driver
- Change in pick up or drop off time
- Student discipline and accolades

B.10 Late or Canceled Bus Notifications



stopfinder

NEW 2020-2021 - NSD has purchased an Ap called Stop Finder. Stop Finder connects with the student information in our routing system and the Transportation Department will be able to send out notification to users when their bus is late or canceled. It is imparative that you notify the Transportation Department immediately if you are running late or can't run.

Stopfinder Communication:

- Use your Student Information System data to send electronic invitations to parents and guardians to participate in an easy onboarding process.
- Provide reliable and secure bus stop information.
- Enjoy secure two-way communication with registered parents and guardians (subscribers).
- **Send** messages to subscribers based on grade, school, route, selected zone or any criteria.
- **Receive** messages, including attachments (photos and documents), from subscribers.
- Reduce misinformation and confusion with timely updates. (For example, bus substitutions are clearly indicated).
- Give your parents a greater peace of mind as their confidence increases knowing they are in the loop about their children's school transportation.

Northland School Division Website

www.nsd61.ca

Bus status will also be posted on the NSD website for those users who do not wish to down load the stop finder ap.

Parents can go to the website and click on the bus at the top of the page to find their bus status.



B.11 Students Late at Bus Stop



Students (and parents) will need to be reminded that they should be at their bus stop 3-5 minutes early for their pick up time in case the bus is running a little early.

Bus drivers should try to watch the time and do their best to adjust so they are not too early. If you are approaching a bus stop, you should activate the amber alternating lights, come to a complete stop, secure the bus and take a good look for students. If you do not see any students, check the time. If you are on-time you may deactivate the amber

lights and carry onto the next stop. If you are early, if it is safe to do so, wait until time has caught up.

Students who are chronically late should be reminded of what time they need to be at their bus stop. If the problem continues, try talking to the parent/guardians. Explain how it is unsafe to remain parked on the road waiting for students and it makes the bus route late for the rest of the stops and potentially making all of the students late for school.

If the problem still persists, speak with the school principal about talking with the parents and finally talk with the Transportation Department if needed. The Transportation Department will talk with the parents.

This is why it is extremely important that you are consistently on time. Especially during the winter when parents are already reluctant to send their children outside to wait for the bus.

Additionally, it is also very important to report to the Transportation Department if you are running late or canceled so the website can be updated and parents can remain informed.

"Hello" nice to meet you"

TIP: ALWAYS USE THE STUDENT'S NAME WHEN REFERRING TO THEM.

B.12 Designated Stops

School buses are only permitted to stop at designated stops on route.

Every student that is registered to ride a NSD or Contracted bus will have one (1) designated stop. This stop is the only location where a student will be picked up and dropped off without a written note.



B.13 Alternate Arrangements

The school bus is not a taxi service. School buses are only permitted to follow the route as designed by the Transportation Department and shall only stop at existing stops on the route.

- ▶ Students may be permitted to exit the bus at another stop if prior written permission is received from the parents or a note from the school indicating the parents wishes.
- ▶ Students may be permitted to ride another bus to an existing stop on that route providing that prior written permission is received from the parents or a note from the school indicating the parents wishes.

The above information is a guideline set out by the Transportation Department. Some schools may have different rules based on their experience. Check with the school(s) that you drive for to ensure rules are followed correctly.

B.13.1 Students from outside communities wanting to ride NSD or contracted buses

NSD does not allow students from outside communities to ride NSD or contracted buses. Eg. Students who reside in High Prairie cannot ride the bus to Grouard.

However, if a Grouard student wishes to ride to East Prairie, NSD requires a note from both parents giving permission.

Please try to discourage this if possible.

Remember: Only registered or NSD students are permitted to ride on NSD buses and contracted buses. For example, Jr High or High School students from another community are not permitted to ride NSD buses to one of our communities.



B.14 Loading and Unloading

The driver must be in the bus whenever students are loading and unloading.

If the driver must leave the bus, they are to ensure that the bus is secured (in neutral with park brake applied) and remove the key.

Drivers should exercise extreme caution when moving in the vicinity of the loading area.

Backing of the school bus on school grounds is forbidden. **IF** the bus must reverse while on school grounds, it must have another adult spotting from the rear of the bus. Also, keep in mind that it is illegal to double park in a bus loading zone.

B.15 Entering Private Property

NSD prefers not to enter private property with a school bus.

2009 board Guideline states: "Wherever feasible, for safety reasons, or in emergency cases only and if the house is more than one (1) kilometer from the main road, private property is entered only when approved by the Transportation Manager. Landowners must annually apply for Transportation on Private Property by completing an application form and submitting it to the Transportation Department for approval.

Application for Transportation on Private Property are only approved for reasons such as:

- ▶ Location of the driveway on the main road is unsafe due to corners or hills
- ▶ If the bus needs to turn around to head back in the direction it came from

Note: Only in extremely rare situations where dangerous wild life can actually be seen may the bus driver make the decision to enter private property to drop off a student closer to the house to ensure the child's safety.

B.16 Complaint Process

When a concern is brought to the attention of the Transportation Department - by a parent, a concerned citizen, a school, another operator or a NSD staff member - regarding a bus operator, and investigation follows and includes:

- A review of the NSD data for speeds (if available)
- A review of of the video surveillance equipment (if available)
- Contact with bus operator or contractor
- A seating plan review
- Discussion conducted with appropriate school

The Transportation Department staff are typically the first point of contact when a complaint is made and the ones who initiate the investigation.

The staff will listen to the parent and then contact the bus operator for clarification without telling the complainant any pre-determined outcome until all information has been gathered. The staff will also contact the school for clarification if need be.

There will be times where the complaint is not valid, however, the bus operator will be given the information or asked for clarification in order to determine validity of the complaint.

B.17 Mechanical Breakdown

In the event of mechanical failure or after a collision, students on board a bus may need to be transferred to another bus at a location other than a standard transfer site. It's essential the Transportation Department is consulted before an off-site student transfer occurs. An evacuation should be conducted if there is a fire, danger of a fire or if the bus is in an unsafe position. Never send a student with a person in their private vehicle unless it is their own parent or guardian.



Off-Site Transfer

During the off-site transfer, buses must be safely secured and bus operators must assist students as they move from one bus to another. Additionally, the bus operator needs to keep track of each student at all times - no students are allowed to leave the site unexpectedly. In case of an accident, the RCMP may need to attend the scene to help with traffic control.

Note: Please refer to Page 48 for Accident Procedures

When a NSD bus breaks down or won't start, please call the Transportation Department. Then, if you are able to move it, please take it to the designated repair facility immediately and pick up a spare bus.

Bus drivers should do everything possible to keep their bus run operational (ie. make arrangements for spare drivers and/or pick up a spare bus etc.)



B.18 Idling

Avoid excess idling - Ten seconds of idling uses more fuel than restarting the engine.

Regeneration (Regen)

Most newer diesel buses are equipped with a particulate filter that captures the black soot from the exhaust. That's why you don't see black smoke bellowing from newer diesels anymore. Large diesel engines are equipped with a regen system that heats the filter and breaks down those particles. When a bus idles too much or is on very short bus runs, the exhaust doesn't get hot enough to break down the particles and the particulate filter gets plugged. When the filter gets plugged, the bus will go into limp mode where it won't let you go faster than a specific speed (eg. 30 km/h). If the filter is really plugged, the bus may shut down completely. When the bus goes into limp mode or shuts down, you will have to do a manual regen. At NSD, we have different types of buses so we are not able to show all of the different lights that may come up on your dash, or the steps to perform the regen. However, most buses have directions printed on stickers near the drivers area or locate the owners manual and become familiar with how to perform a manual regen.

Performing a manual regen takes approximately 1 hour to complete and the bus cannot be driven during that time and you will need to monitor the bus. So make sure you are parked at home.

Drivers who drive less than 25 km's/day should take their bus out on the highway once per week and drive the bus until it is warmed up good to give the system a chance to regenerate on its own.

Reminder: Do not turn off the bus if you see a regen light on your dash unless the bus tells you to do so. Sometimes the regen lights illuminate to let you know that it is performing the regen on its own. If you shut the bus off during this time, the regen will not complete and could create bigger issues down the road.

B.19 Adult Riders

If a parent requests to enter or ride a school bus on its regular route, they are to be denied access. Parents who feel that their child is being bullied or harassed by others may attempt to take matters into their own hands leading to more problems.

If a parent or guardian forces their way onto the bus or will not allow the bus to proceed, the bus driver should contact the local RCMP. Following the incident, the driver must stop at the student's school and discuss the incident with the school principal and notify the Transportation Department. A written report should be made and kept on file.

When an additional adult rider is OK

- When the driver is being evaluated by the Transportation Department
- A new driver learning the route
- A supervisor assisting with student management (Bus Monitor)

B.20 Transfers

NSD has 3 transfer sites, one in High Prairie, one in East Prairie and one in Fishing Lake.

The High Prairie transfer involves a large number of buses who operate for HPSD, HFCD, and numerous contractors. This transfer occurs each afternoon at the pool in High Prairie. No bus will leave the transfer site until their students are on board.

East Prairie and Fishing Lake transfers involve only two buses each. All students must be on the other bus prior to these buses departing the site.

B.21 Summer Parking

Bus drivers are expected to return the school bus to a point designated by the Transportation Department within one (1) week from the last day of school and shall pick up the school bus within one (1) week preceding school opening.



WHAT IS A SCHOOL BUS DRIVER?

Reprinted from Ann Landers

A SCHOOL BUS DRIVER IS A PERSON WHO SMILES IN THE MORNING AND SMILES IN THE EVENING, AND EATS ROLAIDS IN BETWEEN.

