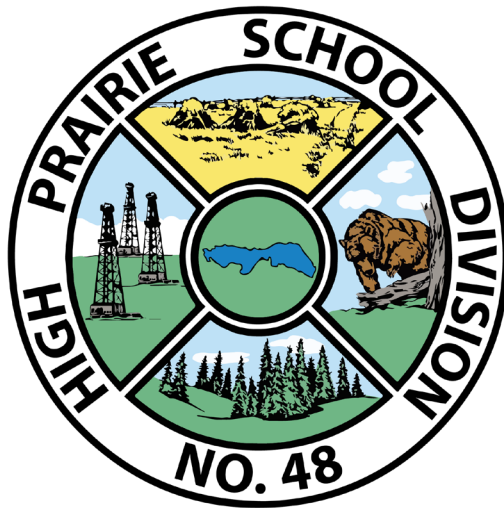


HIGH PRAIRIE SCHOOL DIVISION TRANSPORTATION HANDBOOK



Mission

To inspire, lead, and empower success through accountability and resilience, creating a culture of lifelong learning.

Vision

High Prairie School Division will inspire students to learn, lead, and succeed in an ever-changing world.

Revised: August 19, 2026

hpsd.ca

TABLE OF CONTENTS

Preamble	4
Director of Transportation	5
Reporting Relationship	5
Primary Function	5
Performance Responsibilities	5
Conditions of Employment	5
Performance Appraisal	5
Safety Officer - Delegated to Director of Transportation	6
Responsibilities	6
Inclement Weather Bus Operation and Procedures	6
School Bus Driver	7
Reporting Relationship	7
Primary Function	7
Conditions of Employment	7
Performance Appraisal	7
Duties and Responsibilities	8
Bus Safety Operations	11
Fueling Procedures	11
Fire Extinguisher operations	11
Loading and Unloading Students	12
Student Absence from School Bus	13
Railway Crossings	13
Following Distances	13
Stop Signs	13
Danger Zone	13
Evacuation Procedure	14
Electronic Video Equipment	14
Protection of Information	15
Functionality	15
Towing and Pulling Procedures	15
Student Conduct	16
Student Responsibilities	16
Parent Responsibilities	17
Field Trips	17
Use of Divisional Vehicles (Buses)	17
Assignment of Drivers	18
Field Trips - General	18
Hours of Service	19
Time Required to be Off Duty	19
Time Breaks	19
Prohibition from Driving	19
Retention of Records	20
Bus Maintenance Safety	20
School Bus Flashing Lights	20

Flashing Amber and Red Lights.....	20
Accident Procedures.....	20
Immediate Response - All Collisions.....	20
Student Accountability.....	22
Duties of Director of Transportation and Bus Shop Personnel.....	22
Duties of School Administrators.....	22
Disciplinary Action and Driver File.....	23
Driver Responsibility.....	23
Director of Transportation Responsibility.....	23
Driver File Maintenance.....	23

PREAMBLE

This handbook has been created as a guide to all persons involved in student transportation services as provided by the High Prairie School Division. It establishes and describes the procedures to be employed when dealing with events affecting the transportation of students.

The information and procedures contained in this handbook are maintained and updated by the Transportation Department. It is intended to function as a guide to bus drivers, school administrators, and users of the student transportation system.

STUDENT TRANSPORTATION OBJECTIVES

- To provide a safe, efficient, and effective system of school bus transportation service for the students of High Prairie School Division in accordance with established Board Policy and Alberta Education Student Transportation Regulations.
- To provide assistance and support to families and students requiring special transportation services due to student disabilities.
- To provide opportunities for the continual improvement of driver abilities through a system of driver training and safety education programs.
- To provide and maintain an effective driver appraisal program aimed at improving driver service to the division.

DIRECTOR OF TRANSPORTATION

1. REPORTING RELATIONSHIP

- 1.1 Reports to Superintendent.
- 1.2 Manages the following staff:
 - 1.2.1 Shop Foreman
 - 1.2.2 Licensed Technicians and Journey Persons
 - 1.2.3 Administrative Assistant
 - 1.2.4 Regular and Part Time Bus Drivers

2. PRIMARY FUNCTION

- 2.1 Manages and controls the functioning of student transportation services for the division, ensuring that the transportation system functions in a safe, efficient, and effective manner.

3. PERFORMANCE RESPONSIBILITIES

- 3.1 Establishes and monitors all bus routes within the Division according to Alberta Education Regulations and Board Policy. Also maintains all records as required by Alberta Education for auditing, grant and statistical purposes.
- 3.2 Assists the Superintendent in preparing the annual operating budget for Student Transportation Services and is responsible and accountable for the control of all expenditures made from it.
- 3.3 Ensures that all buses are properly maintained according to established Provincial and Commercial Standards.
- 3.4 Hires all Student Transportation Personnel and ensures that hired bus drivers have presented the following: Valid Class 2 Alberta Driver's License with "S" endorsement, criminal record check, 5 year commercial driver's abstract, air brakes certification, first aid certification, medical examination report for license purposes, employment application or resume listing two previous employers.
- 3.5 Administers all contracts with private transportation providers ensuring that all safety standards are being met by each provider.
- 3.6 Provides for the on-going professional development of all student transportation services personnel.
- 3.7 Implements salary and wage rates as set by High Prairie School Division for all Student Transportation Services personnel.
- 3.8 Designs all bus routes in accordance with time and service terms as per Administrative Procedure 480 set by the Board of Trustees. Distances are calculated as per government-approved routing software.
- 3.9 Establishes all Student Transportation Services employee work schedules and approves all time sheets.
- 3.10 Provides advice to the Superintendent and School Board members in all matters to do with transportation policy. Liaises with members of the general public and responds to all complaints and inquiries relating to student transportation.

4. CONDITIONS OF EMPLOYMENT

- 4.1 The appointment of the Director of Transportation is secured through a written letter of employment. Compensation, benefits, termination provisions and other conditions of employment as detailed in the contract.

5. PERFORMANCE APPRAISAL

- 5.1 Regular appraisal of the performance of the Director of Transportation is a responsibility of the Superintendent of Schools. In carrying out this responsibility, it is recognized that the Director of Transportation is entitled to such a review in an objective, fair and straightforward manner so that

his/her performance may be as effective as possible for the school system.

5.2 The performance appraisal shall focus primarily upon the responsibilities of the Director of Transportation as outlined in Section 3 above.

5.3 The Superintendent and Director of Transportation will develop and agree upon the procedures for carrying out an effective performance appraisal.

6. SAFETY OFFICER - DELEGATED TO DIRECTOR OF TRANSPORTATION

6.1 Each director is responsible for ensuring that safe work practices are followed within their own department. This means identifying risks, ensuring employees are properly trained, and taking proactive steps to maintain a safe work environment.

