

LAKESHORE SCHOOL DIVISION

TRANSPORTATION PROCEDURE MANUAL

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PREAMBLE

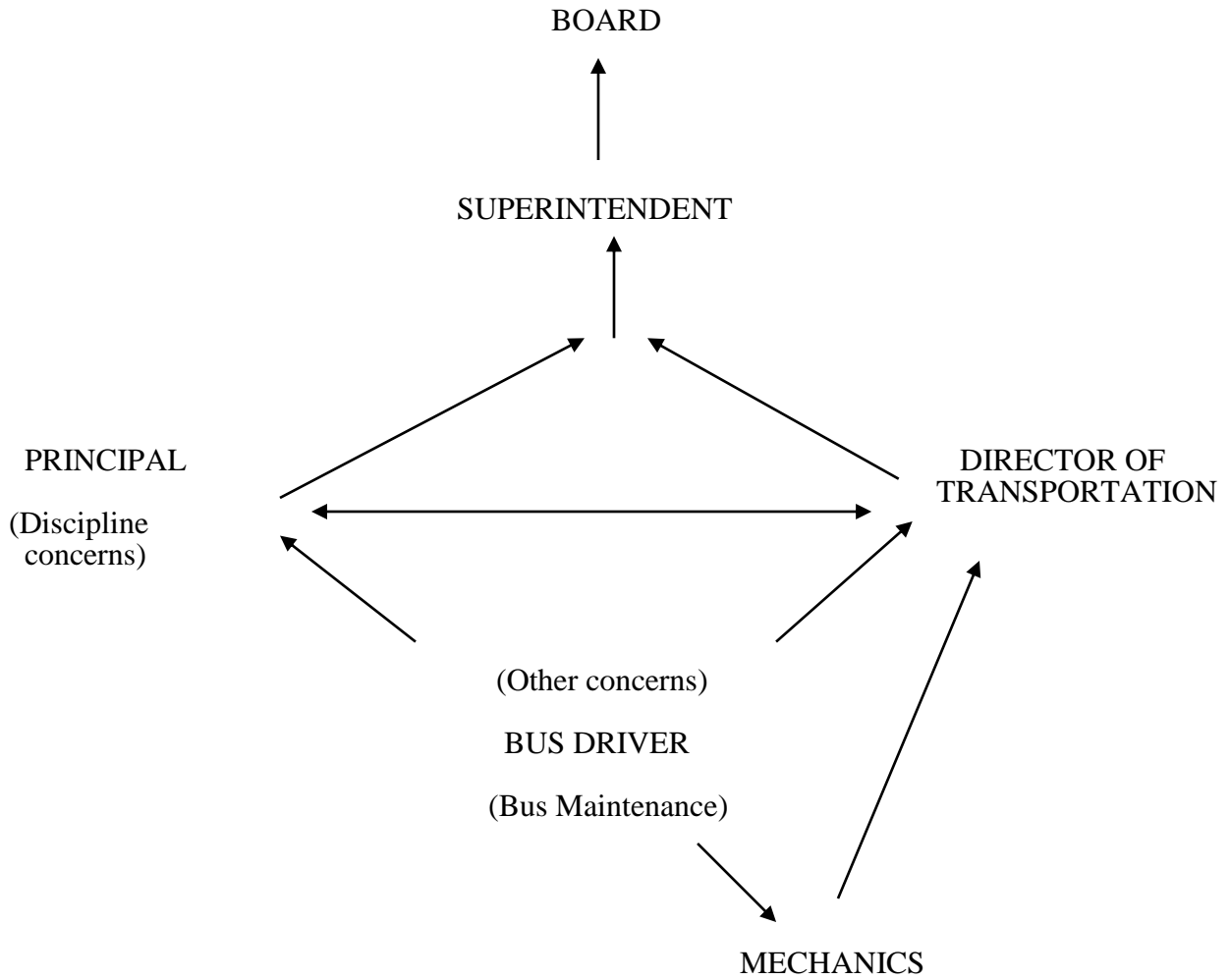
THE SAFETY OF THE PUPIL MUST BE THE FIRST CONCERN OF ALL OF THOSE ENGAGED IN THE TRANSPORTATION OF PUPILS.

The Board of Trustees has the responsibility for the transportation of all pupils who enroll in its schools and who live 1.6 kilometers or more than away from a school. To do this efficiently, the following roles in transportation have been established:

- the Superintendent, who will mainly act as an advisor, but has the authority to execute his/her function as Chief Executive Officer of the Board in the area of transportation;
- the local Trustee, who is responsible for development of policy pertaining to transportation;
- Director of Transportation, who is to be responsible for vehicle maintenance, bus safety, driver supervision, driver training, driver recruitment and other duties pertaining to transportation as assigned by the Superintendent;
- School Bus Drivers, who are hired by the school division and will be required to work and cooperate with the school Principals and will work under the supervision of the Director of Transportation and Superintendent;
- Principals, who are responsible for discipline and the well being of pupils, and who will work with the Director of Transportation and bus drivers to develop safe transportation programs;
- Parents, who are expected to cooperate with the bus drivers, the school, and the Board of Trustees regarding rules for safe transportation;
- Pupils, who are expected to cooperate with the bus drivers and the school regarding rules for safe transportation;
- School Bus Mechanics, who are hired by the School Board and are required to work and cooperate with Bus Drivers and Principals and who will work under the supervision of the Director of Transportation and the Superintendent.

COMMUNICATION CHANNELS FOR BUS DRIVERS

Drivers may contact the Division Office via two-way radio or by telephoning (long distance calls can be made collect).



Concerns other than student discipline and bus maintenance items shall first be directed to the Director of Transportation. All concerns, if unresolved, shall be directed to the Director of Transportation.

School Bus Driver Qualifications

1. Must have a minimum five years of licensed driving experience except in special cases where the discretion of the Board will prevail.
2.
 - (a) Must possess a minimum Manitoba Class II drivers license.
 - (b) Shall obtain a School Bus Operator's Certificate from Manitoba Education prior to operating a school bus carrying passengers.
 - (c) All bus drivers hired after September 1982 must receive a minimum of 24 hours of instruction in the operation of a school bus in order to receive a School Bus Operators Certificate.
 - (d) All bus drivers must receive a minimum of eight hours in-service training during each school year for which they will be paid the hourly rate for a maximum of eight hours in order to maintain validation of their School Bus Operators Certificate.
3. Must produce once each year, during July or August, a medical certificate which is acceptable to the Board. The school division will pay a fee directly to the examining physician for this service.
4. Must produce a driver abstract which is acceptable to the school division before ratification as a regular or spare driver and thereafter authorize annually the release of a drivers abstract to the Board.