A SCHOOL BUS DRIVER GETS THERE WHEN NOBODY ELSE CAN; FINDS THE HOUSES THAT DON'T EXIST AND CHILDREN WITH NO NAMES.

HE DRIES TEARS, DISPELS FEARS AND FINDS LOST NOTEBOOKS.

A SCHOOL BUS DRIVER HAS EYES IN THE BACK OF HIS HEAD AND HEARS EVERY WORD EVEN IN SIGN LANGUAGE. HE IS IMMUNE TO NOISE.

A SCHOOL BUS DRIVER'S FAVORITE WORD (BESIDES "GOOD MORNING" AND "GOOD NIGHT") ARE, "SIT DOWN".

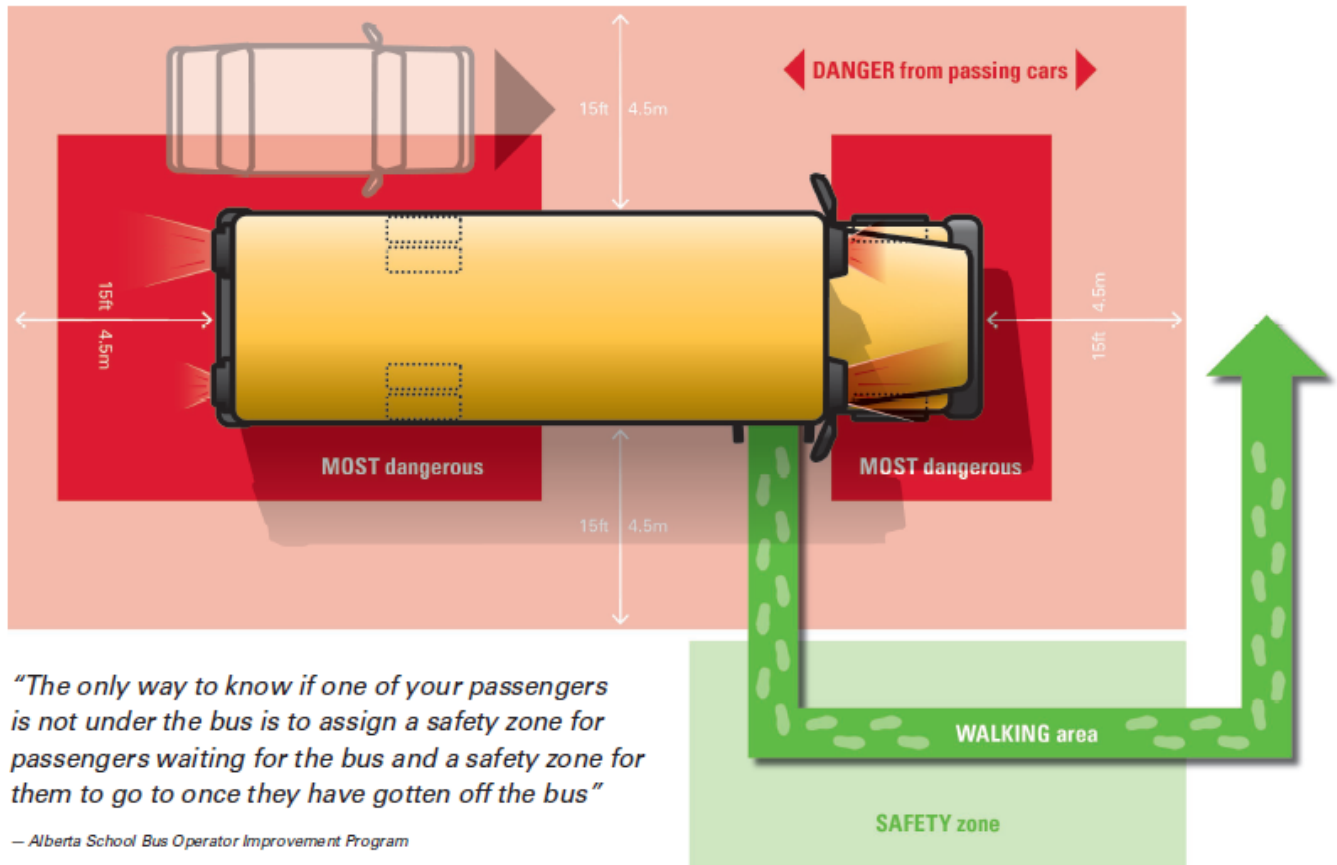
A SCHOOL BUS DRIVER'S WORST APPREHENSION INVOLVES FIVE YEAR-OLDS WITH MOTION SICKNESS - ESPECIALLY IN THE WINTER WHEN THE WINDOWS ARE CLOSED AND THE HEATER IS ON.

SOMETIMES A SCHOOL BUS OPERATOR GETS TIRED - BUT HE SELDOM GETS MAD; AND ALWAYS, MOST FAITHFULLY, HE GETS THERE.

Safety Procedures

SECTION

C



C.1 Danger Zones

Danger zones are the areas around the bus where students, people, or objects are not easily seen. Danger zone areas are within 4.5 meters of the bus on all sides. It's the bus operator's responsibility to know students are clear of the danger zone before moving the bus. It's also the operator's responsibility to help train all students who ride the bus where these danger zones are.

To protect students, operators need to assign safety zones for pick-up and drop-off locations. The safety zone area is five steps away from the road. Bus operators must instruct students on how to wait in the safety zone both before boarding and after disembarking the bus. When training passengers, emphasize the importance of remaining in the safety zone and not to move towards the bus until the door is fully opened and the bus operator has motioned for them to proceed.

Prior to pulling away, bus operators should check these safety zones after unloading to ensure all passengers are accounted for - counting passengers is an easy way to do this. If a bus operator has lost track of a passenger they must secure the bus, do a total shutdown, take the key out of the ignition and check around the bus.

For more information on school bus danger zones visit:

www.transportation.alberta.ca/content/docType45/Production/schoolbusmanual.pdf

C.2 Route Assessment Process

Each bus operator must complete a route assessment form prior to October 15th. The assessment helps identify any potential areas on the route that could be cause for concern. Some of the items considered include visibility problems - such as trees that need to be trimmed - and pick-up locations that have insufficient space for safe loading. Additionally, the transportation staff and bus operators work together on an ongoing basis to ensure any and all issues are resolved and that each NSD bus route is as safe as possible. Do not hesitate to contact the Transportation staff for assistance at any time.



C.3 Safe bus stop locations

There is no perfect school bus stop, because it is impossible to eliminate all potential hazards, but guidelines and training are still necessary to ensure that responsible parties are making the safest, most informed decisions when placing stops.

~State Director of Pupil Transportation~

NSD Bus Routes typically pick up students at the end of their driveways. Some areas where there is a more dense population, students may be required to walk to a congregated bus stop.

From time to time, there is the need to evaluate the safety of the bus stop locations. Some of the things that are taken into consideration when evaluating the safety of a bus stop is the speed and volume of the traffic on that road, is there enough visibility at that speed to see the bus lights due to hills or curves etc. and the condition of the roadway the bus is required to travel (too narrow, muddy, steep hills etc.). Additionally, NSD avoids routing buses to enter cul-de-sacs due to parked cars and potential for snow banks making it unsafe for the bus to maneuver around. Each situation is evaluated on a case by case basis at NSD.

If it is deemed that the bus stop is too dangerous, the Transportation Department will:

- a) Evaluate if the bus can use the yard and safely turn around on Private Property. The bus must not enter private property without permission from the Transportation Manager.
- b) Request for the student to walk or be dropped of at another bus stop.
- c) Depending on the circumstances, the Transportation Department may offer conveyance to the parent/guardian to transport their student(s) to school.

If an intersection must be used as a bus stop, always stop before the intersection so student(s) will cross in front of the bus at the intersection.

C.4 Turn Around

There are 2 types of turn arounds.

1. Right-Side turn around where you back into a road on the right and drive out,
2. Left-Side turn around where you drive into a road on your left and then back out without crossing over 2 lanes of traffic.

Right side is the safest, while both situations may be necessary, turn arounds should be avoided as much as possible.

NEVER turn around at a road that necessitates backing out onto a provincial highway or any heavily traveled road.

NOTE: Always load students before backing up and when unloading, back up first, then unload.

REMINDER

STUDENTS ON THE GROUND - DON'T BACK AROUND

C.5 Alternating Flashing Lights

Alternating flashing lights and a stop arm must be used by all bus operators when loading or unloading students from the school bus, unless there is a bylaw in effect.

Bus Stop Procedure:

1. Check mirrors often as you drive
2. Activate the alternately flashing amber lights.
3. Signal right (Do this at approx 100m)
4. Stop the bus
5. Secure the bus
 - Cancel right signal light
 - Place bus in Neutral
 - Set park brake
 - Maintain pressure on brake pedal
6. Mirror and shoulder checks
 - Check for vehicles approaching
7. Open the door



Opening the door cancels the alternately flashing amber lights and activates the alternately flashing red lights

Double check again for approaching vehicles

When all traffic has stopped, signal for students to approach the bus for loading or to leave the bus for departure.

DO NOT CLOSE the door or deactivate the alternately flashing red lights until the passengers being loaded are safely seated or those leaving the bus are in the designated safety zone area.

8. Close the door

- Motorists may now pass the bus
- Put the bus in the appropriate gear
- Release the park brake

9. Make sure all passengers are seated and take one final look in the mirrors

10. Mirror check, shoulder check and signal left

- When safe to do so, pull back into the driving lane and proceed on your route.

Where possible, do not attempt to control traffic with your alternately flashing lights. Rather, manage traffic with respect and consideration.