6.2 The responsibility of safety is given to the Director of Transportation.

7. RESPONSIBILITIES

7.1 Hiring and termination of drivers for safety related issues

7.2 Discipline of drivers

7.3 Safety training and orientation programs

7.4 Meeting all transport related legislative requirements

7.5 Host professional development meetings with specified attendance requirements

7.6 Review driver's violations and incidents (collisions and near-hits) and prepare a report with recommendations

7.7 Ensure driver files are complete and maintained with up-to-date information

7.8 Update of this safety plan when required but reviewed at least annually

7.9 Conduct safety exercises

7.10 Instruct all required staff in appropriate use of applicable safety equipment

7.11 Review all applicable legislation that may affect the Division and monitor effects of any amendments to this legislation

7.12 Written and practical review of driver performance as required

8. INCLEMENT WEATHER BUS OPERATION AND PROCEDURES

8.1 The Director of Transportation shall determine whether school buses will operate in accordance with board policy.

8.2 The Director of Transportation will contact drivers in each area of the division to ascertain the current weather and road conditions. Additionally, advisement from RCMP, local municipality or MD/ Emergency Services representatives and AMA/511 websites will be considered.

8.3 Decisions on bus operation will be made after considering current road conditions and weather forecasts for the area.

8.4 Early morning decisions will be made prior to 6:15 a.m.

8.5 The Director of Transportation will notify drivers of the decision to not operate the school buses. He/ She will also notify the Superintendent and Director of Communications.

8.6 The Director of Transportation or designate will notify affected schools of the decision not to operate the buses and update the bus status on the HPSD website.

8.7 When the decision is made to cancel buses on a particular day, the buses shall be cancelled for both the morning and afternoon runs.

8.8 The following weather conditions will invoke non-operation of school buses:

8.8.1 Air temperatures in excess of -35 C regardless of wind conditions.

8.8.2 Impassable road conditions due to extreme snowfall or blowing snow conditions creating poor visibility.

8.8.3 Heavy fog creating reduced visibility situations. In the case of fog, a decision will be made on the basis of conditions in individual areas of the Division. If possible the running of buses will only be delayed until fog conditions improve at which point buses will be sent out on their regular routes. Delays will not exceed a two-hour time period.

8.8.4 Other weather conditions that render roads unsafe or impassable.

8.9 When severe weather conditions arise during the school day the decision to dismiss students early will be made by the Principal and the Director of Transportation. The Director of Transportation will then convey the decision to the Superintendent. The major determining factor in this instance will be the projected road conditions at the end of the school day. Buses will only run early if the safety of students will be significantly jeopardized by waiting until the regular end of the school day. Before students are dropped off earlier than their regular scheduled time, the bus driver must ensure that the student(s) gain entry to their home, and in the case of elementary students that they are under the care of a responsible person. Refer to cancellation to school bus routes due to weather, road conditions, early student drop-offs in Administrative Procedure 480 for detailed instruction.

SCHOOL BUS DRIVER

9. School Bus Drivers are professionals. Drivers are an extension of a student's classroom. As such, drivers are expected to conduct themselves professionally and adhere to the Division's core values while on duty. This applies to daily student pickup and drop offs, school or customer field trips, forestry and all other contract work. The HPSD safety program applies to all staff authorized to operate HPSD commercial vehicles including, but not limited to school buses, coach buses, service trucks, and staff fleet vehicles. All vehicles are to be operated in accordance with provincial and federal legislation. As per the Traffic Safety Act and the Use of Highway and Rules of the Road Regulation (70), no person shall operate a school bus at a speed greater than the speed limit prescribed by law.

10. REPORTING RELATIONSHIP

10.1 Reports to the Director of Transportation.

11. PRIMARY FUNCTION

11.1 Provides safe and efficient student transportation through the operation of a school bus.

12. CONDITIONS OF EMPLOYMENT

12.1 The appointment of school bus drivers is secured through a written letter of employment. Compensation, benefits, termination provisions, and other conditions of employment are detailed in the C.U.P.E. Local #1038 Contract.

13. PERFORMANCE APPRAISAL

13.1 The Transportation Department will regularly review the training records to assess any training or documentation needs of drivers. Furthermore, Bus Drivers will be monitored and evaluated by the Director of Transportation or designate as required to ensure competent driving skills. An anecdotal record of any driving review or evaluation shall be maintained in the driver file. The purpose of the driver evaluation is to provide an opportunity to look specifically at the driver's performance with the objective of continual professional improvement while working for the school division. The Division will perform written driver evaluations according to the following intervals:

13.1.1 New Hire - Evaluation on hire, and again within the first 3 months of hire.

13.1.2 Spare Driver - Spare Drivers that are regularly sparing will be evaluated once every 3 years.

13.1.3 Non-Compliant Driver - As circumstances arise that cause questions of the driver's performance.

13.1.4 Continuous Driver - Every 3 years or as requested by the Director of Transportation.

13.2 The performance appraisal shall focus primarily upon the responsibilities of the school bus driver as

outlined under Duties and Responsibilities.

13.3 All bus drivers are encouraged to maintain an ongoing self-evaluation.

13.4 Any driver failing to comply with the rules as they are stated in this section will be subject to disciplinary actions.

14. DUTIES AND RESPONSIBILITIES

14.1 Prior to employment, please provide the Transportation Department with the following: a current Criminal Record Check (including Vulnerable Sector Check), a five-year Driver's Abstract, proof of a medical examination (receipt acceptable for licensing purposes), and a valid Class 2 driver's license with 'S' endorsement.

14.2 Possession of a valid Alberta Class 2 Driver's License (complete with S-endorsement) and successful completion of the Air Brake Endorsement and be knowledgeable of Hours of Service and Logbook recording.

14.3 All drivers must possess a valid First Aid and CPR Level "C" Certification. (New drivers must meet this requirement by the end of the 90-day probation period)

14.4 Operation of a school bus along routes established by the Transportation Department in accordance with the provisions contained in the Alberta Traffic Act, Commercial Vehicle Safety Regulations and established operating policies of the High Prairie School Division.

14.5 Projects a positive approach through the promotion of a pleasant relationship with students, parents, peers and the general public.

14.6 Attendance at meetings, courses and seminars as directed by the Director of Transportation.

14.7 Participate in the bus driver mentor program, as available.

14.8 All drivers must be familiar with Transportation Department policies and Administrative Procedure 480 with respect to the transportation of students. All drivers are to be familiar with the *Alberta Traffic Safety Act*.

14.9 All drivers (regular route or spare) must complete their assigned Occupational Health and Safety courses by September 30.

14.10 Maintains an acceptable level of discipline on the bus in order to ensure the safe and orderly operation of the bus.

14.11 Regardless of a pre-trip inspection, all drivers are to perform a walk-around inspection of the school bus prior to the commencement of all trips. Any defects and service requirements must be acknowledged on the pre-trip inspection and reported to the Shop Foreman that same day. Tablet submissions are strongly encouraged, **paper form is in an emergency only.**

14.12 Perform a post-trip inspection of the school bus after each trip. Any defects and service requirements must be reported to the Shop Foreman.