The school division will pay the fee for the successful road test and for the successful required written tests for all division drivers after ratification as a spare bus driver and once actively employed.

School bus drivers hired by the Division will be responsible for the following:

1. To be a properly licensed school bus driver.
2. To work under the supervision of the Director of Transportation and the Superintendent.
3. To work and cooperate with the school Principal.
4. To operate within the framework of the Transportation Policies and these procedures in carrying out the day-to-day duties of a bus driver.
5. To notify the Director of Transportation immediately if their license is suspended or if they become convicted of any offence that affects the validity of their driver license. Failure to do so immediately will result in disciplinary action.
6. To inform the Director of Transportation immediately if he/she is involved in a collision in any vehicle regardless of if the collision occurred while on duty. Failure to do so immediately will result in disciplinary action.
7. To have a medical check-up at least once a year, during July or August, and to forward a completed copy of the medical report to Division Office.
8. To ensure the bus assigned to him/her is presented for a Vehicle Inspection twice a year, at a designated garage. A copy of the inspection report shall be retained in the bus at all times.
9. To ensure the bus assigned to him/her is presented for a 3500 km inspection when due at a designated garage. Sign the completed 3500 km inspection sheet at the time the bus is picked up at the garage.
10. To maintain the vehicle logbook issued by Manitoba Education and Training as requested by the Minister of Education (see page 32). Perform a daily pre-trip inspection of their assigned school bus as outlined on Pages 17-22 and complete a log book entry in ink prior to transporting passengers. Submit before the 7th of each month a completed School Bus Driver's Daily Vehicle Inspection Report from the preceding month.
11. To have all the necessary service and repair work done in a regular manner and authorize work done by signing repair invoices. Report all suspected major defects immediately to the Director of Transportation or division school bus garage personnel.
12. Submit before the 7th of each month a completed School Bus Driver's Monthly Report from the preceding month (see page 27).
13. Provide such other information as the Division Office may from time to time require for safe, accountable and efficient operation of the pupil transportation system.
14. Always operate his/her assigned school bus within the law and follow the recommendations of the School Bus Driver Handbook and such other regulations as the Board, Manitoba Education and Manitoba Transportation may establish.
15. Always operate his/her assigned school bus at a speed which takes road and weather conditions into consideration. At no time shall speeds exceed 90 km/h on paved highways or 80 km/h on other road surfaces.

16.
 - (a) When operating the school bus, a bus driver will not pick up pupils at or deliver pupils to, places other than the designated bus stop or school loading/unloading area without prior approval from division office. The Principal may hand out transportation passes to provide a temporary alternate bus stop providing the stop is on an existing route.
 - (b) Buses must not arrive on the school property any earlier than 15 minutes and no later than 5 minutes before dismissal unless otherwise instructed by the Director of Transportation.
 - (c) Drivers must remain with their buses when the buses are on the school property. Whenever a driver must leave the bus, the driver must set the park brake, place the transmission in gear (or park) and remove the ignition key.
 - (d) All drivers must be in the driver's seat while passengers are boarding or disembarking the bus.
 - (e) No drivers shall unload pupils in the school yard unless supervision is provided in the loading/unloading area.
17. Always come to a full stop before crossing a railway track even when the bus is not carrying passengers. Use the 4-way hazard lights when stopped on the travelled portion of the road at railway crossings.
18. All bus drivers are to use the eight way warning system (amber/red lights) when loading and unloading passengers outside of school property.
19. Drivers will be responsible for keeping the bus clean inside and out. The bus should be washed whenever necessary. In periods of adverse weather conditions when it is not practical to keep the whole bus clean, windows, windshields, lights and school bus signage must be kept clean for the safety of the passengers. The interior of the bus must be kept free of litter and the floor, seats and windows shall be cleaned regularly.
20. Each driver will be expected to sign for all purchases of fuel, oil and repair work, etc. and otherwise allow for a record of expenses in such a way so the division office can keep an accurate record of the cost of operating each vehicle.
21. The bus driver's clothing and footwear shall be neat, clean and appropriate.
22. Consumption of alcohol or cannabis by a school bus driver will not be tolerated during an eight hour period before or during the operation of a school bus; likewise any measurable presence of alcohol, cannabis or illegal substances in the blood immediately prior to, during or immediately after operating a school bus will result in immediate dismissal.
23. The driver of a bus will not be allowed to smoke, nor can he/she allow anyone else to smoke on the bus.
24. No pupil will be allowed to ride on any bus other than their designated bus unless they have permission from the Principal or designate.
25. Drivers must ensure that all pupils, when crossing a road prior to boarding or after getting off a bus:
 - (a) do so at a distance not less than 3 meters in front of the bus;
 - (b) do not cross the road until they receive a signal from the bus driver that he/she has checked the traffic and it is safe to proceed.

- (c) check traffic in each direction to be certain the road is clear;
26. Each bus driver, before opening the door to load or unload pupils, must take due precaution that traffic which might endanger the students has stopped.
 27. Every time a driver is unable to make his/her regular route he/she will contact the School Division Office and state the reason and confirm which substitute driver will be used as a replacement. The driver shall complete the driver's absent report and turn it in to the school or Division Office within 7 days (see page 29).
 28. Provide the division office, on or before September 20th of each year, with a copy of the route map showing the route traveled, points of pick-up, number of pupils carried, location where the bus is kept overnight, and other information as specified.
 29. Every bus driver shall be responsible for the care of children while in or around a bus under his/her control. The driver shall report to the Principal any misconduct of children while entering, leaving, or being transported upon a vehicle under his/her care by using the Misconduct Report Form (see page 30).
 30. Bus drivers shall not transport unauthorized persons in a school bus.
 31. Buses must not be refueled while students are on board.
 32. Immediately report any accident, in which the vehicle may be involved, to the Director of Transportation. A message could be relayed to the Division Office via bus garage radios.
 33. In the event of an accident, assist any injured person, summon help and complete forms in the Accident Report Kit.
 34. Engine warm-up should be kept to a minimum (i.e. 3 minutes at -10^C would be adequate. Idling an engine pollutes the air, contaminates the engine oil, wastes fuel, clogs the exhaust filter and shortens engine life. It is not required that the engine is running when unloading or loading passengers in the school yard. If heat from the engine is not required shut the engine off in the school yard.
 35. School drivers must ensure that their assigned bus is plugged in when the outside temperature is lower than -10 degrees Celsius. The engine heaters must be plugged in for a sufficient length of time to ensure the engine will start.

