Administrative Procedure 555

VERIFICATION OF VEHICLE OPERATOR DEMERIT ACCUMULATION

Belief

The Division believes that ensuring the safe transportation of students and employees is a priority.

Guidelines

1. This administrative procedure pertains to those drivers contracted or employed who transport students and all employees using division owned vehicles; herein referred to as ‘Drivers’.

2. Drivers shall verify their vehicle operator demerit accumulation.

3. Drivers are required to provide and/or release the required information relative to their driving records or as requested by the Transportation Manager.

4. Annually, or upon the request of the Transportation Manager, drivers will be required to sign a form authorizing the release of his/her driver abstract to the Division.

5. Drivers who do not, within a period of one month of being requested to do so, provide the appropriate authorization for release of a driver abstract, may be suspended from driving pending receipt of the form in question.

6. All demerit points are to be considered whether or not they were obtained while driving a Division owned vehicle, a contracted school bus or private/commercial/farm vehicle.

Procedures

7. The Transportation Manager will review the abstracts and, if they are found to indicate a driver has accumulated demerit points, the following will guide the actions of the Transportation Manager, the Associate Superintendent Business and/or the Superintendent.

7.1 If a driver has accumulated six demerit points as a result of convictions, he/she will be counseled by the Transportation Manager or designate, and a record of the counseling session will be retained by the Transportation Office. Part of the counseling may include a requirement to participate in a Defensive Driving or “S” Endorsement Course which would reduce the number of demerits on the license.
7.2 Any driver that transports students who has a single conviction resulting in the assignment of five or more demerit points will be suspended from driving for the Division.

7.3 Any driver who transports students and has accumulated more than six demerit points as a result of convictions, will be suspended from driving for the Division.

7.4 It is required that drivers convicted of any traffic violations, other than parking tickets, report the fact to the Transportation Manager, or designate, within two weeks of the conviction.

Reference: Section 60, 61, 113, 117, School Act
Administrative Procedure 557, Transportation of Students in Private Vehicles
Alberta Regulation 331 – Traffic Safety Act, Demerit Point Program