14.13 Drivers who use a cellular device while driving are subject to termination of employment. Use of cell phones in an emergency may be permitted if the driver has pulled over to a safe location and secured the bus. All other activities in accordance with Alberta distracted driving legislation are prohibited. HPSD supplied tablets are exempt when properly secured in the device mount

14.14 Drivers must wear a seatbelt while operating a school bus.

14.15 The possession and/or consumption of alcohol, illegal drugs, or misuse of prescription drugs are strictly prohibited while drivers operate Division vehicles and other equipment.

14.16 Report ALL vehicles passing through school bus flashing red lights to the Transportation Department.

14.17 Maintain the bus in a clean and sanitary condition. Bus to be kept thoroughly cleaned inside and out on an ongoing basis. Bus must be swept and garbage emptied daily.

14.18 Provide the Transportation Department with a list of students on regular routes indicating the

students name, grade, pick up and drop off times, civic address (911 blue sign), parent/ guardian names, and contact phone numbers. These lists are to be submitted at the end of September or as requested by the Transportation Department. It is expected that a copy of this list (census list) shall be on the bus and kept current at all times. Drivers are to report any changes to the Transportation Department throughout the school year as they arise.

- 14.19 Maintain accurate and complete route directions at all times on the bus. Report any changes to the Transportation Department throughout the school year as they arise.
- 14.20 Maintain an accurate and up-to-date seating plan of students. List to remain in the bus and a copy submitted to the Transportation Department.
- 14.21 Drivers must ensure students remain seated in their assigned seat at all times.
- 14.22 Complete a Route Assessment by **October 15th** of each school year and submit to the Transportation Department. This includes such things as road conditions and student loading areas. Report any condition that may disrupt the efficient and safe transportation of students at any time throughout the school year to the Transportation Department.
- 14.23 Perform school bus evacuation drills once per year or as required throughout the school year and submit it by **October 31st**.
- 14.24 The driver shall keep to a schedule and notify parents and students beforehand if any changes are anticipated. **Any schedule changes, or changes in pick-up or drop-off, must be in compliance with Administrative Procedure 480.**
- 14.25 The driver shall arrange the bus schedule so that he/she does not arrive at school before doors are open and students may enter except in cases of extended routes when arrival time may be earlier.
- 14.26 The driver shall not reverse the bus on school grounds or bus loading/unloading zones unless a responsible adult is guiding the driver outside at the rear of the bus and on the driver's side.
- 14.27 While on duty, the driver shall not:
 - 14.27.1 Leave bus unattended while loaded with passengers
 - 14.27.2 Use or be under the influence of alcohol or illicit drugs or any medication which affects his/her ability to drive.
 - 14.27.3 Use abusive language.
 - 14.27.4 Smoke or use a vaping device in the bus.
 - 14.27.5 **Use of cruise control on gravel roadways or in winter driving conditions is prohibited.**
- 14.28 All drivers must report to High Prairie School Division immediately upon being charged with or convicted of an offence under the *Criminal Code of Canada* and/ or the *Controlled Drugs and Substances Act*. Failure to do this could lead to disciplinary action as per Administrative Procedure 406 - Personnel and Employee Relations.
- 14.29 Buses must be plugged in according to weather conditions.
 - 14.29.1 Drivers residing in towns where HPSD bus compounds are located with electrical power (High Prairie and Slave Lake) and choose to park the bus at their residence instead of the compound in winter months, electrical power will not be compensated for.
 - 14.29.2 Areas where no bus compound is available, the cost of electrical power consumed from an employee's private property for the purpose of providing electricity to buses during winter months shall be reimbursed to the employee at rates determined by the Board of Trustees.
 - 14.29.3 **Drivers having their bus at their property is a privilege. It is incumbent on the drivers to ensure their yard and driveway conditions are maintained to allow for runs to be completed.**
- 14.30 In case of illness, the driver will make **VERBAL** contact with a Transportation Department staff member who will make arrangements to cover the route with a substitute driver, **in the event the driver is unable to. Drivers who are absent from work due to medical appointments or leaves will**

contact parents to inform them in the event the run needs to be cancelled.

14.30.1 Personal leave must be pre-approved by the Transportation Department and drivers are responsible for finding their own substitute driver. Substitute drivers must have completed all applicable OHS courses prior to being approved as a substitute driver.

14.31 Each bus driver is to contact each parent on his/her route in order to inform them of bus cancellations.

14.31.1 When a bus driver deems that his/her bus cannot be operated due to a mechanical or a safety concern, they will contact the Shop Foreman or Director of Transportation to discuss. Arrangements will be made to drive an alternate bus or the route will be cancelled.

14.32 The driver shall confirm that afternoon student counts match with morning student counts before departing from a school. If any missing students cannot be accounted for, the driver shall radio into the office to confirm absences. The driver shall not drive away from school after dismissal until the driver has confirmed attendance/absences. Parents have the responsibility to inform bus drivers of students' absences.

14.32.1 Drivers shall follow the rotation of buses leaving the school bus loading zone and shall not leave the school until 8 minutes after the school bell, unless the load is complete and/or personnel from the school have indicated that the school is clear of students to be bused. This time frame may be subject to change.

14.33 Drivers shall maintain accurate attendance records of student riders in the morning and in the afternoon using division-provided software and tablets.

14.34 Submit month end payroll documents in accordance with payroll deadlines such as: timesheet, field trip forms and log sheets (if applicable). Please email these whenever possible. Failure to do so may affect driver's pay for the month.

14.35 Drivers are expected to act and perform professionally. Bullying of students will **NOT** be tolerated.

14.36 Buses that are stored outside and equipped with Webasto heaters must be preheated before starting the engine to eliminate the need for lengthy idling periods. Leaving the Webasto heater on while driving assists in warming the engine more quickly and maintaining more heat inside the bus.

14.37 To prevent exhaust fumes entering the school through open doors and vents, and to reduce health risks to persons in the loading area, drivers are encouraged not to idle at schools unless extreme temperatures warrant it. When it is necessary to idle a bus or other vehicle, drivers are encouraged to keep idling time to a minimum.

14.38 Safety vests must remain on the driver's seat back for easy access during bus evacuations and/ or road breakdowns.

14.39 Only authorized individuals are allowed on the bus.

14.40 Expectation of the condition of the bus upon school year end is that they are parked, fueled and cleaned. This means buses are to be thoroughly swept, mopped, and all garbage removed (deep clean). Any excess items can be either brought into the Transportation Office or contact the school. Any body damage and/or mechanical concerns are to be written up and submitted into the Transportation Office. All windows, roof hatch and doors are to be closed and secured.

14.41 2-way radio conversations are to be limited to student-related or mechanical-related issues pertaining to the bus.

14.42 Keep conversations professional when speaking with parents.

14.43 Application of hourly rate:

14.43.1 When requested by the Transportation Department to shuttle a bus,

14.43.2 Attend meetings or complete required training,

14.43.3 Waiting for minor bus repairs at the Bus Shop while remaining on-site or when alternate

transportation is not offered to the driver,

14.43.4 Any additional duties assigned by the Transportation Department outside their regular bus driving duties.

14.44 Holy Family Catholic Regional Division contracts with High Prairie School Division each year to operate school buses on calendar days for St. Andrew's School (High Prairie) that do not align with the HPSD calendar school days. On such days where HPSD has no school and St. Andrew's does:

14.44.1 A Driver shall be paid their regular route **if they are scheduled to drive.**

14.44.2 Should the Director of Transportation or designate determine that buses should not run due to inclement weather conditions, drivers that were scheduled to drive will be paid their regular route pay.