Do not use the shoulder or "Parking Lane" of a provincial highway as a driving lane for your bus.

If there is traffic following or oncoming and you have an opportunity to let it pass, do so by slowing down well before the stop and allow the traffic to clear. The safest place for other traffic is GONE!

~S Endorsement Manual~



C.5.1 Passing while lights are flashing

It's against the law for a car to pass a stopped school bus when the alternately flashing lights are activated. On occasion however, motorists violate the law, which is particularly dangerous because students can't always be seen when getting on and off the bus. Transportation asks all of its bus operators to report any incidents of motorists passing the bus when the alternately flashing lights are activated.

To report a violation, bus operators are to contact the RCMP and the Transportation Department as the complaint must be filed by the witness to the incident. It's helpful to also include details including the vehicle description, license plate number, time, direction of travel and location. If a chronic problem exists in the area, operations should contact Transportation who will contact law enforcement officials to monitor the site.



C.6 Railway Crossings

Operators should always be cautious and prepared to stop at all railway crossings.

At an uncontrolled crossing, a school bus must stop no less than five meters and no more than 15 meters from the nearest rail.



The operator should secure the bus, open the loading door and the driver's window. Look and listen for a train as per the S Endorsement Training manual. If required, utilize the silence button to turn off heaters and radio as well as ask the students to be quiet. If there is no indication of an approaching train, operators may proceed across the tracks.

TIPS FOR SAFE WINTER DRIVING



- ❑ **Be on time** - In cold weather, operators need more time to complete a proper pre-trip and get where they are going.



- ❑ **Dress in layers** - to adjust for changes in weather conditions.



- ❑ **Increase the follow distance** - to ensure more room between vehicles.



- ❑ **Clear Windows** - Keep the windshield, windows and mirrors clear of snow and ice.



- ❑ **Adjust Speed** - for the conditions. If more time is needed to complete a scheduled route, contact the Transportation manager.

Schools always remain open unless there is no heat or water etc.

C.7 Inclement Weather

The Transportation Manager or designate may temporarily suspend school bus services if the health and safety of its bus operators and students are in danger. The suspension could affect all NSD bus routes, region-specific routes or just one route.

School bus services may be suspended for the following reasons:

- **Extreme cold** - As per Administrative Procedure 563 - Buses will not operate in the morning when the temperature is minus forty degrees Celsius (-40°C) or lower. This will include scheduled field trips and bussing for sporting event.
- **Adverse weather** - ie. Freezing rain
- **Poor road conditions** - Buses may not be required to operate during severe storm, drifting snow, flooding or extremely poor road maintenance.

With impending adverse weather conditions, most times, the decision will be made in consultation with the bus operators and school principals. Bus operators are to call the Transportation Manager as soon as possible.

In some cases, buses may only be suspended for the morning route. If weather or road conditions are expected to improve throughout the day, bus operators must be prepared to service the afternoon routes.

If weather or road conditions deteriorate during the day, buses may also be required to leave school prior to the regular dismissal time. This very seldom happens as it is almost impossible to contact all parents. Bus operators must be prepared to provide service in cases of pending extreme conditions.



When a decision is made, the Transportation Manager or designate will update the NSD website.

Note: If children are not adequately dressed, the driver will report to the Principal who will contact the parents/guardian. Drivers cannot decline a student from riding the bus.

C.7.1 Bus driver procedure for late or canceled bus runs

If the school bus driver has exhausted all means of obtaining a spare driver or school bus to perform the run, or the bus run is canceled due to inclement weather, mechanical issues or driver emergency, it is the bus driver's responsibility to make arrangements to:

- Contact the Transportation Manager or designate
- Contact the Principal of the school(s) affected

Bus Drivers should not expect the students to relay any changes of transportation to their parents.

A Bus Driver's Prayer

*Please Lord; Watch over me this day.
Please help me remember to watch all
Five mirrors, two dozen windows,
Eight gauges, six warning lights, six
Dozen faces, three lanes of traffic, and
To keep a third eye open for wobbling
Bicycles and daydreaming pedestrians,
Especially teenagers wearing headsets
Who are off in another world!
Please, Lord, help me to hear all train
Whistles, truck and automobile horns,
Police sirens and the two way radio.
Please, Lord, give me a hand for the
Gear lever, the steering wheel, the
Route book, the radio microphone and
The turn-signal lever.
And, Lord, Please grant me the
Self-control to keep my hand away
From Johnny's neck! And one more
Thing, Dear Lord, please don't let Mary
Be sick all over the bus.
And finally, Lord, Please watch over us
So that we can do it all again next year.*

Amen.

Student Management

SECTION
D

D.1 Preventing problem behavior

Below is an easy-to use guide to help operators prevent problem behavior:

Get to know students. Learn the students' names. Smile and greet them by name each time they get on the bus. Get to know the students. Being a positive role model is key. This can be achieved by being friendly and polite; saying "please" and "thank you" when appropriate, and complimenting good behavior.

Respect the students' personal space. Students have little personal space on a school bus. Operators should be sure to not crowd students any more than necessary. If a student must be approached, remain at least one leg-length away.

Be aware of body language. As students board the bus, watch their body language - posture, movement, gestures and facial expressions - for signs a student might be anxious or upset. Operators should also be aware of their own body language. Try not to do something that may appear threatening to a student such as scowling, putting your hands on your hips or shaking your finger in a student's face.

Enforce Transportation's Code of Conduct. Bus operators need to ensure all rules are being enforced. It's important when enforcing the rules to explain them in a positive way. For example saying: "Please keep your hands to yourself," is more positive than saying: "Don't hit!"

Set limits when rules are broken. When a student breaks a rule, the bus operator should tell the student what rule has been broken, why the rule is important, and explain the consequences if the poor behavior continues. For example, an operator may say: "Heather, please sit down on the seat. It could be dangerous if I have to stop the bus quickly. If you sit down and face forward, it will be safer. If you continue to kneel on the seat, I'll be making a written report to your principal. So, please sit down." The broken record method may be used. If the behavior continues, use: "Heather, sit down" without the explanation.

Remain Calm. Even when students are belligerent or insulting, don't allow them to "push your buttons." If you lose control, it will probably make the situation worse. Professional conduct dictates a calm and business like manner that will lead to greater results for the bus operator.

Use positive reinforcement. Positive behavior should receive positive rewards from bus operators. Receiving praise from a bus operator is highly motivating for students. This can be as simple as stickers, pencils or small healthy treats students consume off the bus - operators should be cognizant of allergies and choking hazards. Bus operators are also encouraged to submit Student Misconduct Forms.



D.2 Seating Plans

Creative ways to say:

“
well
done
”

- Great!
- Sensational!
- Congratulations!
- You're really improving.
- I knew you could do it!
- You're getting better every day.
- Superb!
- Way to go.
- Keep it up.
- Tremendous!
- Good thinking!
- I'm proud of you.
- That's it, terrific.
- You did it that time!
- Fantastic!
- Good for you!
- You've done a great job.
- Outstanding!
- You're doing much better.
- That's the way!

Seating plans are a necessity for successful operation of a school bus. Using a seating plan can help operators establish control and set the tone for authority on the bus. Many discipline problems that occur on a school bus are the result of not having a seating plan in place.

As such, NSD expects all of its bus operators to create a seating plan on each bus route and enforce it at all times.

Parent requests for their child to be moved to another seat may be honored if the bus operator feels it may be beneficial for all students on the bus.

Seating plan benefits:

- ▶ It allows students to sit in their 'own' seat and no other student can tell them they are not allowed to sit there, preventing bullying and seclusion of the student.
- ▶ It helps to avoid disruptive behaviors, as some students are assigned to a seat on the bus that lessens their disruption on a bus.
- ▶ It helps to keep students who are in conflict with each other separated.
- ▶ It separates age or gender differences between students and may alleviate concerns of inappropriate conversation or touching.
- ▶ If forgotten items are found, or evidence of vandalism is discovered, a seating plan will help identify a student.
- ▶ The student will be held responsible for any damages in the seat they are assigned.

"CATCHING KIDS BEING GOOD"

POSITIVE REWARDS CAN CHANGE THE ATMOSPHERE OF AN ENTIRE BUS AND
MAKE PASSENGERS LOOK FORWARD TO THE RIDE.

D.3 Discipline Process

NSD expects all bus operators to work with students and their parents to resolve any discipline issues before it escalates into a bigger issue. Bus operators are expected to consistently and fairly enforce the rules and consequences with all students. If a student doesn't follow the rules, the following steps should be taken:

- ▶ Talk with the student in private - on the bus
- ▶ Give verbal warning
- ▶ Change the seating arrangement
- ▶ Phone the parent or guardian to discuss ways to improve behavior
- ▶ If the behavior doesn't improve, complete a student misconduct report
- ▶ If the situation is extreme, complete a student misconduct report immediately
- ▶ Contact Transportation and the school Principal for guidance and tips on resolving discipline issues.

Never threaten a student with consequences you cannot follow through on.

Any drugs, firearms, or weapons issues are matters for the RCMP and they should be contacted immediately.

communicating with parents

Be positive

Don't wait for a problem to escalate. If there's a problem call the parents right away.

Build a relationship

Consider also calling parents when a student does something well.

Keep trying

Even if you had a bad experience once, try calling again. It may help mend the relationship and even prevent problem behavior. Never allow the parent to abuse you. If they are swearing at you, tell them you will not listen to that language and that you will be hanging up on them, and do so.

Phone script:

Starting the conversation with parents

Hi, my name is _____ and I am [use the child's name]'s bus operator.

I am calling because I'd like to get some help from you.

Explain what is going on.