BUS EQUIPMENT

Each bus shall be equipped with a fire extinguisher, first aid kit, axe or bar, 3 emergency reflectors, shovel, broom, window washer squeegee, ice scraper and snow brush.

Each driver shall check that the fire extinguisher is fully charged at all times. The first aid kit shall be complete and refilled when items are used.

The first aid kit shall contain at least the minimum required by CSA D250 (see page 26).

First aid items can be replenished through the division bus garages, the Division Office or local school.

HAZARDOUS OPERATING DAYS

Morning: In the event of hazardous roads and/or weather Conditions, the driver shall try to contact the Director of Transportation or school division office. Regardless of contacting the above, the school bus driver must use his/her judgment whether or not to drive their route.

Afternoon: Schools will not be closed early due to adverse weather or road conditions.

ADVERSE DRIVING CONDITIONS

Poor visibility - When visibility is obscured due to fog, snow, rain, etc., extra precautions must be exercised.

You must:

1. reduce speed
2. increase your following distance
3. increase the distance in which the signaling lights are activated.

It may become necessary to drop off passengers in their yards to avoid stopping on the roadway.

At some point you will have to decide if the operation can continue. If you are to discontinue your route, try and avoid stopping on the roadway. If you must stop on the road, activate as many of the bus's lighting systems as are available. Contact the base station advising of your situation and ask to have parents notified.

Slippery roads - When roads are slippery due to ice, snow, mud, etc., the same procedure as poor visibility should be used.

As well, minimal brake use and the use of the engine as a brake will greatly increase vehicle control. Engine exhaust brakes should be turned off when roads are slippery.

When stopping at a pick-up point, slow down well in advance and stop at least 4 meters away from the waiting student.

Remember, when the front wheels skid, steering control is lost.

Impassable roads - Roads that, in the school bus driver's judgment, are impassable must not be used. If there is a student to pick up or drop off along the impassable road, other arrangements must be made to transport the student between the bus and residence or school and residence. The bus driver can contact the base station and request the student's parent be advised that the bus cannot get to the regular pick up/drop off point. In the morning, parents may choose to keep the student at home, or get the student to the bus by whatever means. In the afternoon, the parent may get the student to his/her residence by other means, or advise to have the student dropped off at an alternate residence. If the parent can not be reached and the driver has concerns for the student's safety at home alone, the school shall be contacted via the base station for advice.

It is far better to make alternate arrangements than to go down a questionable road and get stuck.

Stuck bus - If the bus becomes stuck, the school bus driver shall contact the base station and request assistance. The base station will try to arrange a tow vehicle to free the stuck bus. The driver should advise as to anyone in the immediate area that may have a vehicle or piece of equipment available to pull a bus. Usually a local farmer will assist.

If no tow vehicle is available, a spare bus or a bus already finished a route shall be dispatched to transport the students.

When it is not practical for the dispatched bus to get to and from the stuck bus, then the students may be required to walk to the mobile bus. If it is not practical for the students to leave the stuck bus, arrangements must be made to either clear a path for a relief vehicle or transport the students by other means.

When a bus is being towed the driver shall ensure that the tow cable, chain, rope, etc. is connected to the bus tow hooks. Pulling the bus from points other than the tow hooks can damage the bus.

MAINTENANCE AND REPAIRS

Vehicle maintenance and repair will be done at the garages designated by the Director of Transportation.

The maintenance schedule will be carried out under the Lakeshore School Division school bus preventative maintenance and inspection procedure. Small maintenance repairs will be done under the authority of the bus driver but major repairs over \$150.00 will be referred to the Director of Transportation.

All repair invoices will be signed by the bus driver or Director of Transportation before being paid by the Division Office.

Tires will be changed when tread measurements reach a minimum of 3.2 mm at three points around the tire, or sooner when requested by garage personnel and authorized by the Director of Transportation.

NON-PUPIL PASSENGERS

School Division personnel will be allowed to ride on school buses provided they have authorization from the Board. Temporary provision may be made by the Director of Transportation.

ROADS:

Road deficiencies should be reported to the Director of Transportation and local municipal councilor.

SAFETY:

The safety of the pupil must be the first concern of all of those engaged in the transportation of pupils.

PARENT AND PUPIL ROLE IN TRANSPORTATION

1. Bus students must travel to and from school on their assigned buses, unless authorization is given by the Principal to use other means of transportation after written consent from parents has been submitted to Principals.
2. In cases where parents grant permission to use a different means of transportation including student's own vehicle, the parents accept full responsibility in case of accidents.

The parents are also fully responsible for the child's conduct when different means of transportation are being used by students.

3. Students who use their own means of transportation must leave their vehicles parked during the school day unless they have written permission from their parents or guardian to do otherwise, in which case the parents accept all responsibilities resulting from the use of their vehicle.
4. Students while traveling to and from school should not give or accept rides in private vehicles unless they have written parental permission filed with the principal.
5. Subject to #1 above, parents will be fully responsible for pupils who ride to or from school in any vehicle not authorized as a pupil transportation vehicle by the Board of Trustees. The School Division's responsibility starts when pupils board a bus or other authorized vehicle or arrive at school and will end when pupils leave school or leave the bus or other authorized vehicle.
6. Parents will pass their authority over pupils to the Principal when the School Division's responsibility begins and accept it back when the School Division's responsibility ends.

In addition, parents should help out in the following ways:

1. Contact the bus driver or previous pick-up point when the bus is not required (morning).
2. Have children at the bus stop a little before pick-up time. The bus driver is not required to wait if not early and the children are not out at the bus stop. If one family is late all the rest along the route are also inconvenienced. The bus driver can provide a time schedule available for all parents.
3. Inform the bus driver if children suffer from illness or such things as car sickness. It might be a good idea to send sick sacks (baggies) with such children.
4. It is suggested that parents make sure that children are adequately dressed during winter months. Parkas, boots, toques and mittens should definitely be part of winter clothing. If a school bus breaks down in extreme weather, warm clothing is essential.
5. Parents will be responsible to see that their children are cared for during inclement winter weather by having alternate drop off locations for the children if the parent is not home.
6. Parents who have children in the primary grades have the responsibility of reporting to the school if they are picking the children up at 3:30. If parents permit a primary student to go visiting with a friend who travels on a different bus, they must notify the school that the child will not be coming home so a bus pass for the visiting student can be presented to the bus driver at the time of loading.

GUIDELINES FOR PUPILS

1. Leave home in time to catch the bus without hurrying. The bus driver is not required to wait.
2. Choose or have your parent advise you of the safest route to walk to and from the bus stop.
3. Do not stand on the road while waiting for the school bus.