14.45 All drivers must report all traffic violations to their employer. If you receive a ticket for any violation while driving your personal vehicle or while on duty, you must inform the Director of Transportation immediately.

14.46 Drivers are to contact the Shop Foreman when bus maintenance is due at the following intervals:

14.46.1 Grease every 2,500 km,

14.46.2 Oil change every 15,000 km or per manufacturer's specifications,

14.46.3 Semi-annual inspection performed every 180 days: Shop Foreman will contact drivers and make alternate bus arrangements to be used for the duration of semi-annual inspection.

14.47 Drivers shall be paid a monthly cell phone allowance of \$35.00 per month (amount to be pro-rated for drivers who do not drive a full month)

14.48 Driver shall be paid \$20.00 per day for operation of the wheelchair lift for students requiring this service.

BUS SAFETY OPERATIONS

15. FUELING PROCEDURES

15.1 Never fuel the bus with passengers on board.

15.2 Do not dispense fuel into the fuel tank while the engine is running.

15.3 Never overfill the fuel tank.

15.4 Never leave a nozzle unattended during the fueling process.

15.5 In the event of a minor spill, immediately apply an accepted absorbent material.

15.6 In the event of a major spill, notify the proper person/ agency.

15.7 Use of a cell phone while fueling is prohibited.

15.8 Do not dispense fuel in proximity to electrical sparks or open flame and do not smoke.

15.9 Must accurately key in unit number (if applicable) at cardlock station.

15.10 Drivers should wear gloves while fueling the bus.

16. FIRE EXTINGUISHER OPERATIONS

16.1 While you may encounter many extinguisher types, they are all used in basically the same way. The procedure is to:

16.1.1 Remove it from the bracket

16.1.2 Pull the safety pin by breaking the seal

16.1.3 Approach the fire from upwind if possible

16.1.4 Hold the extinguisher in an upright position

16.1.5 Point the discharge apparatus (hose, horn, and nozzle) at the base of the fire

- 16.1.6 Squeeze the handle
- 16.1.7 Continue to use until fire is out and extinguisher is fully discharged
- 16.1.8 Ensure all discharged fire extinguishers are replaced with a fully charged one.

17. LOADING AND UNLOADING STUDENTS

- 17.1 School bus collision data shows that passengers are more likely to be killed or injured during the loading/unloading process than during the actual bus ride. This is the time of greatest danger, not only to students but also for others on the roadway.
- 17.2 School bus drivers should observe the following procedures:
 - 17.2.1 Be on time.
 - 17.2.2 Report all unsafe stopping points to the Director of Transportation.
 - 17.2.3 Understand the law regarding the use of alternatively flashing lights. The driver must activate the alternating flashing lights when loading or unloading passengers except when operating on a roadway where a bylaw prohibits their use. The drivers of vehicles approaching a stopped school bus which is displaying alternating flashing red lights must stop from either direction on an undivided highway and behind you on a divided highway.
 - 17.2.4 Drivers must activate the alternating flashing amber lights when beginning to slow the bus for a stop. Activate the alternating flashing red lights when the bus is properly secured and make sure the bus maintains the lane.
 - 17.2.5 Before loading or unloading, ensure that the transmission is in neutral, the park brake is applied and firm pressure is maintained on the brake pedal. Proper closed-toe footwear is required. Flip flops are not acceptable.
 - 17.2.6 The Alberta Student Transportation Advisory Committee recommends drivers choose a location that allows students a safe footing and is at least one meter away from the waiting children.
 - 17.2.7 The strobe light is to be activated at all times while operating the bus.
 - 17.2.8 If a student must cross the highway in a rural area, be sure that they do so at least 10 paces in front of the bus and have them wait for the driver's direction. Advise the students also to stop before they enter the roadway. Establish a line of sight up and down the roadway, checking for traffic that may not stop. Be sure that you do not lose sight of the students during this procedure.
 - 17.2.9 Prior to engaging the bus into motion, check all mirrors including the cross-over mirror to ensure that no students are lingering near the bus.
 - 17.2.10 Where possible, minimize traffic disruption by allowing vehicles to pass before the alternating flashing red lights are turned on and the loading or unloading process begins.
 - 17.2.11 It is against the law to back up the school bus in a schoolyard without guidance from a responsible adult located outside at the rear of the bus on the driver's side.
 - 17.2.12 Be sure that all students are seated while the bus is in motion.
 - 17.2.13 Ensure that students follow your hand signal before exiting the bus or prior moving to cross the road in front of the bus. Be certain to account for each student that comes off the bus.
 - 17.2.14 Even though other drivers are obligated to stop, they don't always do that. Perform constant mirror checks. Be sure it is safe prior to opening the entrance door, activating the alternating flashing red lights and giving a hand signal for the students to proceed.
 - 17.2.15 If a driver of a vehicle does not stop for the alternating flashing red lights, push the camera button to try and capture the vehicle's license plate.
 - 17.2.16 STAY ALERT - CARELESSNESS CAN KILL.

18. STUDENT ABSENCE FROM SCHOOL BUS

- 18.1 Parents should be notifying driver when a student (K-6) will not be returning home on the bus after school.

19. RAILWAY CROSSINGS

- 19.1 Railway crossings present a special hazard. Any time is train time and a collision is likely to lead to disaster. Report any hazardous crossings to your supervisor and ask for guidance on how to handle the situation. Remember to ensure that no part of your bus is on the railway track whenever you stop in traffic. You are required by law to stop at a railway crossing unless it has a traffic control signal (lights) or a Peace Officer or flagman directs you to proceed.
- 19.2 The following procedure is recommended when stopping at a railway crossing:
- 19.2.1 There should be no undue noise from passengers.
 - 19.2.2 If you are in the left lane of a multi-lane highway, signal and change to the far right-hand lane well in advance of the crossing.
 - 19.2.3 Slow to a gradual stop 5 meters away but no further than 15 meters from the railway track.
 - 19.2.4 Check traffic behind and signal to stop well in advance. **Activate hazard lights.**
 - 19.2.5 Put the transmission in neutral, engage the parking brake and maintain firm pressure on the brake pedal.
 - 19.2.6 Open the front door and the driver's window.
 - 19.2.7 Look both ways and listen for an approaching train.
- 19.3 When you are sure it is safe to proceed:
- 19.3.1 Select an appropriate low gear.
 - 19.3.2 Disengage the park brake.
 - 19.3.3 Check left and right.
 - 19.3.4 Close door.
 - 19.3.5 Cross the tracks and close windows.

