BUS OPERATOR RESPONSIBILITIES

Belief

The school bus operator is critical to the provision of a safe, economical and effective transportation system.

Guidelines

1. Operators must conduct themselves in a manner that promotes positive behaviour and contributes to the safe conduct of all bus occupants.

2. Bus operators shall maintain order and safety on the bus and will establish a seating plan. The operator may amend the seating plan from time to time as required.

3. The operator will document, within a journal, any discipline infractions that occur on the bus. Where an attempt to resolve inappropriate student behaviour with the student fails, the operator will contact the parent/guardian and/or principal in accordance with Section 2 of Administrative Procedure 340: Student Transportation Code of Conduct, completing and distributing Form 340-1, School Bus Misconduct Report.

4. The operator must complete the Bus Student Attendance Form 550-1 in order to ensure that those ECS to grade 6 students who rode the bus to school in the morning are returned home at the end of the day, unless otherwise advised by school staff that alternate transportation arrangements have been made.

5. School bus contractors and/or operators must ensure complete compliance with all terms and conditions of the Freedom of Information and Privacy obligations, as outlined in the Transportation Contract Agreement.

6. Operators shall exercise extreme caution when moving near a loading zone. The rate of speed in the vicinity of a school must not exceed ten (10) kilometers per hour.

7. Busses are to be parked and ready for loading before regular school dismissal time.

8. The bus operator shall be in the bus or at the door of the bus whenever students are on the bus, embarking or disembarking the bus, excepting emergencies.

9. Bus operators must report to the principal reasons for the late arrival or early departure of a bus.

10. The bus operator shall have full authority to determine which windows are to be open or closed.
11. All regular and spare operators must annually complete and submit to the Transportation Department, the Request for Driver’s Abstract.

12. If a student is misbehaving, the student shall not be removed from the bus at any other location than the school or at their normal pickup point.

13. When reporting a red light infraction to the Transportation Manager, the operator must provide written notes recording details of the offence. If necessary these written notes maybe used in court as evidence.

14. Bus contractors must ensure that all provincial legislation, division policies and administrative procedures respecting the transportation of students are observed.

15. If bus contractors and their employees use, or facilitate the use of social media, it must be to contribute to a positive, supportive and professional learning environment within the school and the Division, and as a tool to build and enhance the reputation of the school or Division.

Reference: Section 51, 60, 61, School Act