4. Stand well back from the bus stop while waiting for the bus. Do not move toward the bus until it has come to a complete stop.
5. Board the bus promptly in single file without crowding or pushing and use the handrail.
6. At no time should school bus passengers get up or walk around when the bus is in motion. No one should leave his or her seat until the bus has made a complete stop.
7. Students should be permitted to talk on the bus; but at no time should there be excessive noise which disturbs the concentration of the bus driver.
8. There should be no eating on the bus at any time.
9. There should be complete quiet when a bus is approaching or is stopped at a railroad crossing.
10. Do not open the windows of a school bus without the consent of your driver. Keep hands and head in the bus at all times. Do not throw anything out of the bus windows.
11. Do not deposit garbage of any kind in your school bus.
12. Obey all posted regulations.
13. When crossing the road, do so at least 3 meters in front of the bus. Maintain eye contact with the driver. Cross the road promptly on the bus driver's signal, after checking the road for traffic.

IN AN EMERGENCY stay calm. Should the bus driver be injured, an older child should apply the handbrake and use the 2-way radio to call for help. If radio contact cannot be achieved, two older children, when practical, should go to the nearest telephone for help. **A list of emergency telephone numbers are in the first aid kit.**

Students should leave the bus in an orderly manner, through either exit door and look out for each other. Stay together, away from the bus and off the roadway, while waiting for assistance. Unless other danger is evident, do not move an injured person. See emergency measures under Evacuation Procedures.

SUPERINTENDENT'S ROLE IN TRANSPORTATION

The Superintendent is Chief Executive Officer of the Board, and therefore is responsible overall for the education system, including the area of transportation.

PRINCIPALS' ROLE IN TRANSPORTATION

The Principal is responsible for the discipline and well-being of pupils from the time they leave home until they are returned. The Principal shall take action on discipline problems brought to his/her attention. Report major discipline problems and all accidents to the Division Office.

TRUSTEES' ROLE IN TRANSPORTATION

Establish policy with regard to the operation of the transportation system.

Direct complaints in regards to general transportation to the proper administrator(s) if necessary.

DIRECTOR OF TRANSPORTATION'S ROLE IN TRANSPORTATION

The Director of Transportation will report to the Superintendent of Schools and carry out the activities assigned to him by the Board and the Superintendent as they relate to transportation of pupils with emphasis on:

1. Supervision of Bus Drivers:
 - (a) monitor that bus drivers are driving safely and conscientiously so as to deliver school children to and from school safely;
 - (b) ensure that bus drivers have proper credentials for driving a school bus and that all Provincial and Board regulations are adhered to;
 - (c) ensure that all bus drivers are adequately trained before they become bus drivers and to ensure that annual in-servicing is set up and enforced to keep drivers abreast of up-to-date driving practices and regulations, and to keep drivers continuously aware of safety procedures;
 - (d) ensure bus drivers are driving in as economical a manner as possible so as to keep operating costs as low as they can be (ensuring, however, that student comfort is maintained);
 - (e) ensure that drivers are using methods and procedures for maintenance and operation so as to keep buses in good mechanical condition;
 - (f) arrange bus driver training courses for new bus drivers periodically, endeavor to maintain an adequate supply of bus drivers in each area;
 - (g) periodically monitor that bus loading times and procedures are adhered to.
2. Vehicle Maintenance:
 - (a) develop and monitor a preventative maintenance schedule;
 - (b) budget for and administrate garage operations and facilities;
 - (c) approve expenditures for vehicle repair and maintenance;
 - (d) investigate any instances of vehicle abuse or excessive breakdown of buses.
3. Bus Safety:
 - (a) develop safety programs with principals and students such as ridership training and evacuation training;
 - (b) assist bus drivers in the area of student discipline when requested by the principal or driver; investigate a complaint about discipline on the buses and make recommendations where needed to the Board.
4. Inform the local Trustee about proposed bus route changes and each year before the end of September provide bus route maps and student lists to the local Trustees, bus garages, schools, spare bus drivers and road maintenance departments within the local authorities.

5. Recommended to the Board the hiring of regular and spare drivers.
6. Consult with the Superintendent and the local Trustee on any serious personnel matters before taking action.
7. Approve bus driver and mechanic pay information.

SCHOOL BUS DRIVERS' ROLE IN TRANSPORTATION

1. Ensure the bus he/she is assigned is in safe operating condition for each trip by performing the prescribed inspections.
2. Operate the bus in a safe manner adhering to the regulations as set out by the Province of Manitoba and the school division.
3. Be courteous to passengers and others.
4. Maintain confidentiality of passengers and others.
5. Manage passenger behavior and report any passenger misconduct to the school principal using the misconduct form.
6. Provide legible reports to the division office in a timely manner using the prescribed forms.
7. Carry out day to day duties in a professional manner.

MECHANICS' ROLE IN TRANSPORTATION

The school bus mechanic is responsible for performing the day to day maintenance and semi-annual vehicle certification and service on the School Division's bus fleet.

Maintain the workplace in a safe condition with adherence to Workplace Health and Safety regulations.

Regular cleaning and removing of debris, garbage and spent parts from the garage.

Provide an inventory of in stock parts and tools not later than the second Friday in July of each year.

Monitor the 2 way radio and assist school bus drivers by providing roadside assistance when buses breakdown, answer bus drivers questions pertaining to the operation of various bus equipment and components.

Recommend changes to the maintenance schedules or procedures if needed.

Salary Schedule and Pay Information

Bus Routes:

A school bus route begins at the first pick-up point and terminates at the school drop-off, where two schools exist in one town, at the second school drop-off.

Bus drivers will be paid a basic daily rate plus a daily kilometer rate, based on the following schedule, for the kilometers driven to complete their route, starting and terminating at their residence or at the location where the bus is parked overnight.

Basic Daily Rate) as per collective agreement
1 to 80 kms.)
81 - 160 kms.)
161+ kms.)

The daily rate of pay will be paid for each regular school day bus drivers transport children to school or if through no fault of their own the route cannot be driven. Drivers have the responsibility to ensure their property is cleared of snow so the bus can be used.

Intercampus Trips:

Intercampus trips are regularly scheduled trips between schools in different towns to transport students for specified grade levels and/or courses. Since intercampus trips are not part of a regular bus route, they are paid as follows:

- trips of less than 2 hours between schools shall be paid at the maximum rate per km. for the total trip kms. as per the km. rate schedule, plus the hourly rate for the time pupils are being transported.
- trips of 2 hours or more between schools shall be paid at the hourly rate only for the total time required.