20. FOLLOWING DISTANCES

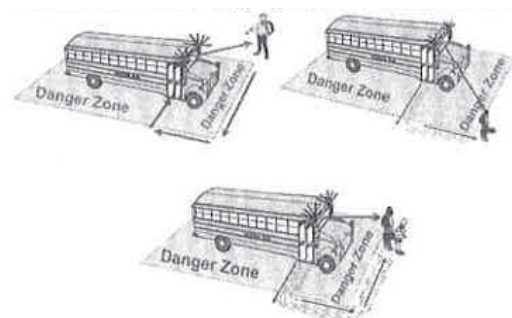
- 20.1 School bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds ahead. Due to the size and weight of a school bus, it requires a considerable distance to bring it to a full stop. Therefore, when you are following another vehicle you should use the "four second" rule to establish a safe and acceptable following distance under ideal conditions. Under adverse road and weather conditions you should extend your following distance.

21. STOP SIGNS

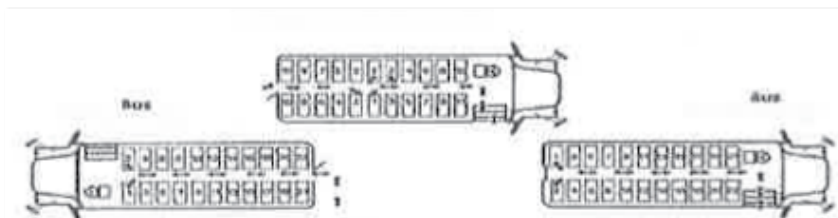
- 21.1 **Buses must come to a complete stop before the stop line or marked crosswalk and must not allow any part of the vehicle to extend over these roadway markings. This includes crossover mirrors on a school bus. Where no stop line or marked crosswalk is present, the vehicle must stop within 3 meters of the intersecting roadway before proceeding.**

22. DANGER ZONE

- 22.1 The danger zone is the area immediately around the outside of a bus where:
- 22.1.1 the driver has poor or limited visibility.
 - 22.1.2 the student could get injured by being too close to the bus.



23. EVACUATION PROCEDURE



23.1 There are three standard ways to evacuate a school bus although other methods can be used for extreme situations. Getting the passengers off the bus safely in the shortest possible time in an orderly fashion is the objective, regardless of which method is used. The three methods are (1) front exit, (2) rear exit, and (3) both front and rear exits simultaneously.

23.2 The following procedure is recommended:

- 23.2.1 The preferred exit is the front door but the quickest method is using the front and rear door simultaneously. However, either the front or rear exits could expose your passengers to additional danger such as fire and traffic. In those cases, only the safest exit should be used.
- 23.2.2 Remain calm and speak loudly and clearly. Ask for an orderly evacuation and explain the exit(s) that will be used.
- 23.2.3 Assign a responsible leader(s) to count the passengers as they exit and take them to a safe place you have pointed out at least 35 meters from the bus. The leader(s) will be responsible for keeping everyone together at that safe place.
- 23.2.4 Assign the most capable and responsible student(s) to wait outside each exit to provide assistance. One will be required at the front door, two at the rear door.
- 23.2.5 The bus driver remains inside the bus supervising the entire evacuation.
- 23.2.6 If the rear door is used, someone (preferably the driver) should be just inside the rear door controlling the flow and advising the students to watch their head and use the helpers' assistance to get down.
- 23.2.7 Students must remain seated until it is their turn to leave. The students closest to the area of danger begin evacuating first. The seats are emptied in an orderly left to right sequence.
- 23.2.8 All carry-on such as lunches, books, etc. should be left behind.
- 23.2.9 Students should walk in an orderly manner to the door.
- 23.2.10 The driver must walk the length of the bus to check that all passengers are off the bus. The driver then exits.

23.3 It is mandatory for the bus driver to complete a minimum of two bus evacuations per school year (one rear and one side). The bus driver is required to fill out an evacuation form each time an evacuation is performed and submit the form to the Transportation Department.

24. ELECTRONIC VIDEO EQUIPMENT

24.1 Driver Responsibility

- 24.1.1 Driver must ensure that if the bus is equipped with electronic equipment it is secure prior to the loading of students. Driver to ensure camera lenses are clean and cameras are operational while students are on the bus.
- 24.1.2 Driver must record the time and the incident (if any) occurring on the bus by pushing the camera button .
- 24.1.3 Driver must fill out a bus misconduct report (if applicable) and submit to the students

designated principal and the Transportation Department as soon as possible.

24.2 Director of Transportation and Department Staff Responsibility

- 24.2.1 Signs will advise that the premises may be under video surveillance.
- 24.2.2 Students and parents will be notified by the Director of Transportation that there is video surveillance equipment present.
- 24.2.3 Administrators may use a video recording of actions by students as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about board property.
- 24.2.4 Video recordings of students, staff, contractors or others may be reviewed or audited for the purpose of determining adherence to Board and school policies.
- 24.2.5 Video records may be monitored on a random and nonrandom basis as is deemed necessary and prudent in order to ensure for the safety and security of students, driver, staff, visitors, Board property and adherence to school policies.
- 24.2.6 Video surveillance may be used to detect or deter criminal offences which occur in view of the cameras.
- 24.2.7 Video recordings may be released to third parties or applicants in compliance with the provisions contained in the **Protection of Privacy Act** and the resulting recording may be used for:
 - 24.2.7.1 Inquiries and proceedings relating to law enforcement;
 - 24.2.7.2 Deterrence; and
 - 24.2.7.3 Student discipline
- 24.2.8 Video surveillance shall not be used for other purposes unless expressly authorized by or under an Act or enactment (Administrative Procedure 312).

25. PROTECTION OF INFORMATION

- 25.1 All recording devices not in use shall be securely stored.
- 25.2 All recording devices that have been used for the purpose of this policy shall be numbered and dated and retained according to camera site.
- 25.3 The individual responsible for enforcement of video monitoring practices must authorize access to all recording devices or video records.
- 25.4 A log shall be maintained of all episodes of access to or use of recorded material.
- 25.5 Any and all records containing personal information which have been used to make a decision that directly affects an individual, shall be retained for a minimum of one year. All other records shall be retained for a minimum of 30 days.
- 25.6 The individual designated responsible for administration of this policy shall ensure that a recording device release form is complete before disclosing recording devices to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.

26. FUNCTIONALITY

- 26.1 High Prairie School Division ensures that electronic video equipment will be checked on a regular basis and is in proper working condition.
- 26.2 As a school bus driver, you are responsible for the bus, passengers and to other road users. Be aware of your responsibilities.
- 26.3 Regular maintenance checks, if done properly, will reduce maintenance costs, breakdowns, complaints and help prevent injury or deaths on our roadways.

27. TOWING AND PULLING PROCEDURES

- 27.1 Keep spectators out of the tow zone and establish a safe perimeter.

- 27.2 Driver of the vehicle towed understands the process and is safely positioned (as required).
- 27.3 Drivers should make every attempt to off-load students to another driver in the area if possible. If not, safely position students to rear of bus for front towing and front of bus for rear towing. Students MUST LEAVE the bus should there be a possibility of the bus rolling onto its side or other loss potential situations.

