



701.6AP Bus Driver Qualifications

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LEGAL REFERENCE:

- Alberta Highway Traffic Act;
- National Safety Code (Transport Canada);
- Alberta Transportation & Infrastructure;
- Canadian Standards Association D250-D270

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
 - [701.18AP Verification of Bus Driver License Credentials/Demerit Accumulations](#)
 - [701.6AP Exhibit 1 Application to Drive a School Bus](#)
 - [701.6AP Exhibit 2 Bus Driver Medical Clearance Form](#)
 - [701.6AP Exhibit 3 Functional Assessment Form](#)
 - [701.6AP Exhibit 4 Bus Driver Confidentiality Oath](#)
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PROCEDURES:

1. The bus contractor/school bus safety officer shall be responsible to provide qualified persons as bus drivers.
2. The bus contractor/school bus safety officer shall be responsible to ensure that drivers are following hours of service (fatigue management) under their appropriate Operating Authority as per the National Safety Code and Alberta Transportation Compliance.
3. All bus drivers will complete the Application to Drive a School Bus form 701.6AP Exhibit 1. Applications are approved by the bus contractor. The bus contractor/School Bus Safety Officer shall ensure that all bus drivers have the following qualifications and abilities:

3.1. Qualifications:

- 3.1.1 Valid school bus operator's license (Class 1, 2 or 4) or
- 3.1.2 As of August 1, 2020 new bus drivers will have to have their Class 2-S MELT to drive a school bus. A Class 1 operator would have to have their S Endorsement prior to driving a school bus.
- 3.1.3 Holder of S Endorsement Course regardless of the class of license and province of residence. Until the requirement for the S Endorsement prior to driving becomes law in August 2020, a bus driver without the S Endorsement may be permitted to drive with a current (within one month) pre-Employment S Endorsement Certificate, completed BTPS NSC online courses, obtain a copy of the Alberta Transportation Operation of School Buses without "S" Endorsement permit, and be registered for the next available S Endorsement course offered by BTPS. Failure to attend the next available S Endorsement course will revoke the temporary permission to drive without the S Endorsement permit.
- 3.1.4 Bus Drivers must have a minimum of an Emergency First Aid Certificate taken through a Canadian registered first aid provider.
- 3.1.5 Satisfactory driver's abstract (Current within last 6 months)
- 3.1.6 Criminal Record Check and Vulnerable Sector Check
 - 3.1.5.1 New Drivers require a criminal record check no more than 6 months old.
- 3.1.7 3 Year Employment History.
- 3.1.8 Minimum of three suitable references
- 3.1.9 Minimum three years with a non-graduated driver's license.
- 3.1.10 Completion of the Functional Assessment for School Bus Drivers form 701.6AP Exhibit 3.
- 3.1.11 Signed Confidentiality Oath.
- 3.1.12 Required National Safety Code training.

3.2. Abilities:

- 3.2.1 Ability to operate a school bus in a safe and efficient manner under a variety of weather and road conditions.
- 3.2.2 Ability to maintain student discipline within the school bus at all times.
- 3.2.3 Ability to communicate with students, parents, school and Central Service personnel.
- 3.2.4 Ability to conscientiously carry out daily pre-trip inspections of the school bus.
- 3.2.5 Are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without limitations due to use or after effects of illegal substances, alcohol, tobacco or tobacco products (including but not limited to cigarettes, cigars, bidis, kreteks, chewing tobacco, loose tobacco, snuff, dip, snus), inhalants (including but not limited to e-cigarettes, vapes, pipe/hookah and shisha) or cannabis products (in any form) non-prescription drugs, prescribed medications, or any other substance that may impair judgement or performance.

4. At the discretion of the Director of Transportation, a bus driver, through their contractor, may be required to have the Medical Clearance Form (701.6AP Exhibit 2) completed by their doctor if a bus driver has taken time off due to a medical condition, and/or as a result of an observation or complaint indicating that they are having difficulty meeting the physical and mental demands of driving. In addition, any medical conditions that become known to a driver during the school year must be disclosed by the contractor to the Director of Transportation within 30 days. Failure to do so will result in termination of the contract. All medical costs are the responsibility of the bus contractor.
5. The Director of Transportation or designate has the authority to disqualify any bus driver.
6. A copy of all bus driver applications must be submitted to the Director of Transportation and placed on the driver's file.
7. Subject to the approval of the Transportation Director, where there is an available seat on the bus, full-time parent/guardian bus drivers may transport their school-age children as per [701.19AP School Bus Operator's Children on School Bus](#).
 - 7.1 Regular Bus Driver: Bus driver that drives a specific bus route every day of the school year.
 - 7.2 Spare Bus Driver: Bus driver that periodically drives several different bus routes on an as needed basis
 - 7.3 Full time Bus Driver: Bus driver that may drive a partial run (i.e. a.m. or p.m. only or different bus routes), but on a regular basis (at least 2 days per week).
8. School bus driver training (e.g., S Endorsement, first aid and OH&S, etc.) will be provided at the lowest possible cost to spare bus drivers.