



## 701.10AP Safety

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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](#)
  - [701.10AP Exhibit 1 Record of Drills](#)
  - [701.10AP Exhibit 2 Video Release Form](#)
  - [701.10AP Exhibit 3 Bus Breakdown/Late Arrival Form](#)
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### PROCEDURES:

The Board of the Buffalo Trail Public Schools places high priority on the safe transport of students and shall endeavour to ensure that all practices procedures relating to school bus transportation of students reflects this priority. Administrative Procedures have been developed for the following sections:

- A. General Safety
- B. School Bus Evacuations,
- C. Bus Delay/Breakdown Procedures,
- D. Railway Crossings,
- E. Loading and Unloading and
- F. Video Surveillance on School Transportation Vehicles to address specific aspects of school bus safety.

## **SECTION A: GENERAL SAFETY**

1. The School Bus Contractor shall be held responsible for the implementation of all safety measures that may be required by existing legislation and Board policy
2. To ensure safety of operation, the School Bus Contractor shall have his bus and its equipment regularly serviced by a licensed individual.
3. The School Bus Contractor shall employ drivers in compliance with the Buffalo Trail Public Schools school bus contract.
4. The School Bus Driver shall keep his/her passengers informed of the rules of conduct and safety, and shall make a point of communicating this information at least once each year in a formal way. This should preferably be done early in September.
5. The driver is in charge of the operation of the bus and responsible for the behaviour of students while operating the bus.
6. The School Bus Contractor shall work in close cooperation with the School Principal in order that problems encountered on the bus may be resolved.
7. The School Bus Contractor shall be held responsible for the conduct of his drivers and for the care and attention exercised by the drivers in attending to the personal safety and welfare of each student in his care. Each driver shall conduct his/herself in a professional and considerate manner.
8. Principals of Schools shall endeavour to disseminate information on School Bus Safety to students/parents through newsletters, classroom instruction or school assemblies.
9. Strobe lights on school buses shall be used from first student pick up to the last student drop off, unless local by-laws prohibit their use.

## **SECTION B: SCHOOL BUS EVACUATIONS**

Each bus route driver shall perform a full 'Emergency Bus Evacuation Drill' within the first six (6) weeks of the start of school. The drill will be conducted on school property or within normal bus loading zones and consist of: Front Door, 1 Rear Door, and 1 Front/Rear Door split drill with the school principal or designate in attendance.

Each bus route driver shall perform a minimum of one 'Front Door Emergency Bus Evacuation Drill' bimonthly for the remainder of the year. If time does not permit due to multi-school drop offs, the driver may instruct the evacuation procedures verbally.

1. The driver will ensure that all passengers are aware of emergency procedures and safety equipment.
2. The driver will maintain a log of bus evacuation drills, and submit a copy to the Director of Transportation twice a year
  - 2.1 One bus evacuation log is to be done during the bus evacuation drill with the Principal at the beginning of the school year and the other log is to include the remainder of the bus evacuation drills done throughout the year.
3. Copies of the evacuation procedures will be made available to drivers, principals or

designate.

4. The driver shall carry out the drill as per the STAA/ASTAC Alberta Transportation S Endorsement Course.
5. The following information is to be made available to students when safety and rules are being discussed in early September:
  - 5.1 When should you evacuate?
    - When there is a fire, or danger of a fire, in or near the bus.
    - When the bus is in a unsafe position such as a curve, crest of a hill, or railway crossing, etc.
  - 5.2 How should you evacuate?
    - The situation will dictate which door is best.
    - Students closest to the door being used to evacuate will evacuate first.
    - The front door will be the best if you are stopped on a railway and may be rear-ended.
    - The rear door would be the best if the bus stalls with the front wheels on a railway crossing or there is a fire in the engine compartment.
  - 5.3 Methods of Evacuation Front Door Only
    - 5.3.1 Designate a student to guide others to a safe place away from the roadway, at least 35 meters (100 feet) from the bus.
    - 5.3.2 Designate a student to stand outside the front door to help others to exit safely and to count the students as they leave.
    - 5.3.3 Stand beside the first occupied seats, turn and face the front; tap the shoulder of the students in the right hand seat as an indication for them to start moving. Say "Leave lunches and books behind, Walk, don't run - use the handrails."
    - 5.3.4 Students who keep their back packs on while riding can leave them on because it takes more time to take them off.
    - 5.3.5 When the right hand seat is clear do the same on the left side and move back a row.
    - 5.3.6 When the last seat is clear, check to ensure everyone is out while you walk to the front of the bus. Rear Door Only: Reverse the front order method with the following exceptions:
    - 5.3.7 Two helpers (preferably the taller students) should be assigned to stand on the ground on either side of the rear door in order to assist students in getting off.
    - 5.3.8 Another helper should remain inside the bus by the rear door to tell each student to duck his head and to ensure a steady and orderly exit. Front and Rear Door Generally the fastest method should be used when possible.
    - 5.3.9 Divide the bus in half - drivers are encouraged to mark the halfway point inside the bus with tape/video or a white line or use the emergency windows.
      - 5.3.10 The front half uses the front door only procedure.