Intercampus trip schedules are subject to change as passenger load, school programs, and time tabling dictate.

Basic Daily Rate:

The intent of the basic daily rate is to reimburse the driver for the time required to perform a pre-trip inspection, fuel the bus, maintain the cleanliness of the bus, complete necessary forms, maps, etc., and perform other regular daily duties to ensure his/her bus is serviced according to Board policy.

Additional Time:

A school bus driver who is required to spend extra time will be paid as per the collective agreement for the time involved. Additional time must be reported on the Bus Driver Pay Request form (see page 31).

Winter Heating:

Electric power supplied by bus drivers through their farm or residence electrical service will be reimbursed at the rate as per the collective agreement for every school day between November 1 and March 31. Payment is based on the bus being plugged in for 14 hours. Buses shall be plugged in when temperatures fall below -10°C .

Extra-Curricular Trips:

Division bus drivers will be paid at the hourly rate as per the collective agreement.

Where overnight trips are scheduled, the payment for the extra-curricular trip driver will be paid as follows;

Day 1 - from the time the driver starts the trip until the completion of last trip of the day.

Day 2, etc. - eight hours per day

Last day - from the time the return trip begins until the return trip ends.

Alternate (Spare)Drivers:

Alternate bus drivers who substitute for a regular bus driver will be paid the regular bus drivers daily rate of pay. Alternate drivers who must travel to a point to pick up a bus for either a regular route or extra-curricular trip will be reimbursed mileage for the total distance needed to get to the bus. The school division will only pay mileage to spare drivers if they are replacing a regular driver who is on a paid leave. Regular drivers on personal leave are encouraged to compensate spare drivers for expenses incurred.

The regular hourly rate will be paid in addition to mileage for spare drivers required to travel in excess of 40 km each way to get to a bus. The Director of Transportation must make prior approval for spare drivers to travel in excess of 40 km. each way. Alternate drivers must submit the Bus Driver Pay Request (see page 31) for all work performed.

Hazardous Day Pay:

The daily rate will be paid for any school day when the school division cancels transportation due to inclement weather or other emergency situations.

A bus driver who makes the decision not to operate the bus due to adverse weather conditions and does not inform the Division office as soon as practical will forfeit that day's salary.

Transfers:

Every bus driver is subject to transfer to a different bus route. When a bus driver is transferred to a new bus route after the school year has begun, then the bus driver will be paid the new daily rate according to the division pay rates, or his old daily rate, whichever is higher, for two weeks from the date of notification of the change.

Benefits: as per the collective agreement.

Statutory Holidays

Bus drivers shall receive statutory holidays as per the collective agreement.

Sick Leave

Sick leave is defined as where an employee takes time off work due to him/her being ill and unable to work. Sick leave will be accumulated as per the collective agreement, and is available to division bus drivers and mechanics. A doctor's certificate shall be produced upon request. An employee taking sick leave must notify the Director of Transportation, Secretary-Treasurer or Superintendent as soon as possible. Failure to notify the above administration or to supply a letter from a doctor when requested will result in loss of pay for time not worked.

Bereavement Leave

As per the collective agreement.

Leave of Absence

When a school bus driver is going to be away from work he/she must submit a completed Request for Leave form (see page 28). The request for leave is subject to approval by the Superintendent or designate. If a leave is not granted the bus driver must report for work. Exceptions to the above would include medical or personal emergencies. Each request for leave will be handled individually and is subject to the availability of a spare driver. Extended leaves may require that spare drivers are alternated on the route to give all alternate drivers the opportunity for employment.

All drivers, regardless of amount of time off must submit a driver's absent form (see page 29).

Personal Leave

Drivers are permitted a maximum of ten (10) personal leave days without pay per year provided prior permission is granted by the school division.

When a regular bus driver takes time off for personal reasons, all costs incurred in getting the alternate driver to the bus will be the responsibility by the regular driver.

TO ALL SCHOOL BUS DRIVERS

YOUR CONTRIBUTION IS VITAL TO PROPER SCHOOL BUS INSPECTION AND MAINTENANCE!

A school bus which operates properly is more responsive to your inputs and enables you to devote more of your attention to other important safety factors involved in driving, such as: road and weather conditions, practicing safe driving habits, obeying traffic signals and laws, and being alert to the acts of other motorists and pedestrians, etc.

Your safety - the safety of your passengers - and the safety of others who share the road are all at stake.

Minor malfunctions could develop into major ones and affect other systems in the vehicle. Report minor problems/concerns immediately.

The most positive way to assure proper school bus operation is by carrying out a program which includes:

- regular inspection and proper maintenance
- safe driving skills and techniques
- prompt reporting of unusual vehicle handling or operating characteristics
- prompt correction of any vehicle malfunction

As the driver, you are the one who 'lives' with the vehicle under all operating conditions, and you are the one most likely to notice faulty or abnormal operation. Consequently, the maintenance personnel must depend heavily upon you - your ability to detect any problems - and your promptness in reporting them.

A thorough daily school bus inspection must be performed at the beginning of each day. It will consist of: - a pre-trip inspection, before the vehicle is driven - an operating inspection, while the bus is being driven - a post trip inspection, after the vehicle is parked.

- Pre-trip Inspection
 - * walk around
 - * inside safety check
- Operating Inspection
 - * road check
- Post trip Inspection
 - * inside safety check
 - * walk around

DAILY BUS INSPECTION BY THE DRIVER

Pre-trip Inspection

(1) **The Daily Walk-Around**

Before starting your daily walk-around, set the parking brake. Check fluid levels (i.e. engine oil, coolant, power steering and brake boost fluids). Check fan belts and hoses for proper tightness and wear (cracks, cut, bulge, or other defects). Start the engine to allow the bus to warm up. Then get out and inspect your bus from top to bottom and end to end. Walk all the way around - alert to any potential trouble. Remember it is far better to spot problems - and get them fixed - before you are out on the road. Make it a habit to develop a definite pattern of inspection, so that you do not miss anything. It may help you to think in terms of "Systems" or "Functions" as you make your inspection, but regardless of what method you use, be sure you check for:

- **TIRES** - Under inflated, flat, worn excessively, or damaged. Check for missing valve caps. Do not drive on a flat tire. One flat rear tire, for example, can place an excessive weight on the companion tire of a dual set causing a blowout and loss of vehicle control.
- **WHEELS** - Look for loose or missing wheel nuts, excessive corrosion, cracks, or other damage. Do not drive with a damaged wheel or loose wheel nuts.
- **FLUID LEAKS** - Look carefully at the area under the bus, and on the inner wheels and tires for evidence of wetness. Promptly notify school bus garages or Director of Transportation about any leaks.

