

Administrative Procedure 552

CONTRACT BUS DRIVER RESPONSIBILITIES

Background

School bus drivers play a vital role in ensuring safe and efficient transportation for students.

Procedures

1. Reporting and qualification
 - 1.1. All drivers shall be responsible to the Transportation Coordinator.
 - 1.2. All bus drivers shall hold
 - 1.2.1. A valid Alberta Class 1 or 2 driver's license.
 - 1.2.2. Have fully completed the "S" Endorsement certificate within the allotted time frame as per Alberta Transportation.
 - 1.2.3. Meet all requirements of the National Safety Code (NSC) and Alberta Traffic Safety Act and Regulations.
 - 1.3 All bus drivers shall provide an Alberta Registry's Driver Abstract Consent Form each year before September 30, and more often if requested.
- 2 Duties
 - 2.1 Each bus driver shall
 - 2.1.1 Know and at all times comply with the Highway Traffic Board regulations governing operation of school buses.
 - 2.1.2 Report actual route distance to the Transportation Coordinator for payment purposes. (The Transportation Coordinator shall verify bus routes through Versatrans electronic routing. In the event of a discrepancy between the actual and reported route distance, the Transportation Coordinator shall make an adjustment to remuneration, retroactive to the beginning of the school year or to the date when the discrepancy first occurred.)
 - 2.1.3 Adhere to the assigned route and schedule, and convey only approved students.
 - 2.1.4 Report any suggestions to improve the efficiency of routes to the Transportation Coordinator.
 - 2.1.5 Report changes to the passenger list to the Transportation Coordinator by the next school day.
 - 2.1.6 Carry out daily trip inspections.
 - 2.1.7 Maintain daily driver records (log book or acceptable driver duty records).
 - 2.1.8 Keep bus clean inside and out.
 - 2.1.9 Maintain passenger discipline.
 - 2.1.10 Maintain safety standards and report hazardous conditions or situations.
 - 2.1.11 Perform other duties as assigned.

2.1.12 Adhere to all Board policies and administrative procedures.

2.1.13 Adhere to all contractual obligations.

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)
AP 480 Appendix – Bus Drivers' Handbook