Demonstrate you know who their child is - parents are interested in their child and not how it impacts you. For example, Ethan is a friendly student and he seems to have a lot of energy. Sometimes he has trouble staying in his seat while the bus is moving. I've given Ethan some gentle reminders about the importance of sitting safely. I'm wondering if you can follow up with

Ethan by talking to him about why it's important he stay seated while on the bus? I just don't want him to get hurt.

Thank you,

I appreciate your help with this.

- Stick to the facts
- The rules on the bus are meant to keep students safe
- The conversation is more effective when emotions and opinions are kept out of it.

Logging Student behavior

- Carry a notepad or book with you to write log notes on students. If a student responds to you asking them to sit down but you are having to ask everyday, it's time to log each incident for future reference.
- Brief facts about the incident and steps being taken. Make sure it's just the facts, and not personal opinion that's being recorded.
- When a call is made to the student's home document the date, time and reason.

Completing a Student Misconduct Form

- Complete one form for each student involved in the incident.
- Do not put another student's name in the comments
- Report on facts only and not on perception or opinion
- If quoting a student, make sure to write their exact words.
- Ensure the proper grammar is used and spelling is checked.
- Document any calls to the parents with date and time on the Student Misconduct Form.

D.3.1 Incident Reporting

Any incident resulting in an injury to a student, bus monitor or bus operator - regardless of how minor - must be reported to the school and the Transportation Department immediately.

Whether the incident took place on the bus, while boarding or disembarking the bus, or at a school or transfer site, it needs to be reported.

The rules on releasing students after an incident are as follows:

- Students who are injured cannot be released until it's been cleared by Transportation or the school
- If a student has caused a disturbance, acted violently or injured another person, he/she can only be released from the bus at their regularly assigned bus stop or school
- The operator may only release a student from the bus at an alternate location if it's been determined for their own safety, or if the safety of another student, is at risk.

The bus operator must complete an Injury Report at the school and send to Central Office immediately.

D.3.2 Suspension of a Student

On a school bus, the driver is in full charge and has authority similar to that of a teacher in a classroom. Both regular and spare drivers will consult with the Principal where the child attends in dealing with misdemeanors and problems. Only Principals may suspend a student according to that Division's Procedures and the Education Act., however, discretion must be used in taking this action.

If a student is suspended from a school bus, they will not be allowed to ride the bus until such time as they are reinstated. Until reinstatement, the parent(s) is/are responsible for providing transportation.

Depending on the circumstances, the suspended student may need to be transported home on the day of the suspension.

D.3.3 Intoxicated Students



It is unlawful to transport anyone who is under the influence of drugs or alcohol.

Drivers who notice intoxicated students at an AM pickup shall refuse transportation, though it is unlikely you will notice this first thing.

Drivers who notice intoxicated students at the PM collection shall notify the bus supervisor or school administration immediately. If the driver must leave the bus, ensure the bus is secured and the key removed.

If it becomes apparent during the bus route that a student is intoxicated, the driver should park in a safe location and contact the RCMP. The RCMP should meet the bus and remove the intoxicated student. (The bus may need to continue on the route rather than wait for the RCMP. The RCMP can pull over the bus once they have caught up.)

D.3.4 Vandalism / Damaged Seats

Vandalism / Damaged seats are prevalent at Northland School Division. The seat backs need to be in good repair in order to safely protect the students in the event of an accident. Repairs to seat backs cost NSD thousands of dollars per year.

NSD requires bus drivers to create and maintain a school bus seating plan. This will aid the bus drivers and the Transportation Department with discipline of the students that vandalize the bus seats. Bus drivers must check the seats daily and report any damages immediately to the Principal and the Transportation Department by completing a Student Misconduct Report.

If vandalism takes place while the bus is parked, complete a vandalism report and the Transportation Department. You may be requested to contact the RCMP.



D.4 Bullying

Always report any incident of bullying to the school

There are many forms of bullying that can potentially take place on a school bus. It's the responsibility of the bus operator to limit, as much as possible, any behavior on the bus that's not respectful of or is harmful to other individuals. Below are four types of bullying operators should look out for:

- **Physical Bullying:** Hitting, kicking, inappropriate touching, sexual gestures, groping or threatening with/without a weapon.
- **Verbal Bullying:** Name calling, starting rumors, teasing or treats.
- **Relational Bullying:** Excluding others from the group, rolling eyes, tossing of hair, ignoring and shunning, gossiping, spreading rumors, telling secrets, setting others up to look foolish or damaging friendships.
- **Cyber Bullying:** Using email; social-network sites; cell phones; webcams; text messages; or internet sites to embarrass, verbally harass, socially exclude, or threaten physical or psychological harm to another passenger

How to intervene in bullying

- Learn about bullying so you know what to look for.
- If you see something, do something - stay assertive and calm.
- Give a verbal warning using the name of the student who is bullying.
- Maintain control
- Don't argue with, or try to convince the student who is bullying.
- Move affected student to a new seat that's safe.
- If necessary, report incident to the school Principal
- If the behavior escalated, stop the bus in a safe place and contact Transportation for assistance.

You can also talk to you your local school to see if there any up coming PD sessions that may help.

To learn more about how to prevent bullying on the school bus visit:

www.transportation.alberta.ca/4285.htm

D.5. Transporting students in wheelchairs

Transporting students who use wheelchairs is a specialized undertaking. There are many types of wheelchairs and the condition of the students who use them can vary considerably. The following section is meant to assist bus operators in providing safe and effective service to students in these situation.

Roles and responsibilities

The bus operator is responsible for:

- ▶ Operating the wheelchair lift;
- ▶ loading, unloading and securing any students using wheelchairs; and
- ▶ ensuring the lift is not operated while the wheelchair is still partially on the lift.

The parent or guardian is responsible for:

- ▶ escorting the student to the bus;
- ▶ observing and ensuring the student is safely seated;
- ▶ supervising the student;
- ▶ placing the student in or taking them out of the seat restraint system;
- ▶ Meeting the bus on its return trip.

The school staff members are responsible for:

- ▶ greeting, supervising and assisting the student as they arrive at the school and depart from the bus;
- ▶ assisting the bus operator with student supervision while the student gets on or off the bus;
- ▶ placing the student in the seat restraint system, if one is in use;
- ▶ at dismissal, escorting the student to the bus and on the bus; and
- ▶ waiting with the student until he or she is safely secured on the bus and the driver is ready to depart.

Best Practice:

Communication

Learn to communicate with your passengers, see the person first, not the disability. Never assume anything.

Be patient, courteous and understanding of your passenger's needs.

Speak directly to the person.

Ask if there is anything you need to know.

Never assist a person using a wheelchair or mobility aid without first telling them what you are doing.

Consider your passenger's comfort by watching the temperature, keeping the season in mind and maintaining good air quality in the bus.

Drive as smoothly as possible, avoid bumps and try to ease around corners.

Students using a wheelchair must be supervised at all times - especially when the bus operator is loading and unloading wheelchairs. Wheelchair buses do not operate for wheelchair students at temperatures lower than -25 for the safety and comfort of all passengers.

D.6 Transporting students in Safety seats and harnesses

In addition to wheelchairs and mobility devices, some students may also need to use safety seats or harnesses while traveling on the bus. The following section is meant to assist bus operators in providing safe and effective service to students in these situations.

Roles and responsibilities - Safety Seats

The bus operator is responsible for:

- ▶ ensuring the student is properly secured;
- ▶ checking that the harness straps are at the top slots above the shoulders;
- ▶ checking that the retainer clip is positioned at the armpit level; and
- ▶ checking that all straps are snug.

The parent or guardian is responsible for:

- ▶ escorting the student to the bus in the morning and securing the restraint belts;
- ▶ meeting the bus on its return trip; and
- ▶ releasing and removing the student from the safety seat at the end of the day.

The school staff members are responsible for:

- ▶ releasing the student from the seat upon arrival at school in the morning;
- ▶ at dismissal, escorting the student to the bus and on the bus; and
- ▶ securing the student in the seat belt.

Roles and responsibilities - Harness

The bus operator is responsible for:

- ▶ supervising the student; and
- ▶ ensuring the student is properly secured.

The parent or guardian is responsible for:

- ▶ fitting the student with the harness prior to the bus' arrival;
- ▶ escorting the student on the bus;
- ▶ meeting the bus on its return trip;
- ▶ releasing the student from the harness; and
- ▶ storing the harness overnight.

The school staff members are responsible for:

- ▶ releasing the student from the harness upon arrival at the school;
- ▶ storing the harness during school hours;
- ▶ fitting the student with the harness prior to the bus arrival;
- ▶ escorting the student on the bus; and
- ▶ securing the harness on the bus

Tip: Tell students what it is you would like them to do, not what they are doing wrong.

Nobody knows where our Bus Driver goes

Nobody knows
Where our bus driver goes
While all of us kids are at school
Does he study the map,
Does he take a nice nap,
Or lazily lounge by the pool?

Nobody knows
Where our bus driver goes
Nor what he may do with his time
Does he work for the mayor,
Is he off cutting hair,
Or secretly out fighting crime?

Nobody knows
Where our bus driver goes
He's prob'ly a spaceman from Mars
But he might be a spy
Or a rock-n-roll guy
Who's flailing on 'lectric guitars

Nobody knows
Where our bus driver goes
He leaves us each morning at eight
All that we see
Is our bus back at three
And, boy, we're sure glad he's not late!