Leaks can include engine oil, water or coolant, fuel, brake fluid, transmission fluid, front wheel hub or rear axle oil.

- **WARNING SYSTEMS** - These include running lights, back-up lights, all signs and signals, reflectors, turn signals, brake lights, warning flashers and hazard lights. All must be clean and working properly before operating the bus. Remember, only a clean sign, light or reflector gives maximum protection. Head lights and tail lights are to be turned on whenever the bus is being driven (do not depend on daytime running light systems).
- **WINDSHIELD AND DRIVER'S SIDE WINDOWS** - All school bus windows should be clean. It is essential that the driver's vision is not impaired. In inclement weather be sure all

road film, snow and ice are removed. In sunny weather, or at night, any dirt or film on the windshield can cause dangerous glare.

- **MIRRORS** - These should be checked to be sure they give you the proper view required for safety. They must be clean, properly aimed and tightly secured.
- **EXHAUST SYSTEM** - Check carefully for sagging exhaust pipes, tailpipes and mufflers. Look for exhaust leaks, and listen for excessive exhaust noise, vibration and rattles. Any exhaust leaks should be reported, and repaired promptly to prevent fumes entering the bus.
- **EMERGENCY REAR DOOR** - Check to see that it operates properly and is securely closed and sealed. This door must always be ready for emergencies, yet tightly sealed when closed to prevent fumes entering the bus. (The emergency door operation must be checked from inside and outside the bus.)

(2) The Inside Safety Check

- **SEATS** - Check for security and damage.
- **WINDOWS and ROOF HATCHES**- Check for damaged windows and see that emergency windows and hatches open freely and that the warning buzzers are operational.
- **SERVICE BRAKE WARNING LIGHT** – School buses are equipped with a dual brake system, if this light comes "on" during a hard brake application, this could indicate that at least one of the brake systems is not operating properly. **DO NOT USE A BUS WITH A BRAKE MALFUNCTION.**
- **OIL PRESSURE WARNING LIGHT** - This light should go "on" as the bus is being started, but should go "off" right after the engine starts. If it does not, turn off the engine and report immediately.
- **OIL PRESSURE GAUGE** - It should indicate adequate pressure. If not, the engine should be turned off. Report immediately, and do not drive the bus.
- **AMMETER** - It should not continue to show a discharge after the engine is running. If it continues to indicate a discharge, report at once.
- **VOLTMETER** - After the engine is running, the voltmeter should indicate in the green section (approximately 13-14 volts). If it does not, report immediately.

NOTE: When the ammeter and/or voltmeter, does not indicate proper operation of the charging system as outlined above, do not begin your route. The vehicle may stall as the battery loses charge.

- **WATER TEMPERATURE GAUGE OR WARNING LIGHT** - These instruments show the temperature of coolant in the engine. If your bus has a gauge, the indicator should read in the operating range. When it indicates "hot" the engine should be stopped immediately and the problem reported. The same action should be taken if the temperature warning light goes "on". **DO NOT REMOVE THE RADIATOR CAP WHEN THE ENGINE IS HOT TO THE TOUCH (as serious injury may result).**
- **ENGINE OR TRANSMISSION OIL TEMPERATURE GAUGE** - The engine or transmission oil temperature gauges indicate the oil temperature in these components. If the

temperature rises above the operating range stop the engine as soon as possible and report the problem.

- **FUEL GAUGE** - It should indicate a safe margin of fuel for the day's operation (never less than 1/2 full).

Check each of the following for proper operation, adjustment, or condition:

- * 2-way radio
- * directional signals
- * stop lights
- * special warning lights
- * emergency flashers
- * clearance lights
- * strobe light
- * headlights - high beam indicator
- * interior bus lights
- * stop arm control
- * crossing arm
- * windshield fan and defroster
- * heaters
- * horn
- * service door and controls
- * mirrors
- * driver's seat, seat belt
- * fire extinguisher
- * first aid kit
- * flares/reflectors
- * emergency exit door (opens from inside and out)
- * ensure that the interior of the bus is clean and free of debris

Vehicle Inspection Log

Log books must be filled out in ink by each driver each day prior to operating a bus. Any defects discovered during the pre-trip inspection or during operation of the school bus must be recorded in the log book. If no defects are discovered, "NIL" must be recorded in the defect column of the log book prior to operating the bus.

OPERATING INSPECTION

(3) The Daily Road Check

A planned road check, undertaken before you pick up your first passengers, will give you a chance to evaluate the steering, suspension, clutch, transmission, driveline and other components. You also can determine whether the engine performs properly under load ... and if the brakes provide you with adequate stopping power.

The following is a suggested procedure for road-checking the vehicle. It can be accomplished on the way to pick up your first passengers.

- **TEST THE PARKING BRAKE** - To check the effectiveness of the parking brake, slowly engage the clutch with the transmission in second gear while the parking brake is applied. If the bus moves easily, the parking brake is not holding properly, and should be repaired.

Always release the parking brake before starting out. Driving with the parking brake applied is the most frequent cause of parking brake failure.

- **CHECK TRANSMISSION OPERATION** - With the transmission engaged in either forward or reverse position, the bus should start out smoothly in response to depressing the accelerator pedal and the transmission should not produce any unusual noises. An automatic transmission should not "slip" and a manual transmission should allow for easy and smooth gear changes throughout the entire shifting range. Report any unusual noises or shifting difficulty.

NOTE: Do not exceed the manufacturer's recommended road speed for each specific gear range - exceeding speed recommendations could damage the transmission or reduce its service life.

