

Administrative Procedure 556

ACTIVITY BUS – SCHOOL OWNED VEHICLES

Background

The Division approves the operation of activity buses at the school level to facilitate the movement and delivery of persons and property for curricular, non-curricular, and extra-curricular programs.

Procedures

1. Responsibility for regular service and maintenance of School owned vehicles shall rest with the Principal or School Safety Officer as outlined in the Aspen View Public Schools Safety and Maintenance Program. School owned vehicles shall not be used for personal use.
2. Registration and insurance of School owned vehicles shall be issued in the name of the Division, and thereby subject to all safety inspections required under Provincial and Federal legislation.
3. The School Division will ensure that each school owned vehicle is covered by an insurance policy within the limits of coverage prescribed by Section 627 of the Insurance Act. The Automobile Insurance Policy providing passenger hazard coverage must be no less than that required by the Division of any commercial carrier undertaking School Division transportation services.
4. All approved drivers of school owned vehicles are covered under the School Division's liability insurance unless they are charged with a driving offense at which point their personal insurance becomes the default.
5. All drivers of School owned vehicles must possess an appropriate operator's license as a condition for driving any bus used for transporting students.
6. All vehicle maintenance records, vehicle inspection records and, driver records are to be maintained but the Principal or School Safety Officer as required by the AVPS Safety and Maintenance Program.
 - 6.1. Daily Trip inspections
 - 6.2. Preventative Maintenance
 - 6.3. Safety inspection (CVIPs) annually and semi-annually
 - 6.4. Other maintenance or repair records
 - 6.5. Operator (driver) qualifications and training
7. Creating and maintaining hours of service (time) records.
8. All accidents involving a school owned vehicle shall be reported immediately.
9. Students transported in school owned vehicles require parental consent prior to travelling off school grounds, except under emergency circumstances during which parental consent may be waived.

Driver Records

Driver records for each driver designated to operate a School owned vehicle will be maintained at the School by the Principal or School's Safety Officer. A driver record file will be created for each driver as a condition of maintaining the Divisions Safety Fitness Certificate and each file will contain the following information as it pertains to each driver:

1. The driver's completed application form for employment with the Division, herein referred to as the carrier.
2. A copy of the driver's abstract or sign a consent form for the Division to obtain the abstract annually.
3. Annual updated copies of the driver's abstract.
4. The driver's employment history for the three (3) years immediately preceding the time the driver started working for the carrier.
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. A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws.
9. A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until two (2) years after it expires.
10. A copy of the medical certificate submitted to the governing agencies when obtaining or renewing their driver's license.

Driver Documents

1. The driver is required to maintain and keep in their possession the following documents and be able to produce them upon request of a peace officer:
2. Driver log book for the driver's current work shift and the two (2) previous days.
3. The driver shall retain the duplicate of the daily logs maintained by the driver for a period of at least six (6) months from the date that the information is recorded in the daily log.
4. Shall retain the duplicate of the daily logs in a neat and orderly manner at the residence of the driver.
5. Shall, within seven (7) days from the day that a peace officer makes a request for the duplicate of the daily logs, produce the duplicate of the daily logs to the peace officer for inspection.
6. Shall retain the duplicate of the daily trip inspections for a period of at least six (6) months from the date that the information is recorded.
7. Shall retain the duplicate of the inspection logs in a neat and orderly manner at the school office "home hub" or within the vehicle.

8. Shall, within seven (7) days from the day that a peace officer makes a request for the duplicate of the daily trip inspections, produce the duplicate of the inspection logs to the peace officer for inspection.

Reference: Section 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19 Drivers' Hours of Service Regulation
Section 627 Insurance Act
Commercial Vehicle Certificate and Insurance Regulation
Commercial Vehicle Safety Regulation