

## Administrative Procedure 555

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### BUS DRIVER QUALIFICATIONS FOR SCHOOL BASED BUSES

#### Procedures

1. The Principal or School Safety Officer shall be responsible to provide qualified persons as bus drivers.
2. The Principal or School Safety Officer shall be responsible to ensure that drivers are following hours of service (fatigue management) under their appropriate Operating Authority as per National Safety Code and Alberta Transportation Compliance.
3. Anyone driving a bus on behalf of the Division must:
  - 3.1. Complete an application for Employment
    - 3.1.1. References
    - 3.1.2. 3 years of employment history
  - 3.2. Possess a valid Alberta's drivers' license as appropriate:
    - 3.2.1. For any bus with twenty-five (25) or more passenger seats – Class 1 or Class 2
    - 3.2.2. If the bus has air brakes, then an Air Brake Endorsement is required
    - 3.2.3. For any bus with twenty-four (24) or less passenger seats – minimum Class 4.
    - 3.2.4. Vans or other vehicles – Class 5
  - 3.3. For any bus with twenty-five (25) or more passenger seats, have fully completed the "S" Endorsement certificate within the allotted time frame as per Alberta Transportation. (Alberta Traffic Act – will look at this)
    - 3.3.1. All Drivers are encouraged to train for and earn an "S" endorsement.
  - 3.4. Provide an original copy of a current driver's abstract or sign a consent form for the Division to obtain the abstract annually.
  - 3.5. A record of the driver's convictions of safety laws in the current year and in each of the four (4) preceding years.
  - 3.6. A record of any administrative penalty imposed on the driver under safety laws.
  - 3.7. 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.
  - 3.8. A Criminal Record Check on file
  - 3.9. WHMIS Training Certificate
  - 3.10. Hours of Service Certificate
  - 3.11. Daily Trip Inspection Certificate
  - 3.12. AVPS Safety and Maintenance training
    - 3.12.1. Regulated Vehicle Driver Orientation Checklist

3.12.2. Functional Assessment Form

3.13. Meet the qualifications required by the National Transportation Safety Code.

4. If the Division has evidence that students are being transported in an unsafe manner, the driver may be removed from the Division's list of approved drivers.