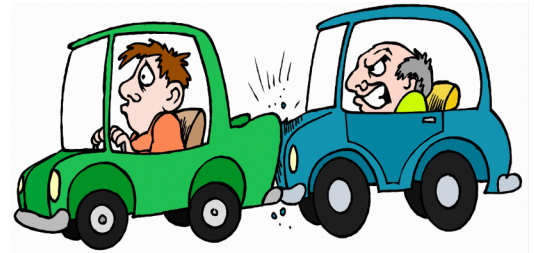
Emergency Procedures

SECTION
E

E.1 Accident procedure

If a bus operator is involved in a collision - regardless of how minor - the following steps must be followed:

- Stay calm.
- Check to see if any passengers are injured
- If there are students on board, always call the RCMP or 9-1-1. Depending on the situation it may be an immediate call to 9-1-1.
- Contact the Transportation Manager at 780-624-2060.
- The Transportation Department will need the following information: a brief summary about the collision, bus location, number of students on the bus, if any passengers are injured and severity of injuries.
- If possible, the school Principal will travel to the accident site to assist the bus operator.
- Make a list of passengers and the location of where they were sitting. The student list is used for the insurance company and accident procedures.
- The RCMP may provide bus operators with a police report at the scene. If they don't, Transportation will obtain the report at a later date.
- Once the RCMP have cleared the scene and students are transported to their respective schools or homes, the bus operator will need to complete all of the forms required immediately (or following morning if accident occurred after school)
- Bus operators will be provided with support and counseling if required.



E.1.1 Mechanical breakdown

See Section B.10 on Page 18.

E.1.2 Off-Site Transfer

See Section B.12 on Page 19.

E.1.3 Bus Damage

Any time a bus enters a ditch, or is in an accident the bus must be road worthy to be placed back in service and therefore must be checked by a mechanic. If body work or mechanical repairs are required, it is the responsibility of the bus driver to take the bus for estimates and to the repair facility.

E.2 Advance Warning Triangles

All buses are equipped with advance warning triangles in the event the bus breaks down on the road. It is imperative that you know the proper use of the triangles to give other motorists advanced warning.



- Between sunrise and sunset with clear visibility **TRIANGLES** must be 30m (100ft) from the rear of the vehicle and 30m (100 ft) from the front of the vehicle.
- Between sunrise and sunset with poor visibility (Described as not seeing persons or vehicles at a distance of 150m or 500 ft) **TRIANGLES** must be 75m (250ft) from the rear of the vehicle and 75 m (250 ft) from the front of the vehicle.

Warning Triangles are only used outside of urban areas.

Student safety is of the utmost importance and must be considered first.



E.3 Emergency Bus Evacuations

Generally, the safest place for passengers to remain is in the bus during an emergency. However, the following three situations do require a school bus evacuation:

Fire: A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move to a safe area, a minimum of 35 meters in the safest direction from the bus. Passengers should remain at the safe area until the operator has determined no danger exists.

Danger of fire: Being near an existing fire, near the presence of fuel, or near other flammable material is considered being in "danger of fire." If the bus cannot be moved to a safe place, passengers should be evacuated.

Unsafe bus position: In the event a bus is stopped because of a collision, mechanical failure, road conditions or operator error, the operator needs to immediately determine if it's safer for passengers to remain on the bus or be evacuated.

Other times an evacuation is necessary

If the final stopping point of the bus is in the path of a train or immediately adjacent to railroad tracks.

If the stopping position of the bus may change and increase the danger. For example, if a bus stops near a body of water or precipice and there is a possibility it could still move - which would result in it rolling into the water or over a cliff - the bus should be evacuated. It's imperative for the operator to be certain the evacuation is carried out in a way that affords maximum safety for all passengers.

If the stopping position of the bus creates a danger or a collision with traffic on the highway. In normal traffic conditions, the bus should be visible from 300 meters or more. However, a stopped position just over a hill or around a curve where such visibility doesn't exist is considered sufficient reason for evacuation.

E.3.1 Evacuation Procedures

There are three standard methods of evacuating a school bus:

- 1. Front-door evacuation:** Everyone on the bus exits through the front entrance door.
- 2. Rear-door evacuation:** Everyone on the bus exits through the rear emergency door.
- 3. Split evacuation:** Everyone in the front half of the bus exits through the front door and everyone in the rear half of the bus exits through the rear door.

A bus operator's assessment of the emergency will determine the type of evacuation to be performed. An evacuation always needs to start with passengers

nearest to the door being used for the exit. The key objective for the bus operator is to get all passengers off the bus in an orderly and safe manner and in the shortest amount of time possible.

The passengers should go to a safe location at least 35 meters from the bus and remain there in a group until given further instruction by the operator. In the event of injuries on the bus, evacuate the passengers first who are able to get off the bus on their own, then help those who require individual assistance.

NOTE: *If the operator has their own child on the bus, the child needs to stay with the operator throughout the entire evacuation and exit the bus once the other students have been evacuated.*

E.3.2 Practice Evacuation Drills

It's unrealistic to expect passengers to complete an evacuation properly without proper practice. Bus operators by law, must perform a minimum of 2 evacuation drills per school year. If operators feel more practice is necessary, additional drills are recommended and encouraged.

Bus operators are also encouraged to discuss emergency procedures regularly with their passengers and select responsible leaders and helpers to aid in the event of an emergency. Having all of this in place will make an actual evacuation more efficient.

Bus operators are responsible for the safety of all their passengers; however, in an emergency it's possible an operator will be incapacitated and not in a position to direct an evacuation. It's recommended all operators select leaders and helpers to be responsible for the safe and orderly evacuation of the bus if the operator is unable to do so - a scenario such as this should be covered in the practice evacuation drills.

In the event of a real emergency, it's advisable to also have alternate leaders selected to ensure knowledgeable passengers are on hand should the regular leader or helper not be on the bus that day.

The purpose of a drill is for passengers and operators to learn the proper procedure for an emergency evacuation. With thorough instruction and careful monitoring of the passengers, injuries can be prevented in a real evacuation situation. During these drills, bus operators should be positioned at the back door and kneeling on the seat to assist and monitor the evacuation. In an actual emergency however, the operator needs to be at the front of the bus directing the order the passengers evacuate the bus.

Operators should remind **passengers:**

Walk, don't run

Leave all lunch kits and school bags on the bus

Don't leave your seat until it's your turn

No pushing, keep a safe distance apart

Wait to step off the rear of the bus until the helpers say: "NOW"

Rear-door evacuation

- A rear-door evacuation is the most common evacuation practiced. To conduct a practice evacuation drill use the following checklist:
- Announce to students: "Remain seated, this is an emergency evacuation drill, rear door."
- Advise the designated helpers to proceed to their stations on the ground at the back of the bus on either side of the open rear door. The helpers are the first two off the bus.
- Passengers should have their hands free and not take any of their personal belongings off the bus - getting off the bus is the first priority. It's the operator's responsibility, if it's safe, to go back to the bus after an evacuation to get any remaining belongings.
- The third person off the bus, is responsible for taking all the passengers to a safe area, which is a minimum of 35 meters away from the bus.
- The designated helpers are stationed outside of the bus at the rear door, one will count exiting passengers, and both will assist passengers leaving through the rear door.

Proper stance for students

- Two designated helpers should be standing facing one another on the ground and on each side of the opened rear door.
- When the passengers are at the rear door they will assume the skier stance: knees bent, one foot slightly forward, arms bent at the elbow, hands in a fist and body slightly bent at the waist.
- The helpers will reach up, one hand cupping the evacuating passenger's elbow and the other gripping the wrist firmly. Once achieved, they need to say: "NOW."
- Evacuating passenger will push off the bus using their back leg and step (not jump) to the ground with the assistance of the two helpers.
- Small passengers or kindergarten students may sit on the back edge of the bus and then down to the ground.
- Helpers must know to not pull the passenger from the bus and not let go of the passenger until they have firm footing on the ground. At all times, after leaving the bus, there must be a safe distance about the width of a seat between each passenger. All passengers are to be evacuated to a safe location at a distance of at least 35 meters away from the bus.

Leaders and helpers need to know how to:

- Turn off the ignition switch
- Set the parking brake
- Summon help where and when needed
- Use a cell phone to contact 9-1-1
- Evaluate when to evacuate—fire, danger of fire, and unsafe position—and when it's safer to remain on the bus
- Kick out windows
- Set emergency devices
- Open and close doors
- Account for all passengers
- Provide extra help for small passengers getting off the bus
- Assist passengers with disabilities Keep students calm during an evacuation

Evacuation-drill checklist

- ❑ Ensure the parking brake is set, the ignition is off, the keys are removed, and the transmission is in the appropriate gear.
- ❑ Ensure the Child Check-Mate System is deactivated. In this case, you may have a student do this for you.
- ❑ Once all students have boarded the bus, stand and face the passengers.
- ❑ Ask passengers to all stand and see that if they all do this at once, no one gets off to reinforce the orderly conduct
- ❑ Provide instructions and then proceed to the back of the bus.
- ❑ Getting passengers off the bus in an orderly and safe manner and in the shortest amount of time is the key objective. Don't allow passengers to take backpacks, lunch boxes, books or other personal items with them when they exit the bus.
- ❑ Do not allow any student to re-enter the bus for any reason until the drill is complete.



Tips and Tricks:

Time the students with a stop watch each time and see if they can do the drill quicker!!

Have students do a practice drill without direction, followed up by a drill with your direction and they will see the difference that staying quiet and following directions can make.

Do daily drills until it becomes so boring, they just follow the procedures!

Practice makes perfect!

"THE WHEELS ON THE BUS" LYRICS



LET'S GO KIDS

The wheels on the bus go round and
round,
round and round,
round and round.

The wheels on the bus go round and
round,
all through the town.
(Roll hands around each other)

The wipers on the bus go Swish, swish,
swish;
Swish, swish, swish;
Swish, swish, swish.