STUDENT CONDUCT

28. School bus drivers are responsible for the conduct of students while they are being transported on the bus. Most behavioural problems can be handled effectively by utilizing methods which positively influence the rules of conduct on the bus. Bullying of any type to others will NOT be allowed. The following guidelines are meant to serve as a sample process for the handling of student behavioural problems.

- 29. Drivers should attempt to solve the problem by dealing directly with the student(s) involved in the incident. Dealings should be strictly verbal, as physical discipline by bus drivers is prohibited.
- 30. Should verbal warnings fail, the driver may wish to try an alternate mode of discipline such as moving the student(s) for a specific period of time. The driver must document all actions that have been taken beyond that of informal discussions.
- 31. Should the problem(s) persist the driver may choose to contact the parent(s), school administrator or Director of Transportation to discuss possible further disciplinary action.
- 32. If the problem still persists the driver must complete a bus misconduct report and submit it to the School Administrator for further action. All bus misconduct reports must be accompanied by a detailed explanation of the events that have transpired and disciplinary actions that have been tried to date on the misconduct report. A copy of the bus misconduct report must also be forwarded to the Director of Transportation.
- 33. It is expected that the school principal will utilize the discipline techniques they feel are necessary to deal with the student misconduct. This may include any or all of parent(s) contact, school suspension, or suspension of school bus rider privileges. The school principal shall forward a report to the driver and notify the Transportation Department detailing the disciplinary actions taken.
- 34. School buses are an extension of the classroom and all policies and regulations regarding student conduct in the classroom apply to buses.

35. STUDENT RESPONSIBILITIES

- 35.1 The driver is in charge. Students must obey the driver at all times.
- 35.2 The driver shall assign a seat for each student by developing and maintaining an up-to-date seating plan.
- 35.3 Students must remain seated in assigned seats at all times unless the driver deems necessary to move students to an alternate seat.
- 35.4 Any student causing willful damage on the bus shall pay for repairs.
- 35.5 Students must be on time. (5 minutes prior to bus arrival)
- 35.6 Unnecessary conversation with the driver is prohibited.
- 35.7 Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not obey this rule.
- 35.8 Use of tobacco, vaping devices, illicit drugs, alcohol, and foul language on the bus is prohibited.
- 35.9 Students must not throw anything out of the bus windows.
- 35.10 Students must not extend arms or heads out of the bus windows.
- 35.11 Students must enter or leave the bus in an orderly manner and shall remain SEATED in the

assigned seat while the bus is in motion.

35.12 For safety reasons, no equipment will be permitted on the bus unless it can be stored under the seat and properly secured or safely wedged between seats.

35.13 Students must observe the directions of the bus driver when loading, unloading and when crossing the road prior to loading or after unloading.

35.14 All students shall remain absolutely quiet while the bus is stopped at railway crossings and shall remain quiet while the bus is crossing.

35.15 No student shall be in possession of matches or lighters while on a school bus.

35.16 No student shall be in possession of any type of weapons while on a school bus (i.e.: knives, firearms).

35.17 Bullying of others of any type will NOT be tolerated.

35.18 For violation of any of these rules, a student may be reported to the School Principal who can suspend the student from riding the bus, in accordance with the School Act and Board of Education Policy. In an emergency situation the Director of Transportation may refuse to transport a student and must report this situation to the Principal as soon as possible. Examples of emergency situations include fighting, open disobedience, use of alcohol or illegal drugs.

36. PARENT RESPONSIBILITIES

36.1 Parents should ensure that their child(ren) are dressed appropriately - in accordance with the weather. If in the opinion of the bus driver a child is not dressed appropriately for the weather conditions, the child will be picked up and the matter reported to the Principal for appropriate action.

36.2 Parents should communicate with the driver when their child(ren) will be absent from riding the bus.

36.3 When students are sent home early, parents are expected to make arrangements for their child(ren)'s early arrival from school.

36.4 Parents are urged to [check the HPSD Facebook page](#), listen to radio stations for High Prairie School Division bus cancellations, or go online to the Bus Status link on the High Prairie School Division's website at hpsd.ca for the status of their child's bus. The Principal shall also inform parents of this procedure at the beginning of the school year.

36.5 Parents shall ensure that their child(ren) are at the bus stop on time (5 minutes prior to scheduled time of pick up).

36.6 Parents will be responsible for any damage to a bus by their child(ren).

36.7 Parents will encourage child(ren) to obey all traffic rules and regulations.

36.8 Parents will accept responsibility for the proper conduct of their child(ren) prior to boarding a bus, during the daily trips, and upon discharge.

36.9 Parents must notify the driver when a student will not be returning home on the bus after school.

FIELD TRIPS

37. USE OF DIVISIONAL VEHICLES (BUSES)

37.1 Where a wheelchair bus is required for students on a field trip and a driver is required to operate the wheelchair lift, the driver will be compensated \$20 per trip.

37.2 Trip requests are to be completed using the [Trips](#) program preferably two weeks in advance.

37.3 The Principal receives notification that a trip request has been completed and is awaiting their approval in the [Trips](#) program.

37.4 Approved trips are reviewed by the Transportation Department to reject or schedule and assign bus drivers accordingly. System generated notifications are automatically sent to the requestor notifying the trip has been scheduled in the **Trips** calendar.

37.5 Driver is to carry the trip report form in the bus at all times during the trip. **Reminder that drivers are to remain on site during field trips.**

38. ASSIGNMENT OF DRIVERS

38.1 All drivers for field trips shall be approved by the Transportation Department.

39. FIELD TRIPS - GENERAL

39.1 High Prairie School Division schools are responsible for driver wage. Schools are also responsible for driver meals & accommodations as well as kilometres travelled. Non-HPSD schools are responsible for the driver wage that are in effect at the time the trip is taken, driver meals & accommodations plus kilometres travelled. The "per kilometre" rate is based on the current operating costs of the Division fleet of buses. Where multiple drivers are required for a field trip, drivers shall have separate accommodations whenever possible.

39.2 Drivers are expected to arrive at the school at least ten (10) minutes prior to the scheduled departure time.

39.3 In the event that a driver arrives at a school for a scheduled trip and the trip has been cancelled without prior notification having been given to the Transportation Department, the school will be charged for the driver, the minimum driving time of two (2) hours at the rate currently in effect.

39.4 Drivers shall be paid a minimum of 2 hours in the event a trip is cancelled with less than 24 hours' notice.

39.5 In the event that a school requires more buses than are currently available in their area, drivers will be assigned from the next closest area available. In this instance, schools will be responsible for the driver's time from the moment he/she leaves his/her home base **and will be** charged the kilometre rate from their school to destination and return.

39.6 Evacuation drill procedures shall be reviewed verbally prior to each trip, and once per season for any sports team prior to their first trip.

39.7 Communication is essential between the bus driver and trip supervisor. Expectations, clarification, questions or concerns should be discussed prior to leaving. Bus drivers are to follow instructions given by the trip supervisor as long as it does not jeopardize the safety of themselves, bus or passengers.