- **CHECK THE CLUTCH** - The clutch should engage easily and smoothly without jerking, slipping excessively or "chattering". Never "ride" the clutch pedal. Once the shift has been made, the foot should be removed from the clutch pedal. A properly adjusted clutch will have some "free play" when the pedal is fully released. (Report any unusual clutch pedal operation.) While changing the gears, an experienced driver will carefully control the speed of his engine so that the shift may be completed without jerking or excessive clutch slippage. Erratic or careless shifting of gears wears out the clutch and reduces its service life.
- **CHECK THE ENGINE** - Be alert to any unusual engine noises, vibrations or unusual engine operation. Be sure to report any unusual engine operation. Allow a cold engine to idle until full oil pressure is achieved. Never exceed the maximum rpm recommended by the manufacturer. Do not idle engines excessively, a short warm-up of three to five minutes is adequate in the coldest of temperatures).
- **CHECK THE STEERING** - Do not wait until you are out on the highway to check the steering. Ensure that the steering is responsive and that there is no excessive play, binding, or jerking in the steering system. The power steering pump should be quiet. **DO NOT USE A BUS WITH A STEERING MALFUNCTION.**
- **CHECK THE SUSPENSION** - The bus should not "sag". The bus should not "bounce" or "bottom" when going over bumps or potholes. Make sure that the bus does not "weave" or "sway" excessively when turning corners, or on curves. Broken suspension components can cause these problems. Report any unusual ride or handling characteristics.
- **STAY ALERT TO THE CONDITION OF YOUR BUS** - The alert driver should quickly sense the presence of a flat tire, or one which is under-inflated. Abnormal noises or handling characteristics may indicate a low tire.
- **POST TRIP INSPECTION**
 - 1) **Inside Inspection**
 - ensure all passengers are off the bus
 - check for vandalism - graffiti, damaged seats, etc.
 - check for valuables and/or litter
 - 2) **Walk Around**
 - check for damage to bus body - dents, scratches, broken light lens, cracked glass
 - check tires for signs of low inflation, damage, etc.
 - check for fluid leaks

Not all drivers have the ability to spot every problem. However, a school bus driver must make a thorough pre-trip and operating inspection of their assigned bus every day, and continue to check all systems throughout the day - knowing that the condition of the bus can change as the day progresses. Inspection is an integral part of driving. Continually monitoring the condition and operation of the school bus will help to ensure a safe trip.

BUS EVACUATION IS A COOPERATIVE PROCEDURE WE MUST PERFECT!

Though we may never need it, it must function well in the one time that it is needed. Lives may be at stake!

Everyone involved in our transportation system has a crucial role to play.

EVACUATION TRAINING AND YOUR RESPONSIBILITY

Director of Transportation:

- conduct training of bus drivers on staging evacuation drills
- monitor that evacuation drills are carried out and evaluated twice annually by the school principal
- review evaluation sheets and suggest improvements if necessary

Principal:

- evaluate school bus emergency drills twice annually (October 1 - November 30, and February 1 - March 30)
- send reports to Director of Transportation
- assist bus drivers with any discipline problems arising from the drills or training

Evacuation Supervisor (Principal or designate):

- be positioned outside of the bus during simulated evacuation evaluation
- instruct or correct students as to proper positioning and conduct
- evaluate the exercise, including timing the drill, and discuss the evaluation with the bus driver and the students (inside the bus)

School Bus Monitor (student passenger):

- follow instructions, carry out simulated evacuation training and be prepared for an emergency
- help students out of the bus, instructing them as to proper conduct
- make sure that students move a proper distance from the bus
- shut off the ignition if the bus driver is disabled
- set park brake if the bus driver is disabled
- remove first aid kit if bus driver is disabled
- call for help on the 2-way radio if driver is disabled (key must be on)

School Bus Driver:

- train passengers in proper procedure for evacuation drills to be held - one in the Fall and one in early Spring at a safe site designated by the principal
- conduct simulated evacuation training for purposes of evaluation, at a safe site designated by the principal
- remove first aid kit from the bus
- choose responsible monitors from the student passengers on the bus
- ensure that safe ridership practices are carried out under all conditions
- notify schools a week or more in advance of evacuation training if pupils are going to be late
- demonstrate to monitors the proper use of 2-way radios

EVACUATION TIPS FOR STUDENTS:

- be silent
- remain seated; do not panic
- always look at the bus driver
- listen to the driver's instructions or those of the monitors if the bus driver is injured
- look and listen to see if evacuation will be from the front or rear of the bus
- move quickly from your seat to the exit upon the bus driver's or monitor's instructions, those closest to the door first
- do not shove
- exit carefully
- help each other - use the buddy system
- older students look after younger ones
- walk to a safe waiting area
- remain in line
- wait for further instructions

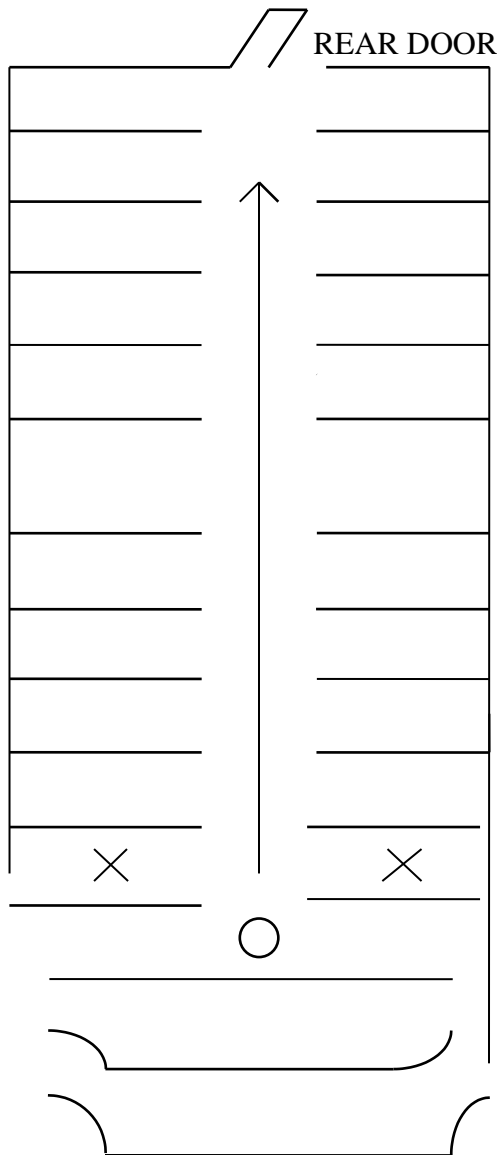
CLASSROOM TEACHERS:

- review ridership training with pupils, in September and February, (20 minutes minimum each class not including evacuation drills)
- remind pupils about conduct on buses as well as in classroom
- stress the responsibility to behave properly in an emergency - particularly the need for older students to help the younger

APPENDIX A - SCHOOL BUS EMERGENCY EVACUATION DRILL

Driver Procedure:

1. Secure vehicle: set parking brake, turn off ignition.
2. Stand facing students: get students attention, give clear and concise instructions, announce "Remain seated, emergency evacuation drill, rear door".
3. Instruct student helpers to open the emergency exit door and take positions on each side of the door to assist students during evacuation.