5.3.11 The rear half uses the rear door only procedure.

5.3.12 This evacuation requires student helpers and leaders at each door. Conducting Evacuation Drills:

5.3.13 Practice evacuations should be done in a controlled, traffic free area such as on school property.

- When practicing, ensure the bus is turned off, with the transmission in gear (Park, if automatic) and the parking brake is set.
- Point out to your students where the emergency equipment is located, where the ignition switch is and how to turn it off, where the parking brake is and how to apply it, etc. You may be incapacitated in a real emergency.
  - The first aid kit should be taken out of the bus while practicing evacuation drills.
  - If the fire extinguisher is to be taken off the bus during the evacuation drill the bus driver should carry it.

### **SECTION C: BUS DELAY/BREAKDOWN PROCEDURES**

If the school bus stalls or breaks down along the bus route, the driver shall take the necessary actions to safeguard the students aboard the bus and other motorists as follows.

#### **RESPONSIBILITIES OF THE BUS DRIVER:**

1. The driver should bring the school bus to a stop as far off the roadway as possible. The students shall remain aboard the bus if the bus is stopped in a safe location.
2. If the school bus cannot be stopped in a safe position off the travelled portion of the roadway, ALL students shall be immediately evacuated to a place of safety.
3. The driver shall then inspect the school bus and attempt to determine the cause of the stall or breakdown and perform repairs if they can be done safely.
4. If the driver cannot determine or correct the trouble, the driver should stay with the bus contact the Transportation Office using their cell phone or two-way radio.
5. In the event the driver is unable to use their cell phone or two-way radio for assistance:
  - 5.1 flag down a passing motorist to phone for assistance or send TWO responsible students to phone for assistance where safe to do so (including conditions for severe weather) and reasonable for the age of the students.
  - 5.2 The school bus driver should write down the following required information on a piece of paper and have the students phoning for assistance take it with them:
    - 5.2.1 telephone numbers to call
    - 5.2.2 bus number
    - 5.2.3 location of breakdown
    - 5.2.4 what trouble is or what happened
    - 5.2.5 number of students aboard
    - 5.2.6 any other pertinent information.

6. The school bus driver should write down the following required information on a piece of paper and have the person phoning for assistance take it with them:
  - 6.1 telephone numbers to call
  - 6.2 bus number
  - 6.3 location of breakdown
  - 6.4 what the trouble is or what happened
  - 6.5 number of students aboard
  - 6.6 any other pertinent information.
7. Highway advance warning devices (flags/reflectors) must be set out at a distance of approximately 30 meters in advance of the bus and 30 meters to the rear of the bus during the period between sunrise and sunset and approximately 75 meters in advance of the bus and 75 meters to the rear of the bus during the period between sunset and sunrise. They must be visible for a distance of 150 meters in each direction. On a four lane highway, highway advance warning devices must be 30 meters in advance of the bus and 60 meters to the rear of the bus.
8. Depending on the particular circumstances prevalent at the time, alternate arrangements may be made to deliver the students who are aboard to their final destination.
9. On days where the bus is on schedule at the school, the bus driver must report to the bus supervisor or school office that their bus has arrived. This can be done by the bus driver or student designate.

#### **RESPONSIBILITIES OF THE SCHOOL:**

##### Morning

1. The principal or designate will establish bus arrival/departure and “bus late” times for each school and will notify the bus contractors/drivers of these times and/or of any changes.
2. Ensure that there is a bus supervisor for the specified times available, each school day. The bus driver (or student designate) shall report to the bus supervisor or school office that their bus has arrived. A card system or checklist can be used for this purpose.
3. If bus has not arrived by the “bus late” time set by the school, then the school will call the first person on the route to determine what time that student was picked up. The school will continue to call all students on the bus route’s student listing until it can determine when and where the last student was picked up.
4. Based on the route map, the school will then be able to determine where on the route the bus should be and they will send someone out to locate the bus.
5. Fill out the bus breakdown/late arrival form (701.10AP Exhibit 2) and fax or email to Transportation Services.

#### **RESPONSIBILITIES OF TRANSPORTATION SERVICES:**

1. After receiving the information from the bus contractor in September, Transportation Services will ensure that every school has a map and student listing of every bus run that service their school and will update them throughout the school year.

2. Transportation Services will give the schools a list of the bus drivers and their phone numbers that service their school.

#### **RESPONSIBILITY OF PARENTS:**

##### Afternoon

1. If a student does not arrive home 10 to 15 minutes after the scheduled drop off time, the parent should call the family on the bus run that is at the stop prior to their own. This will continue until the parent finds out who the last student was that was dropped off on the bus run. A parent should then try to locate the bus based on who was dropped off last. A bus list and a route map are available from the bus driver for fan out system purposes.
2. Ensure that children are properly dressed for the weather in case the bus is delayed due to a breakdown or inclement weather.