39.8 Drivers are in control of the bus at all times.

39.9 Drivers are not responsible for student behaviour while on the bus beyond ensuring the bus operates safely. It is expected the school will provide adequate supervision to ensure an acceptable level of student conduct is maintained. Schools will be held responsible for any damages that occur on the bus for the duration of the trip. The supervisor is to help control the activity happening on the bus at all times that would distract the bus driver. ie: noise level, throwing objects, standing/ moving around while the bus is in motion, hanging hands or body parts out of the window, bus cleanliness, etc. Expectation of the trip supervisor is to ensure bus rules are followed that are posted on the bus.

39.10 When students are traveling **150** kilometers or more (round trip) in a school bus, the maximum passenger load including supervisors will be two persons per seat.

39.11 **Driver is required to have a tablet in place in order to properly log their trip.**

39.12 Drivers must attach the trip report form to their monthly timesheet complete with driver hours and the trip supervisor's signature. Failure to do so may affect driver's pay for that month.

39.13 HPSPD buses strictly operate in the province of Alberta.

39.14 Drivers taking overnight field trips may not consume alcohol or illicit drugs or any medication

which affects his/her ability to safely operate a bus regardless of whether they are on-duty or off-duty.

39.15 Upon return of each field trip, the driver is required to fuel, sweep and mop the floor, and remove all garbage from the bus. Drivers are to wash the exterior of the bus when facilities are accessible

39.16 Articles left behind on buses are to be reported to the Transportation Department.

HOURS OF SERVICE

40. Every driver shall, for each workday that he/ she is engaged as a driver, maintain a true and accurate timesheet.

41. The following information shall be entered on a **field trip** timesheet:

41.1 Start Time and End Time - AM

41.2 Start Time and End Time - PM

41.3 The date

41.4 Total hours per day

42. In the case of trips that exceed the 160 km or are in excess of 15 hours, every driver shall for the duration of the trip comply with the *Alberta Traffic Safety Act Driver's Hour of Service Regulation AR317/2002*.

43. TIME REQUIRED TO BE OFF DUTY

43.1 High Prairie School Division shall not permit a driver to commence a work shift unless the driver has been off duty for at least 8 consecutive hours immediately prior to commencing the work shift

43.2 Except as permitted by regulations, High Prairie School Division shall not permit a driver during the driver's work shift to:

43.2.1 Exceed 13 hours of driving time, or

43.2.2 Drive at any time after the driver has been on duty for 15 or more consecutive hours.

43.3 A driver may, in the case of unexpected adverse driving conditions, exceed by not more than 2 additional hours the number of hours that he/ she is permitted to drive under this regulation if the trip, as originally planned, could have been completed within the driving time or the time on duty specified.

43.4 Where the safety of an occupant of a vehicle/bus, the goods being transported by a vehicle/bus or a vehicle/bus itself is in jeopardy, the driver of the vehicle may exceed the number of hours that he/ she is permitted to drive under the Alberta Hours of Service Regulation AR317/2002 Section 6(4) in order to reach a place of safety for the person, goods or vehicle/bus, as the case may be.

44. TIME BREAKS

44.1 A driver may continuously drive a vehicle/bus:

44.1.1 For a period of time of up to 4 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 10 consecutive minutes off duty or of non-driving time or

44.1.2 For a period of time that exceeds that permitted but does not exceed 6 consecutive hours if at the conclusion of driving for that period of time the driver takes at least 30 consecutive minutes off duty or of non-driving time.

44.2 High Prairie School Division shall not permit a driver to drive a vehicle/bus unless the driver takes time off duty or non-driving time as required as per Alberta Hours of Service Regulation AR317/2002.

45. PROHIBITION FROM DRIVING

45.1 An enforcement officer may prohibit a driver from driving a vehicle/bus where the enforcement officer determines that the driver:

- 45.1.1 Has not had the time off duty as required
- 45.1.2 Has been driving for a longer period of time than that permitted
- 45.1.3 Has been driving when prohibited from doing so under the *Alberta Hours of Service Regulation* AR317/2002.

46. RETENTION OF RECORDS

- 46.1 High Prairie School Division will retain daily log records for a period of 6 months from the date the information is recorded on the daily log.
- 46.2 High Prairie School Division shall retain the daily logs for a period of 6 months from the date that the information is recorded on the daily log.
- 46.3 No person shall knowingly falsify or enter false information onto a daily log.

BUS MAINTENANCE SAFETY

47. SCHOOL BUS FLASHING LIGHTS

- 47.1 A school bus must be equipped on its exterior with:
 - 47.1.1 A red flashing light that is located at each side of the bus on the rear of the bus or near the vehicle's roof line
- 47.2 A school bus may be equipped on its exterior with:
 - 47.2.1 Amber flashing light that is located at each side of the bus, at the front of the vehicle, or near the vehicle's roof line and inboard of the red flashing light.
 - 47.2.2 A stop arm located on the left side of the bus that has one or more red flashing lights located at or near the outer end of the stop arm.
 - 47.2.3 When put into operation, the flashing lights and stop arm are referred to as above.

48. FLASHING AMBER AND RED LIGHTS

- 48.1 The amber flashing lights located on the front of the bus must flash alternating emitting a beam that is visible to the persons approaching the vehicle from the front of the vehicle and
- 48.2 The amber flashing lights located on the rear of the vehicle must flash alternately, emitting a beam that is visible to persons approaching the vehicle from the rear of the vehicle.
- 48.3 When the red flashing lights are activated, the amber flashing lights must automatically stop operating.
- 48.4 The red flashing lights located on the front of the vehicle must flash alternately, emitting a beam that is visible to persons approaching the vehicle from the front of the vehicle.
- 48.5 The red flashing lights located on the rear of the bus must flash alternately, emitting a beam that is visible to persons approaching the vehicle from the rear of the bus and is equipped with a stop arm. The stop arm and the red flashing lights located on the stop arm must:
 - 48.5.1 Be automatically activated so that the stop arm is visible and the red flashing lights located on the stop arm emit a beam or beams that are visible to persons approaching the bus from the front of the vehicle and to persons approaching the bus from the rear of the vehicle and remain activated while the alternating flashing red lights are in operation.
- 48.6 All buses conform with CSA Standard D 250.1 in effect at the date the bus was manufactured.

ACCIDENT PROCEDURES

49. IMMEDIATE RESPONSE - ALL COLLISIONS

- 49.1 The following response procedure applies to every collision involving a Division vehicle, regardless

of severity. A single, consistent response replaces the previous separation between minor and major collisions, giving drivers one clear sequence of priorities to follow in a stressful situation:

- 49.1.1 Stop and secure the vehicle.
- 49.1.2 Assess immediate hazards to passengers, the vehicle, and other road users.
- 49.1.3 Determine whether evacuation is required (see 49.2).
- 49.1.4 Contact emergency services (Police, Fire, EMS) when appropriate.
- 49.1.5 Notify the Transportation Department.
- 49.1.6 Account for all passengers (see Section 50).
- 49.1.7 Preserve the scene and complete all required reporting.