4. Instruct students in the rearmost seats to exit through the emergency door, followed by next rear most seat (see diagram), remain in line and move to a safe spot approximately 100 ft. or 50 large steps, from the bus, off the roadway:
 - * stress order, quickness
 - * driver remain in front of bus
 - * monitors assist students out of the bus
 - * students unload the bus by alternating seats from rear to front for rear exit. (For a front door drill, unload the bus by alternating seats from front to rear.)
 - * monitors follow last student away from bus
 5. Driver or student (alternate) picks up first aid kit and exits through emergency door:
 - * driver checks seats for students while moving toward exit
 - * driver joins students
- D - Bus Driver
X - Students
1 - 22 unloading sequence
→ - exit route

Trained, mature student monitors are desirable and very helpful in conducting evacuation drills.

EMERGENCY MEASURES:

In the event of a serious bus accident, the following procedure should be followed:

- the bus driver should not leave the students
 - help should be summoned by the 2-way radio, or a telephone if available
 - if radio or cell phones are not operational, flag down a passing motorist
 - if a passing motorist cannot be flagged down to summon help, two of the older students may go to the nearest phone, if practical (do not send very young or immature students to get help)
 - whoever goes to make the call must follow the instructions on the list (located in the first aid kit) on what information to give.
1. The first phone call will be to 911 giving the location of the accident, the number of people involved, and number of injured (approximate).
 2. The second phone call will be to the Division Office giving the accident location, name of bus driver, number of students involved, and approximate number of injured.

All students that could have possibly been injured due to an unusual bus ride, or through abnormal contact with the bus (i.e. falling and banging head on steps while loading) must be taken as soon as possible to the nearest hospital/doctor for professional medical attention. It is the driver's obligation to inform the principal or division office of such an incident and the principal's obligation to follow through regarding medical attention for the student(s) involved.

These procedures have been adopted as Board Policy and are considered to be in effect.

APPENDIX B - FORMS

First Aid Kit

The vehicle shall carry a unitized kit packed in a sturdy, dustproof, removable container made of metal or plastic of comparable strength. The kit shall contain at least the following items, unless provincial or territorial regulations specify other requirements: as per D250-07

- a) one first aid pocket guide;
- b) one record book;
- c) two resuscitation face barriers with a one-way valve;
- d) four pairs of non-latex gloves;
- e) four emergency blankets;
- f) 150 individually wrapped 25 x 75 mm (1 x 3 in) adhesive dressings;
- g) Eight 50 mm (2 in) compress dressings;
- h) Six 100 mm (4 in) compress dressings;
- i) Two gauze eye pads;
- j) One eye shield;
- k) Three four-ply gauze dressings, a minimum of 914 x 914 mm (36 x 36 in) in size;
- l) Two 50 mm x 5.5 m (2 in x 6 yd) gauze bandages;
- m) One packet of 25 mm x 4.6 m (1 in x 15 ft) adhesive tape;
- n) Six triangular bandages;
- o) One 70 x 610 mm (2-3/4 x 24 in) rolled metal splint;
- p) Splint paddings;
- q) One pair of sliver tweezers;
- r) One pair of 15 cm (6 in) scissors; and
- s) Twelve 50 mm (2 in) safety pins.

School Bus Driver's Monthly Report

Name _____

Route _____ **Month** _____ **Year** _____

Date	Start time	End time	Fuel	Oil	Unit #	Odometer	Comments
	AM						
	PM						
	AM						
	PM						
	AM						
	PM						
	AM						
	PM						
	AM						
	PM						
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Signature

Completed report must be submitted to the office within 7 days of month end



LAKESHORE
SCHOOL DIVISION

REQUEST FOR LEAVE

NON-TEACHING PERSONNEL

NAME: _____

POSITION: _____

SCHOOL: _____

DATE(S): _____

REASON:

ARTICLE: _____

SIGNED: EMPLOYEE: _____

PRINCIPAL: _____

GRANTED: _____ **DENIED:** _____ (see over)

WITH PAY: _____ **WITHOUT PAY:** _____

SUPERINTENDENT **DATE:** _____

cc: Principal
Secretary-Treasurer



DRIVER'S ABSENT REPORT

NAME: (please print) _____

DATE(S) ABSENT: _____

SPARE DRIVER: _____

SHIFT(S) ABSENT: (please circle one) _____ a.m.

_____ noon

_____ p.m.

REASON: (circle one of the following)

_____ personal

_____ medical

_____ other (specify) _____

SIGNATURE:

Submit completed absent report to school on return to work.

SCHOOL BUS MISCONDUCT REPORT

DATE: _____ **STUDENT:** _____

SCHOOL: _____ **GRADE:** _____

Major Infractions

Vandalism on the bus _____ Threats, Harassment, Abuse, Assault _____

Scuffling or fighting on the bus _____ Theft/tampering of bus equipment _____

Smoking/use of lighters/matches on the bus _____

Possession/use of illicit drugs, alcohol, cannabis _____

Infraction date: _____

Misconduct Report to Administration: Yes _____ No _____

Other Infractions

Talking loudly or undue noise _____ Use of obscene language/gestures _____

Disturbing others _____ Sticking hands or head out of window _____

Facing rearward on the bus _____ Disobedient or impudent to driver _____

Eating or littering on the bus _____ Throwing objects _____

Did not remain seated while bus was in motion _____

1st Infraction Date: _____

Spoke to Student: _____

2nd Infraction Date: _____

Spoke to Parent: _____

3rd Infraction Date: _____

Misconduct Report to Administration:

Yes _____ No _____

Driver Comments:

Driver Signature

Action Taken By School Administration:

Administration Comments:

Administration Signature

White – Retained by Driver; Green – Administration Copy; Canary – Return to Driver; Pink – Parent/Guardian; Photocopy to Division Office

LAKESHORE SCHOOL DIVISION

Bus Driver Pay Request Name: _____ (please print)

Instructions: Complete this form when extra work (or substitute driving) is performed. Complete only the section that applies (1, 2, or 3) and sign at the bottom. Please forward to the school office or division office by the 1st and 16th of each month after the work is completed.

Completion of this form is required in order for payment to be authorized and issued.

Table 1: Regular Route. Columns: Date, Substituted for, A.M., NOON, P.M., Own Vehicle kms (if applicable).

Table 2: Extra Curricular Trip. Columns: Date, From/To (indicate Unit #), Start Time, Finish Time, No. of Hours, Own vehicle kms (if applicable).

Table 3: Extra Work. Columns: Date, Description of work performed (indicate Unit #), Start Time, Finish Time, No. of Hours, Own vehicle kms (if applicable).

Comments: _____

Signature: _____ Date: _____