The wipers on the bus go Swish, swish,
swish,
all through the town.
("Swish" hands in front of you like windshield wipers)

The horn on the bus goes Beep, beep,
beep;
Beep, beep, beep;
Beep, beep, beep.

The horn on the bus goes Beep, beep,
beep,
all through the town.
(Slap palm in front of you like honking a horn)

The doors on the bus go open and shut;
Open and shut;
Open and shut.

The doors on the bus go open and shut;
all through the town.
(Push hands back and forth in front of you)

The Driver on the bus says "Move on
back,
move on back, move on back;"
The Driver on the bus says "Move on
back",
all through the town.
(Point thumb over your shoulder)

The babies on the bus says "Wah, wah,
wah;
Wah, wah, wah;
Wah, wah, wah".

The babies on the bus says "Wah, wah,
wah",
all through the town.
(Rub fists in front of eyes)

The mommies on the bus says "Shush,
shush, shush;
Shush, shush, shush;
Shush, shush, shush."

The mommies on the bus says "Shush,
shush, shush"
all through the town.
(Hold index finger in front of mouth as if saying shhh)

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Training

SECTION
F

F.1 Working Alone

"Working Alone" means to be at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency. As a school bus driver, you are often Working Alone.

It is important that steps are put in place to ensure your safety while you are working alone. In some locations NSD has provided Garmin GPS units that the operator is required to check in and check out daily. In other cases, it may be that your spouse knows when to expect you home and knows who to call for help when you don't arrive home on time.

If those options are not available to you, you may call the Transportation Department and let them know what time you expect to be at your destination. If you do not check in, the Transportation Department will find someone to come looking for you.



F.2 Hours of Service

What activities do commercial vehicle drivers perform in a day?

- ▶ Pick up/drop off a load, drive, maintain vehicle, complete paperwork, eat, sleep
- ▶ Every driver activity can be classified into one of four "duty status" categories

What is a "duty status"?

Four categories of duty status:

- ▶ Off-duty time, other than time spent in a sleeper berth
- ▶ Off-duty time spent in a sleeper berth (Not applicable to School Buses)
- ▶ Driving time (on-duty time)
- ▶ On-duty time, other than driving time

Note: there is not necessarily a direct relationship between duty status and a driver's paid time

"On-duty time"

- ▶ Begins when driver starts work or is required by a carrier to be available for work
- ▶ Does not include time when driver is waiting to be assigned work (if driver is free to do other things)
- ▶ Ends when driver stops work or is relieved of **all responsibility by the carrier**

"Off-duty time"

- ▶ Any time other than on-duty

Off-Duty Time, Other Than Time Spent in a Sleeper Berth

- ▶ Driver has the freedom to do whatever driver wants to do
- ▶ Driver is relieved of **all** duty, responsibility and obligation for care and custody of vehicle, its accessories, and any **passengers** or cargo it may be carrying
- ▶ Driver has freedom to leave vehicle to do something else

Examples: Meal Break
Rest Break
Sleep
Work performed for an organization other than a motor carrier
Vacation time
Days off (e.g. weekends)

Driving Time

- ▶ Driver operates or controls a commercial vehicle

Example: Driving a school Bus

SECTION F: Operator Training

On-Duty, Other Than Driving Time

- ▶ Driver performs other activities while on-duty
- ▶ Inspecting, servicing, cleaning or repairing a commercial vehicle
- ▶ Waiting to be dispatched (at a motor carrier or shipper facility or in the vehicle)
- ▶ Traveling in a commercial vehicle as a co-driver
- ▶ Traveling as a passenger in a commercial vehicle to a point where the driver will begin driving
- ▶ Performing any other work for a motor carrier such as completing paperwork, teaching, coaching or attending training

Workshift Driving Time Limit

- ▶ No driving after 13 hours of driving in a workshift
- ▶ Driving periods may start and stop throughout day
- ▶ Total Driving Time in a workshift is less than or equal to 13 hours



Workshift On-Duty Time Limit

- ▶ No driving after 15 hours On-Duty Time in a workshift
- ▶ On-Duty Time = "Driving Time" + "On-Duty Time Other Than Driving"
- ▶ Total On-Duty Time is less than or equal to 15 hours



Time Breaks

- ▶ **A driver may continuously drive a vehicle:**
- for a period of up to 4 consecutive hours of driving if, at the conclusion of driving for that period of time, the driver takes at least 10 consecutive minutes off duty or of non-driving time OR
- for a period of up to 6 consecutive hours of driving if, at the conclusion of driving for that period of time, the driver takes at least 30 consecutive minutes off duty or of non-driving time

How many hours does a driver need to be off-duty?

- ▶ **Required Rest**
- Must have 8 consecutive hours of off-duty time after 13 hours driving or 15 hours of on-duty time before becoming eligible to drive a commercial vehicle again

Situations when a driver is exempt from driving, on-duty or off-duty limits:


- Emergencies
- Adverse driving conditions
- Driver traveling as a passenger

For more information on duty limits regarding emergencies, adverse driving conditions or travelling as a passenger, please visit:

<https://open.alberta.ca/publications/alberta-provincial-drivers-hours-of-service-for-school-buses>

F.3 Time Logs

Commercial vehicle drivers must fill out a daily log each day that accounts for all of the driver's on-duty time for that day.



Box 1400, 9809 - 77th Ave.
Pelee River, AB
T8S 1V2

BUS OPERATOR'S DAILY LOG

Date _____ / _____ / 20____

Month / Day / Year

BUS NUMBER _____

ODOMETER READING _____
(Start of Day)

ODOMETER READING _____
(End of Day)

TOTAL KM'S DRIVEN _____

START OF DAY ADDRESS _____

END OF DAY ADDRESS _____

DRIVER'S NAME (Print) _____

Cycle 1 (Under 70 hrs/week) Cycle 2 (Over 70 hrs/week)

FIELD TRIP/ROUTE # _____

CO-DRIVER'S NAME _____

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	Total Hours																								
Midnight																									Noon																									Total Must Equal 24
1. Off Duty																																																		
2. Driving																																																		
3. On Duty (Not Driving)																																																		
Comments																																																		

E112-07-19

WHITE - TRANSPORTATION (16TH AND LAST DAY OF THE MONTH)
YELLOW - DRIVER RETAIN FOR 6 MONTHS

DRIVER'S SIGNATURE (CERTIFIED TRUE & CORRECT)

What is required in a daily log?

At Start of each day enter:

- ▶ Date and start time
- ▶ Driver name and signature
- ▶ Unit number or license plate
- ▶ Initial odometer reading
- ▶ Name and address of the carrier

During each day enter:

- ▶ Hours for each duty status
- ▶ Location and amount (liters/gallons) of fuel obtained

At end of each day enter:

- ▶ Total hours for each duty status and total hours for the day
- ▶ Final odometer reading
- ▶ Total distance driven

SECTION F: Operator Training

What are the rules regarding the possession of daily logs?

Driver must possess the following before starting to drive:

- ▶ Copy of the daily logs for preceding **2 days**
- ▶ Daily log for current day, completed up to time when last change of duty status occurred
- ▶ Any **supporting documents** or relevant records that driver receives during the current trip (e.g. receipts for meals, fuel, or repairs; bills of lading; violation tickets and roadside inspection documents)

What are the rules regarding the distribution and keeping of daily logs?

- ▶ Within **20** calendar days after completing **each** daily log, driver must forward the original daily log and supporting documents to home terminal
- ▶ Carrier to keep logs and supporting documents for **6** months
- ▶ Driver to keep copy of each log for **6** months

What are the rules regarding the tampering with daily logs?

Daily log tampering violations:

- ▶ Driver keeps more than one daily log for any day
- ▶ Driver records inaccurate information in daily log
- ▶ Driver falsifies, mutilates or defaces daily log or supporting documents
- ▶ Officer can take enforcement action for any of these type of violations



F.3.1 Radius Exemption - 160 KM Radius - Time Sheets



Some drivers may qualify for a daily log exemption

What criteria must a driver meet to qualify for a daily log exemption?

- ▶ The driver does not operate beyond a radius of 160 km from the home terminal of that driver
- ▶ The driver returns to the home terminal and is released from work within 15 hours from the commencement of the driver's work shift
- ▶ The carrier that employs the driver maintains and retains for 6 month accurate time records showing the time the driver reports to start their work shift and the time that the driver is released from work.

Note: At Northland School Division, in lieu of the Carrier (NSD) documenting start and end times, driver's are required to complete the Bi-Weekly time log and submit to NSD Central Office. Central Office will keep the time logs for 6 months.

- ▶ A "home terminal" is defined as where "the driver normally reports for work" and can include a person's home, carrier's shop, etc. as authorized by the carrier

- ▶ A driver's "start" time is the time at which off duty ends and ANY work for the motor carrier begins such as trip inspection, paper work, cleaning the vehicle, etc.
- ▶ Similarly, the "end" time is when on-duty stops and NO further work is done for the motor carrier.
- ▶ The exemption from having to keep a logbook does not exempt a driver from being in compliance with the remainder of the Hours of Service Regulations.
- ▶ The exemption applies only to the requirements of maintaining a logbook.

What is a record of duty status

Motor carrier must maintain a record of duty status that includes:

- ▶ Driver's name and date
- ▶ Driver's workshift start and end times

What documentation does an exempt driver need to possess when using this exemption?

- ▶ Any supporting documents or relevant records that the driver receives during the current trip (e.g. receipts for meals, fuel, or repairs; bills of lading; tickets and inspection documents)
- ▶ Driver must be able to explain to the Officer why the driver qualifies for daily log exemption (e.g. within radius, within hour limit and will return to home terminal)

What does a driver need to do when the driver exceeds the 160 km radius or works through the night?