49.2 Evacuation Decisions

- 49.2.1 Students should generally remain on the bus unless remaining on board creates a greater danger than evacuating.
- 49.2.2 Evacuation should occur when hazards such as fire, smoke, fuel leaks, an unstable vehicle position, exposure to traffic, or other immediate dangers are present.
- 49.2.3 Once evacuated, students shall be moved to a safe location, kept together, and accounted for immediately.

49.3 Scene Management

- 49.3.1 Secure the collision scene and, where safe to do so, deploy emergency warning devices or flags to warn approaching traffic.
- 49.3.2 Protect students from traffic and other hazards while awaiting emergency responders.
- 49.3.3 Once Police, Fire, or EMS arrive, follow their direction.

49.4 Treatment of Injured Passengers

- 49.4.1 Where injuries are present, treat in the following order of priority: (1) passengers who have stopped breathing, (2) severe bleeding, (3) shock and minor injuries.

49.5 Documentation and Evidence Collection

- 49.5.1 Once immediate life-safety concerns have been addressed, the driver shall document the following factual information:
 - 49.5.1.1 Driver and vehicle information
 - 49.5.1.2 Witness information
 - 49.5.1.3 Road and weather conditions
 - 49.5.1.4 Photographs, where safe to do so
 - 49.5.1.5 Passenger information
 - 49.5.1.6 Collision details
- 49.5.2 Documentation must focus on facts only. Drivers shall not record opinions or conclusions regarding fault.

49.6 Communication Expectations

- 49.6.1 Drivers shall not speculate regarding the cause of the collision.
- 49.6.2 Drivers shall not admit fault or liability.
- 49.6.3 Media inquiries shall be referred to the Superintendent or the designated Communications representative.
- 49.6.4 Employees shall not post collision information or photographs on social media.
- 49.6.5 Employees shall not contact families or other persons unless directed by the Superintendent or the designated Communications representative.

49.7 Reporting

- 49.7.1 The driver shall obtain the particulars of all other drivers involved in the collision.
- 49.7.2 The driver shall provide a complete report of the incident, including a list of students on the bus, to the Police (where attending) and the Director of Transportation as soon as possible.

50. STUDENT ACCOUNTABILITY

- 50.1 Maintaining accountability for every passenger is one of the most important driver responsibilities following a collision.
- 50.2 The driver shall:
 - 50.2.1 Reconcile all students on board against the current passenger/seating list.
 - 50.2.2 Identify and immediately report any student who cannot be accounted for.
 - 50.2.3 Record the names of any students transported by EMS, including the receiving hospital where known.
 - 50.2.4 Record the names of any students released to a parent or guardian at the scene.
- 50.3 This information shall be provided to the Director of Transportation and, upon arrival at a school, to the School Administrator, to support parent notification and student reunification.

51. DUTIES OF DIRECTOR OF TRANSPORTATION AND BUS SHOP PERSONNEL

- 51.1 Attend the scene as available.
- 51.2 Advise the School Administrator of the accident and provide a brief assessment of the situation with student details as soon as practical.
- 51.3 Ensure that students are taken directly to the school in which they are enrolled, whenever possible, on a bus as soon as possible.
- 51.4 Arrange replacement transportation and driver as required to complete the route and minimize delay to students.
- 51.5 Complete accident report forms for insurance and Division records and interview the bus driver.
- 51.6 Investigate the cause of the accident and complete any required follow-up with the driver and Police.
- 51.7 Preserve video, camera, and vehicle records related to the collision.
- 51.8 Coordinate insurance reporting.
- 51.9 Ensure the vehicle receives all required mechanical inspections and is cleared before returning to service.
- 51.10 Advise the Superintendent and Central Office Personnel of the situation and any anticipated delays in student arrivals; Central Office Personnel will contact area Trustees as necessary.
- 51.11 Conduct a post-incident investigation, including root cause analysis, and implement corrective actions where appropriate, consistent with the Division's Occupational Health and Safety program.

52. DUTIES OF SCHOOL ADMINISTRATORS

- 52.1 Upon notification of an accident involving a school bus, the School Administrator will:
 - 52.1.1 Confirm student accountability upon the bus's arrival at the school, meeting the bus to account for students and check their condition.
 - 52.1.2 Assist the Director of Transportation in notifying parents of students on the bus.
 - 52.1.3 Request that parents meet their children at the school or hospital, depending on the severity of any injuries, and advise parents not to attend the accident scene.
 - 52.1.4 Coordinate reunification of students with parents/guardians and document each student's disposition (e.g., returned to school, released to parent, transported by EMS).

- 52.1.5 Assist the Director of Transportation in compiling student names, parent names, home addresses, and phone numbers for the purposes of the accident report.
- 52.1.6 Coordinate with the Transportation Department on any transportation adjustments required as a result of the incident.
- 52.1.7 Arrange student supports (e.g., counselling or contact with school-based supports) following a significant incident, as appropriate.
- 52.2 Students will be transported to their school if the accident is of a minor nature involving no injury.
- 52.3 Not all students registered on the bus may have been in attendance at the time of an accident. School staff remain responsible for confirming which students were actually on board and reporting this to the Director of Transportation.

DISCIPLINARY ACTION AND DRIVER FILE

53. DRIVER RESPONSIBILITY

- 53.1 It is expected that all drivers exercise caution when operating a motorized vehicle, including buses.
- 53.2 All violations must be reported immediately to the Director of Transportation.

54. DIRECTOR OF TRANSPORTATION RESPONSIBILITY

- 54.1 It is policy of the High Prairie School Division to yearly review drivers' violations.
- 54.2 Disciplinary policies and procedures are including but not limited to:
 - 54.2.1 First Offence: verbal warning and letter of awareness completed by the Director of Transportation and placed in the drivers file (training to be supplied if required).
 - 54.2.2 Second Offence: Notification in writing by the Director of Transportation, documentation placed in the drivers file, training to be supplied if required.
 - 54.2.3 Third Offence: Referred to the Superintendent of Schools for further disciplinary action and possible suspension.
- 54.3 Appropriate action will be taken as per **Article 8** of the C.U.P.E. Collective Agreement between High Prairie School Division and Canadian Union of Public Employees Local #1038.

55. DRIVER FILE MAINTENANCE

- 55.1 Retain an up to date accurate record of the following information:
 - 55.1.1 Driver's complete application form or resume showing at least 3 years of employment history preceding employment with High Prairie School Division
 - 55.1.2 Driver's License (complete with "S" endorsement)
 - 55.1.3 Criminal Record Check
 - 55.1.4 Current Driver's Medical
 - 55.1.5 Current First Aid Certificate
 - 55.1.6 Annual Driver's Abstract
 - 55.1.7 Air Brake Certificate (if not showing on driver's license)
 - 55.1.8 Record of all collisions involving a motor vehicle operated by the driver that are required under any Legislation to be reported to a Peace Officer.
 - 55.1.9 A record of all training respecting the operation of a motor vehicle that has been successfully completed by the driver.
 - 55.1.10 Driver Evaluations

55.1.11 Disciplinary and awareness letters

55.1.12 All other General Correspondence deemed necessary by the Director of Transportation.

55.1.13 Five-year retention period of closed driver files.