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| Responsibility of the School Bus Operator and the Drivers | | 1 of 4 | |
| Responsibilities | | Date June 10, 2002 | Revised January 15, 2025 |
| 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 Policies and Agreements: Adhere to all policies, procedures, and guidelines set forth by the Sudbury Student Services Consortium (SSSC). Fulfill all obligations outlined in the transportation agreement.2. Follow Assigned Routes and Schedules: Operate buses strictly according to the routes and schedules established by the SSSC. Ensure that all drivers have the most up-to-date bus route schedules and passenger lists.3. Ensure Proper Use of Technology: Ensure that all drivers properly utilize the tablets provided to them for navigation, route directions, stop assignments, and communication. Ensure that all technology leased from the SSSC, including tablets, remains in good working condition and is properly maintained and cared for. Report any tablet malfunctions or software issues to the SSSC as soon as possible. | | |

4. Ensure Timely and Transparent Communication:

Notify the SSSC immediately of any delay exceeding 10 minutes using the Consortium's transportation software.

Maintain open communication with the SSSC to keep schools, parents, and guardians informed of any significant delays. Communication must continue until the last student has been dropped off.

Report any route deviations, mechanical failures, or unscheduled transfers or stops immediately to the SSSC and receive prior approval before making changes.

5. Respond to Incidents and Emergencies:

Take necessary action in the event of an accident, incident, or collision as per the SSSC's Collision or Incident Policy.

Forward any complaints regarding a bus driver from school principals, parents, or students to the SSSC.

Log all incidents and collisions via the Operator Portal within 24 hours.

6. Maintain Safe and Roadworthy Vehicles:

Ensure that all school buses comply with the Highway Traffic Act, transportation laws, and SSSC safety standards.

Keep buses clean, free of hazards, and properly maintained at all times.

Ensure drivers perform daily vehicle inspections and that all maintenance logs are up to date.

7. Provide Required Documentation:

Submit the following documents to the SSSC as required:

- Proof of a valid Class B or Class E driver's license for all drivers.
- Proof of insurance coverage.
- Workplace Safety and Insurance Board (WSIB) number.
- Commercial Operator Registration (COR) number and a Level 2 CVOR Record Search.

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| | <ul style="list-style-type: none"> • MTO Motor Vehicle Inspection Reports (A and B) for all vehicles (submitted annually). • Proof that all drivers have received appropriate training and refresher courses. • A list of active drivers and vehicles in operation. • Proof of signed confidentiality agreements for all staff. <p>8. Uphold Student Transportation Rights and Safety:</p> <p>Never refuse transportation to an eligible student for any reason, unless specified by the SSSC.</p> <p>Report student misconduct to the school principal using an Infraction Report and/or the Bill 157 reporting system on the SSSC's portal. The school principal is responsible for taking disciplinary action.</p> <p>Ensure that bus drivers do not engage in improper conduct. The SSSC reserves the right to remove a driver from a route if necessary.</p> <p>9. If a child is left unattended on a bus due to a driver's failure to complete a post-route child-check inspection, the operator shall:</p> <ul style="list-style-type: none"> • Discipline the driver in accordance with company policy. • Notify the SSSC immediately. |
| Responsibilities of the School Bus Drivers | <p>Bus drivers shall:</p> <p>1. Comply with Laws, Policies, and Regulations:</p> <p>Obey all Highway Traffic Act regulations at all times.</p> <p>Follow all policies and procedures established by the SSSC.</p> <p>Adhere to all employer guidelines and the transportation agreement.</p> <p>2. Follow Assigned Routes and Schedules:</p> <p>Adhere to the bus schedules established by the SSSC.</p> <p>Pick up and drop off students only at designated stops.</p> <p>Follow the planned and approved route without unauthorized changes.</p> <p>Report any route deviations immediately to the dispatcher.</p> |

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| | <p>Suggest route changes only through the operator, and on SSSC's route suggestion form.</p> <p>Report unsafe bus stops through the operator to the SSSC.</p> <p>3. Ensure Proper Use of Technology and the mTransport Application:</p> <p>Use the provided tablet daily for navigation, stop assignments, and updates.</p> <p>Utilize the mTransport application for real-time route tracking, student attendance, and communication.</p> <p>Ensure that the tablet is charged, secured, and functioning properly.</p> <p>Report tablet malfunctions or application issues to the operator immediately.</p> <p>4. Maintain Student Safety and Supervision:</p> <p>Ensure that no student is ever left alone on a school bus.</p> <p>Verify that only students on the SSSC's passenger list are allowed to board.</p> <p>Refuse access to unauthorized persons and report any attempt to the dispatcher.</p> <p>Drop off junior and senior kindergarten students only if a responsible person is present.</p> <p>Notify the operator if the number of students exceeds the number of available seats.</p> <p>Give students a clear signal when it is safe to cross the street and ensure they finish crossing before moving.</p> <p>Ensure students remain seated until the bus comes to a complete stop.</p> <p>Check convex mirrors and surroundings before moving the bus.</p> <p>Remind students to buckle up and remain buckled throughout the run if seatbelts are available.</p> <p>5. Conduct Pre-Trip and Post-Trip Inspections:</p> |
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| | <p>Check at the end of each trip for any students or personal belongings left behind and notify the dispatcher immediately.</p> <p>Keep the bus clean and free of hazards.</p> <p>Never leave the vehicle unattended while the motor is running or when students are on board.</p> <p>Never put the bus in reverse without ensuring it is safe to do so.</p> <p>6. Maintain Professional Conduct and Communication:</p> <p>Use an appropriate tone and language when speaking to students—no shouting, swearing, or aggressive speech.</p> <p>Report student misconduct to operator dispatch or per company policy.</p> <p>Support disciplinary actions taken by the principal.</p> <p>Cooperate with school staff, including principals, supervisors, and yard monitors.</p> <p>Work with the principal when establishing a seating plan for the bus.</p> <p>7. Respond to Emergencies, Accidents, and Breakdowns:</p> <p>Notify the dispatcher immediately in the event of a breakdown or emergency.</p> <p>Follow the SSSC Collision or Incident Policy if an accident occurs.</p> <p>8. Follow Student Drop-Off and Pick-Up Procedures:</p> <p>Ensure students are safely dropped off only at designated stops.</p> <p>Never allow students to be dropped off in an unsafe location or without proper supervision.</p> <p>9. Prohibited Activities While Operating a School Bus:</p> <p>Refrain from eating, drinking, smoking, or using alcohol/illegal substances on or near the bus.</p> <p>Do not photograph students or allow them to be photographed.</p> |
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| | <p>The use of cell phones or personal electronic devices while driving is strictly prohibited, except in an emergency.</p> <p>For emergencies, a driver may use a device only to request immediate assistance for passenger safety or to report a life-threatening situation.</p> |
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