- ▶ Fill out daily log for day(s) the driver does not qualify for the exemption
- ▶ Record the hours worked for each of the previous 7 days into the Remarks section of the log sheet (a table may already be available on the log or time record for this purpose)

Note: At NSD Driver's are required to maintain a time log already. The time log can work in conjunction with the daily log book to remain in compliance.

If a driver violates maximum allowable driving times or minimum required off-duty times, driver can be subject to enforcement action.

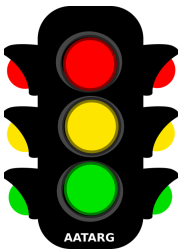
What may happen if a driver is not in compliance?

- 1) Driver exceeds driving time limits
 - ▶ Driver may not drive until after the number of hours needed to return the driver to compliance
- 2) Driver fails to meet off-duty time requirement
 - ▶ Driver may not drive until after the number of hours needed to return the driver to compliance (e.g. complete 8 consecutive hours off duty)

- 3) Driver is unable or refuses to produce his/her daily logbook (if not using radius exemption)
 - ▶ Driver may not drive until after required documentation is produced
- 4) Evidence that driver completed more than one daily log, entered inaccurate information in the daily log or falsified information in the daily log.
 - ▶ Driver may not drive until after required documentation is produced
- 5) Driver mutilates or defaces daily log or supporting document in such a way that the Officer cannot determine whether the driver has followed the driving time and off-duty requirements
 - ▶ Driver may not drive until after required documentation is produced

What enforcement options are available to Officer?

- A) Issue a verbal warning to driver explaining violation(s)
- B) Issue a written warning to driver outlining violation(s)
- C) Issue ticket(s) to driver formally charging the driver with the violation(s) (standard penalty is \$345 per violation)



Teach Kids To

WAIT!

Three "Waits" to Stay Bus Safe

1. WAIT for permission to board.

Stand on the sidewalk and do not approach the bus until the driver gives you the "okay."

2. WAIT for permission to cross.

Walk at least 10 feet away and 10 feet in front of the bus. make eye contact with the driver and wait until they wave you across.

3. WAIT for permission to pick up a dropped item.

Follow the 10x10 foot rule. If you dropped something, return to the door and ask the bus driver for permission to pick up your things.



F.4 Pre-Trips / Daily Inspections



SCHOOL BUS PRE/POST TRIP INSPECTION REPORT
To be completed at the beginning and end of each shift

Driver Name: _____ Date: _____ Unit # _____
 Route / FT # _____ Time: _____ AM/PM _____
 Location of Inspection: _____
 Is this bus equipped with air brakes? Yes / No _____
 (If Yes - Must have Q endorsement on Driver's License) _____
 Are you transporting passengers? Yes / No _____
 (Must have "S" on Driver's License OR carry valid exemption permit) _____

INSPECTION CHECKLIST – PLACE X BY DEFICIENT ITEMS ONLY

1. Under the hood (before start up)

- Fluid leaks (on ground), levels: oil, coolant, w.washer,
Power steering, brake fluid
- Wires, hoses, fan, belts, clamps
- Inside tire area; brake lines, springs, shocks, axles

2. Engine Start-up

- Hydraulic brake booster is functioning
- Gauges and lights are registering properly

3. Exterior Inspection

- Cleanliness of all windows and mirrors; damaged
- Hazards and headlights (high and low)
- Turn signals (front, sides and rear)
- Red and amber alternating lights
- Crossing gate, stop sign, battery
- Brake, tail, license plate light, validation sticker
- Strobe light
- Tires inflated, tread, rim, lugs nuts,
between duals, inside tire wall and hub
- Emission controls, exhaust/tailpipe is secure, no leaks
- Suspension, driveshaft, opposing duals, mudflaps
- Rear emergency door – open/close, buzzer
- Fuel cap/tank/brackets
- CV inspection sticker in place and valid

4. Air Brakes

- Brake check on departure
- System pressure check

Report all items that need attention immediately to your
lead hand or repair shop:

5. Interior Inspection

- Step light, handrail, entrance door
- Reflectors, first aid kit, fire extinguisher
- Vehicle documents: Insurance, Registration,
CV Inspection, Safety Fitness Certificate,
Radio license (if equipped)
- Turn signal indicators work on dash
- All emergency exits - open/close, buzzer
- Clearance lights and reflectors
- Roof hatch – open/close, buzzer
- Gauges, warning lights, wiper and washer
- Defrosters, fans and heaters (high and low)
- Driver's window opens
- Sun visor/Interior driver windows clean
- Interior: Seats (backs and bottoms secured)
- Seat adjustment, fasten seatbelt
- Mirrors properly adjusted
- Steering wheel and horn
- Holding ability of park brake

6. Final Checklist

- Recheck all gauges
- Perform air brake check
- Camera system (if equipped)
- 2-way radio (if equipped)
- Wheelchair lift (if equipped)

7. Post Trip

- Shut down all heaters and fans
- Check interior – children / vandalism
- Sweep and remove garbage daily
- Drain air tanks daily

NO DEFECTS FOUND DURING INSPECTION

The vehicle identified on this report has been inspected in accordance with NSC Standard 13, Schedule 2 requirements.
A Daily Trip Inspection is valid for 24 hours and must be produced to a Peace Officer upon demand.

White – Send to Transportation Department
 Yellow – Stays in book and keep book for 6 months
 Attach time log and fuel log

*I declare that the vehicle shown above has been
 inspected in accordance with the applicable requirements.*

Driver Signature: _____

Daily trip inspections must be completed to ensure employees actively search for and report vehicle defects. The early reporting of defects may prevent vehicles from being operated if they are likely to cause or contribute to a collision or breakdown. This may lead to the better protection of drivers and the public in Alberta. **The items that need to be inspected are listed on the Pre-Trip forms provided by NSD.**

A daily trip inspection report:

- ▶ Is valid for 24 hours from the time it is recorded;
- ▶ Must be forwarded to the driver's home terminal within 20 days;
- ▶ Must be filed at the carrier's main place of business within Alberta within 30 days;
- ▶ Must be maintained for each vehicle for at least 6 months (NSD maintains these records)

A trip inspection report must contain at least the following information:

- ▶ License plate number, vehicle ID number, or **unit number** of inspected vehicle.
- ▶ Odometer reading of the inspected vehicle at the time of inspection
- ▶ Name of the carrier operating the vehicle (This is pre-printed on the forms)
- ▶ Name of the location where the vehicle was inspected
- ▶ Whether any defects were found and details for identified defects
- ▶ Name and signature of the person who inspected the vehicle
- ▶ Name and signature of the driver or person making the report
- ▶ The nature of any repairs carried out to fix defects identified during the inspection

National Safety Code - Standard 13, Schedule 2 (Part 2)

If there are defects identified while performing the daily trip inspection, drivers must follow the National Safety Code - Standard 13, Schedule 2 (Part 2). This is pre-printed on the center flap of the pre-trip inspection books provided by NSD.

Each item that is listed has two columns below. One is "Defect(s)" and the other is "Major Defect(s)".

Defect - If during the daily trip inspection you notice a "Defect(s)", the bus may be driven and pick up students, however, the bus must be repaired within 20 days.

Major Defect - If during the daily trip inspection you notice a "Major Defect(s)", the bus may be driven to the repair facility ONLY if it is safe to do so. **DO NOT TRANSPORT STUDENTS OR ANY PASSENGERS.**



This bookmark courtesy Zsuffelschick and your bus driver

Can you see the children crossing?

The most dangerous part of the ride is not on the school bus but at the school bus stop. Help keep the school bus experience a safe place for your child by instructing to follow the bus driver's directions when at the bus stop, when crossing, boarding, and departing, and when riding the bus. Following the bus driver's directions is important for the safety of all the children. Thank you for helping me keep kids safe. Your Bus Driver.

SECTION F: Operator Training

F.5 First Aid

To operate a bus within Northland School Division (NSD), a school bus operator must have certification in emergency first aid, or a higher standard. Courses are held periodically throughout the division at divisional schools. Drivers whose first aid is expired or about to expire are required to attend locally hosted courses. If there is no first aid course booked at a local school, a course will be booked at a private facility. NSD will pay the course fees for employees.



Mirror Positioning

Ensuring the mirrors outside and inside the school bus are correctly positioned is essential to safe student transportation. It enables the operator to accurately see motorists, objects and students near and in the bus. Operators need to be continually checking their mirrors to ensure they know where traffic is and that no student is in the danger zone. For assistance with positioning mirrors correctly, operators are encouraged to call their lead hand or ask someone to assist.

Outside left and right flat mirrors should be adjusted so visibility is possible up to 60 meters to the rear, along the side of the bus and to the rear tires touching the ground.

Outside left and right convex mirrors should be adjusted so visibility is possible on the entire side of the bus up to the mirror mounts, in front of the rear tires touching the ground and to at least one traffic lane on either side of the bus.

Outside cross-view mirror should be adjusted so visibility is possible on the entire area in front of the bus, at the front tire(s) touching the ground and on the area from the front of the bus to the service door.

F.6 Operator Training

Throughout the year, Transportation offers bus operators various professional learning opportunities geared towards maintaining, upgrading and updating driver skill sets. Some of the training programs include the "S" endorsement course, the Alberta Transportation's refresher training, and various certifications.

Talk to your local school(s) for any upcoming PD sessions that may help you with students or that you may be interested in.

“ become
certified
today ”

F.6.1 School Bus Operator Improvement Program

The School Bus Operator Improvement Program ("S" endorsement) is a mandatory course all Alberta-based bus operators are required to complete effective July 31, 2020. Topics covered include school bus inspection; loading, unloading and transporting passengers; bus maneuvers and defensive driving; emergencies such as evacuations, first aid and emergency equipment; mechanical breakdown; and passengers with disabilities.

