

AP491C CHECKLIST for:

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. 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. **A copy of this checklist shall be maintained in the employee's driver file.**

- Complete an application for Employment on file.
 - References on file.
 - 3 years of employment history on file.
- Possess a valid Alberta's drivers' license as appropriate:
 - For any bus with twenty-five (25) or more passenger seats – Class 1 or Class 2.
 - If the bus has air brakes, then an Air Brake Endorsement is required.
- Have fully completed the "S" Endorsement certificate within the allotted time frame as per Alberta Transportation. (Traffic Safety Act – will look at this)
- Provide an original copy of a current driver's abstract or sign a consent form for the Division to obtain the abstract.
- Driver's abstracts are required annually.
- A record of the driver's convictions of safety laws in the current year and in each of the four (4) preceding years.
- A record of any administrative penalty imposed on the driver under safety laws.
- 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.
- A Criminal Record Check on file.
- WHMIS Training Certificate on file.
- Hours of Service Certificate on file.
- Daily Trip Inspection Certificate on file.
- AVPS Safety and Maintenance training.
 - Regulated Vehicle Driver Orientation Checklist on file.
 - Functional Assessment Form on file.
- Meet the qualifications required by the National Transportation Safety Code.