

Administrative Procedure 491

VOLUNTEER DRIVERS

Background

The use of employee and volunteer drivers enables students to participate in a broader range of curricular and extra-curricular activities than might otherwise be available to them.

Volunteer drivers includes staff, parent/guardian, and other community members that are volunteering to drive to an event (curricular, non-curricular, and extracurricular).

This procedure refers to the transportation of students when it is arranged by the school. When a school is arranging the transportation of students it is the expectation that students will make use of the arranged transportation.

This administrative procedure is not meant to dictate situations where parents/guardians organize the transportation of their child when the transportation is not being arranged by the school.

Procedures

1. Division employees or volunteer drivers who operate school buses, multifunctional buses, passenger vehicles owned by the schools and private passenger vehicles to transport students require the following qualifications: All drivers must possess a current Alberta operator's license which permits them to operate a school bus, other commercial bus or private unregulated vehicle to be used for transporting students.
 - 1.1.1. For any bus with twenty-five (25) or more passenger seats – Class 1 or Class 2
 - 1.1.2. If the bus has air brakes, then an Air Brake Endorsement is required
 - 1.1.3. For any bus with twenty-four (24) or less passenger seats – minimum Class 4.
 - 1.1.4. Passenger vehicles – minimum Class 5
2. Any costs associated with employee or volunteer drivers shall be covered by the school or the driver

Employee or Volunteer Drivers operating a school owned bus with twenty-five (25) or more passenger seats

Must be an approved Principal authorized driver for the school. Approval by the Principal can only be made when the driver meets all qualifications for a driver under the AVPS Safety and Maintenance Program.

1. Complete an application for Employment
 - 1.1. References
 - 1.2. 3 years of employment history
2. Possess a valid Alberta's drivers' license as appropriate:
 - 2.1. For any bus with twenty-five (25) or more passenger seats – Class 1 or Class 2
 - 2.2. If the bus has air brakes, then an Air Brake Endorsement is required

3. Have fully completed the “S” Endorsement certificate within the allotted time frame as per Alberta Transportation. (Traffic Safety Act – will look at this)
4. Provide an original copy of a current driver’s abstract or sign a consent form for the Division to obtain the abstract.
 - 4.1. Driver abstracts are required annually.
5. A record of the driver’s convictions of safety laws in the current year and in each of the four (4) preceding years.
6. A record of any administrative penalty imposed on the driver under safety laws.
7. A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside of Alberta.
8. Have a Criminal Records Check on file.
9. WHMIS Training Certificate on file.
10. Hours of Service Certificate on file.
11. Daily Trip Inspection Certificate on file.
12. AVPS Safety and Maintenance training.
 - 12.1. Regulated Vehicle Driver Orientation Checklist.
 - 12.2. Functional Assessment Form.
13. Can transport passengers for hire.
14. Meet the qualifications required by the National Transportation Safety Code.

Employee or Volunteer Drivers operating a school owned multifunctional bus with twenty-four (24) or less passenger seats

Must be an approved Principal authorized driver for the school. Authorization approval by the Principal can only be made when the driver meets all qualifications for a driver under the AVPS Safety and Maintenance Program.

1. Complete an application for Employment
 - 1.1. References
 - 1.2. 3 years of employment history
2. Possess a valid Alberta’s drivers’ license as appropriate:
 - 2.1. For any bus with twenty-four (24) or less passenger seats – minimum Class 4.
3. Drivers are encouraged to train for and earn an “S” endorsement.
4. Provide an original copy of a current driver’s abstract or sign a consent form for the Division to obtain the abstract.
 - 4.1. Driver abstracts are required annually.
5. A record of the driver’s convictions of safety laws in the current year and in each of the four (4) preceding years.
6. A record of any administrative penalty imposed on the driver under safety laws.

7. A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside of Alberta.
8. Have a Criminal Records Check on file.
9. WHMIS Training Certificate on file.
10. Hours of Service Certificate on file.
11. Daily Trip Inspection Certificate on file.
12. AVPS Safety and Maintenance training.
 - 12.1. Regulated Vehicle Driver Orientation Checklist.
 - 12.2. Functional Assessment Form.
13. Can transport passengers for hire.
14. Meet the qualifications required by the National Transportation Safety Code.

Employee or Volunteer Drivers operating a school owned passenger vehicle

Must be an approved Principal authorized driver for the school. Authorization approval by the Principal can only be made when the driver meets all qualifications for a driver under the AVPS Safety and Maintenance Program.

1. Possess a valid Alberta's driver's license on file
 - 1.1. Passenger vehicles - Class 5
2. Have a criminal record check on file.
3. Have a current driver's abstract on file.
4. Cannot transport passengers for hire.

Employee or Volunteer drivers operating a private passenger vehicle

Must be an approved Principal authorized driver for the school. Authorization approval by the Principal can only be made when the driver meets all qualifications for a driver.

1. Possess a valid Alberta's driver's license on file
 - 1.1. Private passenger Vehicle – Class 5
2. Have a criminal record check on file.
3. Have a current driver's abstract on file.
4. Completed form 551-1.
5. Cannot transport passengers for hire.

Reference: Section 20, 45, 60, 61, 113, School Act