Currently all bus operators that do not have the S endorsement added to their driver's license, must carry an exemption permit. If you do not have the S Endorsement on your license and require a copy of the exemption permit, contact the transportation department.

To learn more about the "S" endorsement program, or to register, contact the Transportation Department.

To download the "S" endorsement manual visit:

[www.transportation.alberta.ca/content/docType45/Production/schoolbus manual.pdf](http://www.transportation.alberta.ca/content/docType45/Production/schoolbus%20manual.pdf)

F.6.2 Alberta Transportation Website

www.transportation.alberta.ca

The Alberta Transportation website, commercial transportation is a great resource for learning all the ins and outs about student transportation.

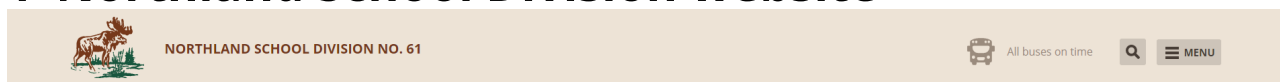


F.6.3 Alberta Transportation eLearning

Alberta Transportation offers a series of eLearning refresher courses for bus operators. The courses are offered through five eLearning modules and focus on defensive driving, winter driving, student management, bullying and harassment, and road rage. Each module is available online and can be completed at your own pace.

To learn more about Alberta Transportation's eLearning refresher modules visit:
www.transportation.alberta.ca/4285.htm

F.6.4 Northland School Division website



www.nsd61.ca

For transportation and District information



TRANSPORTATION

Did you know that Northland School Division operated horse-drawn wagon routes until 2004? Yes, it's true. Today, the Transportation Department operates 32 divisional bus routes and 15 contract routes.





SCHOOL BUS DRIVER

APPRECIATION DAY

The Student Transportation Association of Alberta's has declared the first Monday in May as "School Bus Driver Appreciation Day". Join us in recognizing and celebrating our hard working, dedicated School Bus Drivers!

We sincerely appreciate the job you do. You give our students a chance to be successful at school and for the rest of their lives!

Northland School Division No. 61

Policy / Procedures & Forms

SECTION

F

Policy 17 - Student Transportation Services

Procedures

560 - Student Transportation Services

560 App A - Transportation of Disabled Students

560 App C - Transportation on Private Property (DRAFT)

Forms

560-1 - Odometer Reading

560-2 - Bus Passenger List

560-2 - Additions / Deletions

560-3 - School Bus Monitor Notification

560-4 - Bus Monitor Time Sheet

560-5 - Cell Phone_Clean Supp_Bus Plug In Claim Form

560-6 - School Bus Pre_Post Inspection Report

560-7 - Bus Operators Daily Log

560-8 - Evacuation Report

560-9 - Application for Transportation on Private Property

560-10 - School Bus Seating Plan

560-11 - School Bus Emergency Helper Acknowledgment

560-12 - Bus Registration Form

560-13 - Route Assessment Checklist

560-14 - Bus Driver Monthly Time Log

560-15 - Bus Operators Daily Log

560-16 - Student Misconduct Report

560-17 - Seat Restraint Authorization Form

560-18 - Bus Driver Child on Bus Authorization Form

560-19 - Accident Reporting Form_ASBI

560-20 - Bus Registration Form

357-1 - Vandalism Report

Procedure

561 - Contract Busing

561 App B - Contractor Selection

Forms

561-1 - Contract Bus Driver Monthly Time Log

561-2 - Contractor Information Sheet

561-3 - Monthly Bus Route Update

Procedure	562 - Conveyance Allowance
Forms	562-1 - Application for Conveyance Allowance 562-2 - Conveyance Allowance Attendance Report
Procedure	563 - Transportation in Cold and Inclement Weather
Procedure	564 - School Bus Driver Training
Forms	564-1 - Application for Employment - Bus Driver 564-2 - Driver's Abstract & Information 564-3 - Bus Driver Interview Sheet 564-4 - Bus Operator's Evaluation Booklet
Procedure	565 - Transportation of Students in Private Vehicles
Forms	565-1 - Employee or Volunteer Driver Authorization
Procedure	566 - Spare Drivers
Forms	566-1 - Transportation Casual Labor Report 566-2 - Casual Bus Driver Monthly Time Log
Procedure	567 - Transportation Safety Re: Drugs and Alcohol
Procedure	568 - Bus Storage
Forms	560-5 - Cell Phone_Clean Supp_Bus Plug In Claim Form
Procedure	569 - Bus Rentals 569-1 Contractor Bus Rental Agreement
Procedure	570 - Bus Driver Leaves of Absence
Procedure	571 - Suspension and Dismissal of Bus Drivers
Procedure	573 - School Bus Accident
Procedure	574 - School Bus Schedules
Procedure	575 - Staff Use of Division Motor Vehicles
Forms	564-2 - Driver's Abstract & Information 575-1 - Divisional Vehicle Log 575-2 - Occasional Use Divisional Vehicle Log 575-3 - Special Grant Kilometer Tracker
Procedure	576 - Transportation Service Areas
Procedure	577 - School Bus and Fleet Vehicle Disposal
Form	? - Fixed Asset Disposal Form
Procedure	260 - Field Trips and Excursions

Forms

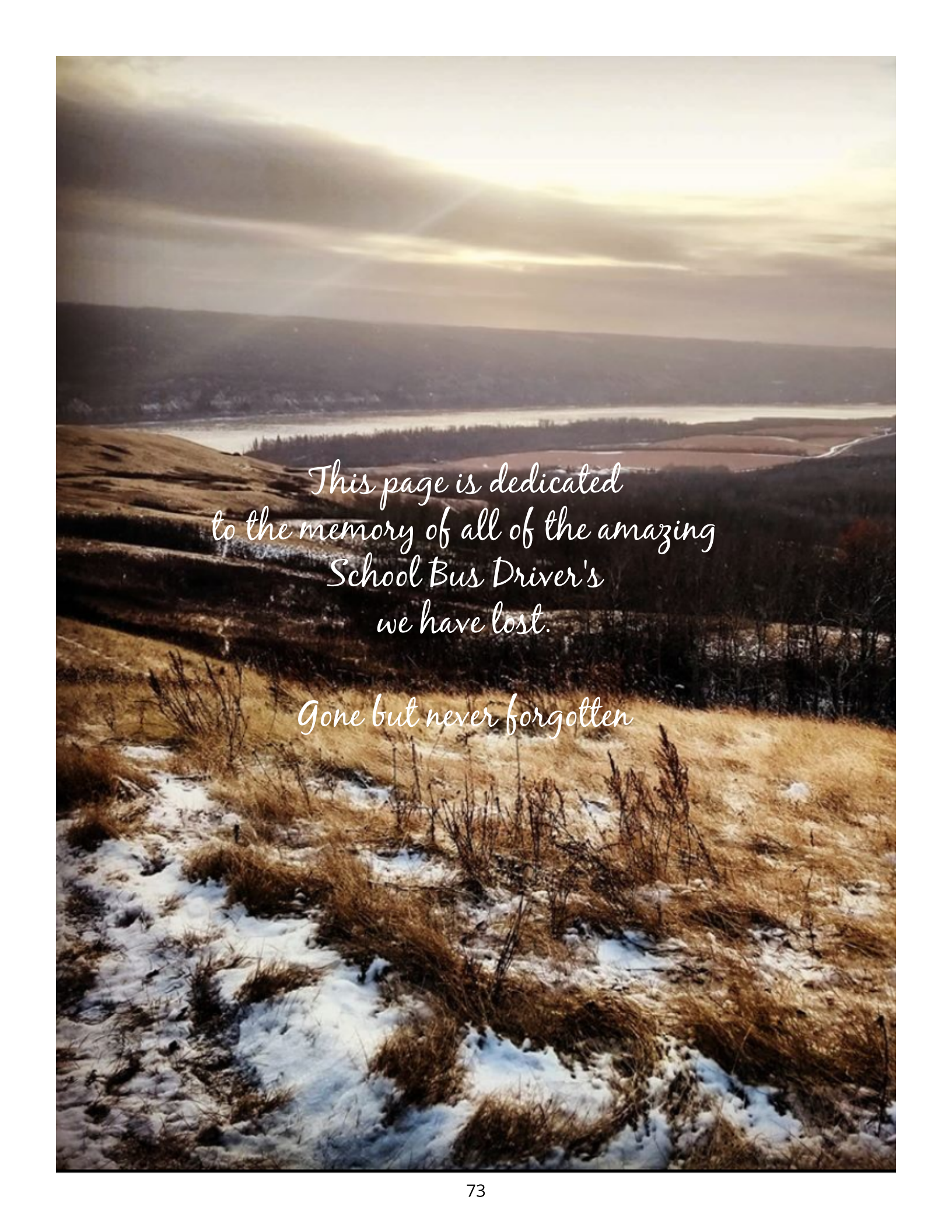
260-1 - Overnight Interschool Budget Form

260-2 - Off Site Activities Parent Approvals

260-3 - Cultural Field Trip Budget - Actual Expense Allocation Sheet

260-4 - Tournament Plan

All of the Procedures and forms listed here are subject to change. These are live documents that are adjusted as needed. This is for reference only.

A landscape photograph showing a wide valley with a river winding through it. The foreground is a grassy hillside with patches of snow. The sky is filled with soft, golden light from a low sun, creating a hazy atmosphere. The text is overlaid in the center of the image.

*This page is dedicated
to the memory of all of the amazing
School Bus Driver's
we have lost.*

Gone but never forgotten



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