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Responsibilities of the School Bus Operator and the Drivers		1 of 4
Responsibilities		Date June 10, 2002 Revised August 16, 2010
Policy	School bus operators and bus drivers must abide by the terms and conditions of the Student Transportation Services Agreement and any other directed policy or procedure.	
Responsibilities of the School Bus Operators	<p>School bus operators shall:</p> <ol style="list-style-type: none"> 1. comply with the Sudbury Student Services Consortium’s policies and procedures; 2. comply with the terms and conditions of the transportation agreement; 3. adhere to the bus routes and schedules established by the Sudbury Student Services Consortium; 4. ensure that all drivers have the most current bus route schedule and passenger list; 5. notify the Sudbury Student Services Consortium of any delay of more than 10 minutes, using Edulog; 6. maintain effective and open communication with the Sudbury Student Services Consortium to keep schools, parents and guardians informed of any delays in bus routes. Communication shall be maintained until the last student gets off the bus; 7. ensure that the necessary action is taken in the event of an accident, as specified in the Procedures for Accidents or Incidents; 8. maintain their vehicles and ensure that bus drivers operate them as required by the <i>Highway Traffic Act</i> and regulations, any other laws concerning school transportation vehicles and any transportation rules established by the Sudbury Student Services Consortium; 9. keep their vehicles clean and free of any hazards; 	

	<p>10. provide the Sudbury Student Services Consortium with the following documents:</p> <ul style="list-style-type: none"> • proof that the bus driver holds a valid Class B or Class E driver's licence allowing him/her to drive a school bus • proof of insurance • Workplace Safety and Insurance number • Commercial Operator Registration number with a Level 2 CVOR Record Search each September • a copy of MTO Motor Vehicle Inspection A and B inspection reports for all vehicles annually • a copy of their Operating Permit, if they wishes to provide vehicles to school boards for non-educational outings • proof that all bus drivers receive training to prepare them for their responsibilities <p>11. follow up on complaints about a bus driver with the school principal, parents and students, and inform the Sudbury Student Services Consortium of the incidents;</p> <p>12. not refuse transportation to an eligible student for any reason whatsoever. Student misconduct shall be reported to the school principal in a Report of Student Misconduct on a Bus. It will be the principal's duty to take the necessary disciplinary action;</p> <p>13. the Sudbury Student Services Consortium has the authority to force an operator to remove a driver from a route in the event of improper conduct;</p> <p>15. in the event that a child is left unattended on a school bus because the driver failed to complete a routine inspection, the driver shall be disciplined by the bus company.</p>
<p>Responsibilities of the School Bus Drivers</p>	<p>Bus drivers shall:</p> <ol style="list-style-type: none"> 1. obey all <i>Highway Traffic Act</i> regulations at all times; 2. adhere to the bus schedules established by the Sudbury Student Services Consortium; 3. pick up and drop off students only at the bus stops designated by the Sudbury Student Services Consortium; 4. follow the routes planned and approved by the Sudbury Student Services Consortium. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately; 5. make suggestions to the Sudbury Student Services Consortium concerning bus route changes through their operator. No changes are permitted without Sudbury Student Services Consortium approval;

	<ol style="list-style-type: none">6. notify the Sudbury Student Services Consortium of any unsafe bus stops through their operator and may suggest a more appropriate alternative. No changes are permitted without Sudbury Student Services Consortium approval;7. ensure that students are never left alone on a school bus;8. advise the Sudbury Student Services Consortium through their operator if the number of passengers on their bus exceeds the number of seats;9. ensure that only students on the passenger list provided by the Sudbury Student Services Consortium are allowed to board the vehicle;10. refuse to allow any unauthorized persons to board the vehicle, and report any attempt by an unauthorized person to board the vehicle to the dispatcher immediately;11. check at the end of each trip whether any students or personal objects are left on the bus. If there are, notify the dispatcher immediately;12. keep their vehicles clean and free of any hazards;13. use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language;14. bilingualism (French and English) is an asset;15. never put the bus in reverse without first ensuring that it is safe to do so;16. at the beginning of the school year, inform students of the rules for transporting equipment on school buses:<ol style="list-style-type: none">(a) musical instruments shall be transported in their case on the student's lap;(b) ice skates shall have blade guards, be tied together or carried in a sports bag, and be placed at the student's feet;(c) sports equipment – except hockey equipment, which is prohibited – shall be carried in a sports bag and placed under the seats well away from the aisles and emergency exits;(d) ski equipment, snowboards and hockey sticks are prohibited;(e) animals, firearms, water guns and all hazardous or offensive objects are prohibited;17. exercise discipline on the bus in cooperation with the school principal. Such discipline shall be exercised with prudence, in a way that is respectful of students but firm with regard to safety rules;18. notify the school principal in writing of any inappropriate or unsafe behavior on the appropriate form;
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	<ol style="list-style-type: none">19. support any disciplinary action on the bus taken by the principal;20. avoid stopping or starting abruptly;21. deal with an immediate discipline issue on the bus by assigning each student involved a seat. Follow up by advising the principal;22. cooperate with the principal when establishing a seating plan for the bus;23. turn on the flashing red lights before stopping to pick up or drop off students, and extend the stop sign as soon as the bus is stopped;24. always cooperate with the schoolyard supervisors;25. give students a signal to indicate when it is completely safe to cross the street, and wait for the students to finish crossing before pulling away;26. check their convex rear view mirrors and ensure that all areas are clear before moving the vehicle;27. ensure that students remain seated until the bus comes to a full stop at its destination;28. never leave the vehicle when the motor is running or there are students on board;29. notify the dispatcher in the event of a breakdown or an emergency;30. refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near school buses;31. drop off a junior or senior kindergarten student only if a responsible person is present;32. in the event of an accident involving the school bus, follow the procedure described in the Procedures for Accidents or Incidents;33. refrain from photographing the students or allowing them to be photographed;34. refrain from using a cell phone or other portable personal electronic device while operating a school vehicle transporting students, including while picking up and dropping off students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
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