

## **SCHOOL TRANSPORTATION FLEET**

### **Background**

The Board of Education encourages the participation of its students in interscholastic activities and supports those efforts in accordance with the following administrative procedures and regulations.

The Board is committed to the safety of its students and staff in all aspects of school endeavours. The three principles which govern school vehicle safety are:

1. Safety
2. Order
3. Respect

Buses may be used to transport students for the following activities:  
Athletic, Co-Curricular and Special Events, Educational Tours

The Board shall not make buses available to individuals for non-educational purposes on a rental or lease basis.

The Board will disallow the use of 15 passenger vans except in cases when buses are not available; at such time due care and attention will be exercised during the operation of the 15 passenger van; when a CVA 15 passenger van is utilized all costs associated with the vehicle will be assessed to the school.

The Board is encouraging the purchase of 12 passenger vans to replace 15 passenger vans.

## **Procedures**

### **Principal**

- The principal will review expectations and procedures with the student body with respect to student behavior on school buses in September of each year.
- The principal is to advise operator when there is a student in attendance who requires special transportation such as a student in a wheelchair or other medical or behavior needs.
- The principal is to advise and support an operator in the discipline of students on a school bus.
- Everyone on the school bus or in the vehicle, bus operators and passengers, must respect the rights of others. Behavior which compromises this respect should not be tolerated.

### **Operator**

- It will be the responsibility of the Operator to be thoroughly familiar with and abide by the relevant sections of; the statutes and regulations of *The Saskatchewan Highway Traffic Act*;
- All Operators must hold a current Class 5 license and successfully complete the defensive driving course offered by NLSA prior to operating a mini bus with students on board.
- All Operators must pass a medical examination every five years up to and including the age of 60. The driver must annually pass a Certificate of Medical Examination if 60 years or older.
- It will be the responsibility of the Operator to operate the bus in a safe and defensive manner at all times and to take no action that could in any way compromise the safety and well being of the students in his charge.
- It will be the responsibility of the Operator to keep the bus in a clean, uncluttered and sanitary condition and to operate the bus in a manner that promotes low maintenance and extended life of the bus.
- It will be the responsibility of the Operator to operate the bus in a physical condition unaltered by drugs, alcohol or the side effects of medication.
- Operators receiving medical treatment are required to verify the safety and side effects of medication with their physician prior to operating a bus.

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- The Board considers violations of the drug, alcohol or performance altering medication requirements of this policy to be just cause for immediate dismissal.
- Operators are responsible for the physical and emotional safety of the children who ride their bus, as well as for their own safety. The child must be confident that the bus is a safe place.
- The bus operator has an obligation to maintain order and control. This control is compromised if passengers interfere with the service of the bus, or are causing physical damage to the bus or distracting the operator.
- Everyone on the school bus or in the vehicle, bus operators and passengers, must respect the rights of others. Behavior which compromises this respect should not be tolerated.
- All operators using a pool bus shall ensure the bus is clean and fully fueled for the next operator.
- The most valuable tools available to all operators are good judgment and common sense.
- Acceptable behavior must be identified, and the consequences of unacceptable behavior must be clearly stated so as to be understood by all.
- The operator is required to submit a written report to the Transportation Supervisor on details of all bus accidents and of any incident by a student causing damage to a bus. The operator will be required to report accidents to Saskatchewan Government Insurance (SGI) and local authorities if necessary.
  - School will be responsible for payment of damage deductible.
  - Students who wilfully damage a bus will be held accountable.

### **Students/ Passengers**

- Students are responsible for their conduct to the operator and to the principal of the attending school.
- It is at the discretion of the operator or principal to assign seats to students.
- Students are to board and get off the bus quietly and in an orderly fashion.
- While on the bus, students will conduct themselves in a quiet and courteous manner showing consideration for the comfort and safety of others.
- Unless permission is granted by the operator, students will remain in their seats at all times.

- While seated, students will keep their feet, arms, lunch boxes, brief cases, etc. out of the aisle and will have control over their belongings at all times.
- Students will refrain from eating on the bus if so directed by the operator.
- Possession or use of drugs, tobacco or alcohol on the bus is strictly prohibited.
- Permission must be received from the operator prior to bringing items or equipment onto the bus that may cause a distraction on the bus.
- Items such as knives or firearms must never be brought on the bus.
- Use of profane language is strictly prohibited.
- Students must never tamper with, damage, or deface any part of the bus or its equipment. Students who wilfully damage a bus will be held accountable.
- Windows may not be opened unless permission is received from the operator. Objects may not be thrown out of the bus, nor is it permitted to have any part of the body or any object extended out of the bus.
- Pool Mini Buses are maintained for back up and occasional use;

The pool bus will need to be booked in advance through the Transportation Supervisor, information for advance booking will include:

- Date of trip
- Name of bus operator
- Destination of the trip
- Purpose of the trip
- Departure and return times
- Total kilometres

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