#### **SECTION D: RAILWAY CROSSINGS**

##### **PROCEDURES:**

1. Railway crossings present a special hazard because "any time is train time" and a collision is likely to lead to disaster; therefore, extreme caution must be exercised at ALL railway crossings, whether controlled or not.
2. The driver must know the laws related to railway crossings and familiarize him/herself with local school board policy, provincial and municipal statutes and bylaws.
3. The driver is required by law to stop at a railway crossing unless:
  - 3.1 It has a traffic control signal (lights), or
  - 3.2 A peace officer or flagman directs the driver to proceed.
4. There should be no undue noise from passengers.
5. The driver must check traffic behind and signal a stop well in advance.
6. The driver must slow to a gradual stop not less than 5 metres or more than 15 metres from the nearest track.
7. The driver must put transmission in neutral, engage the parking brake, and maintain firm pressure on the brake pedal.
8. The driver must open the front door and, the driver's window.
9. The driver must look both ways and listen for evidence of an approaching train.
10. When the driver is sure that it is safe to proceed, he/she must:
  - 10.1. Close the door,
  - 10.2. Disengage the parking brake,
  - 10.3. Cross the tracks in an appropriate low gear,
  - 10.4. Not shift gears until clear of the last track. If there are issues with a railway crossing the bus driver shall call the phone number on the cross bucks to report the problem.

#### **SECTION E: LOADING AND UNLOADING**

##### **PROCEDURES:**

1. The driver must understand the law regarding the use of alternately flashing lights. The

- driver must activate his alternately flashing lights when loading and unloading passengers except when operating on a roadway where a bylaw prohibits their use. The drivers of vehicles approaching a stopped school bus which is displaying alternately flashing red lights must stop from either direction on an undivided highway.
2. All busses shall be equipped with the 8-light system, the alternately flashing amber lights should be activated as the driver begins to slow down for the stop. The driver must activate the alternately flashing red lights when the bus stops completely.
  3. When approaching a stop, the driver must signal and move the bus to the right edge of the roadway. The stop should be made at least one meter in any direction away from any waiting passengers.
  4. If students must cross the roadway in a rural area, the driver must ensure they do so at a visible distance in front of the bus. The driver must not lose sight of the student during the procedure.
  5. Before moving off, the driver must check all mirrors including the crossover mirror to ensure that no students are lingering near the bus.
  6. Where possible, the driver should attempt to minimize traffic disruption by allowing vehicles to pass before the alternately flashing red lights are turned on and the loading and unloading process begins.
  7. The driver must not allow students to enter or exit the vehicle while it is moving.
  8. It is against the law for a driver to back the school bus in a school yard without guidance from a responsible person located at the rear of the bus.
  9. The driver must ensure that students are seated while the bus is in motion.
  10. Overloading the bus is prohibited by law.
  11. The driver must ensure that students follow his/her signal before exiting the bus or before moving to cross the road in front of the bus.
  12. The school bus driver shall exercise due caution in all circumstances and shall load or unload at places and during times only when it appears safe to do so.
  13. All Contract Operated School Buses will be D250 compliant and be equipped with a pedestrian crossing arm.

**SECTION F: VIDEO SURVEILLANCE ON SCHOOL TRANSPORTATION VEHICLES  
PROCEDURES:**

1. Notification
  - 1.1 Students and parents shall be informed each school year and as necessary during the school year that the school district will be recording student behaviour on school transportation vehicles and the purposes for such practices.
  - 1.2 School bus operators and contractors shall be made aware of the Board's policy on video surveillance on school transportation vehicles.
  - 1.3 It shall be the responsibility of the principal to notify the school council and parents of video monitoring practices.
  - 1.4 All staff involved in the transportation of students shall be made aware of the Board's video surveillance guidelines.

## 2. Use of Video Tapes/videos i

- 2.1 A video recording of actions by student passengers may be used by the Board or administrators as evidence in any disciplinary action brought against any student, arising out of their student's conduct on the school transportation vehicle, and for the enforcement of school rules.
- 2.2 Video tapings of students or others riding on Board vehicles may be reviewed or audited, for the purposes of determining adherence to Board, Board contractor's, school rules, policies and administrative procedures respecting safety and transportation of students and to determine if a reported incident of misconduct, vandalism or property damage has been captured on the tape/video.
- 2.3 The records may be monitored by authorized personnel on a random and nonrandom basis and as deemed necessary and prudent in order to ensure for the safety and security of the student passengers, and Board property, adherence to Board policies and regulations and the fulfillment of safe and secure transportation practices by all drivers, employees and students.
- 2.4 Video tapes/videos may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of Alberta and any rules or regulations contain thereunder.
- 2.5 The Board may use video surveillance to detect or deter criminal offences, which occur in view of the cameras.
- 2.6 The Board or its administrator may use video surveillance for:
  - 2.6.1 a deterrent where vandalism, theft, bullying or any other inappropriate behavior is or could be a concern
  - 2.6.2 student discipline and property protection
  - 2.6.3 inquiries and proceedings relating to law enforcement
  - 2.6.4 research
  - 2.6.5 bus operator monitoring
- 2.7 The Board shall not use video surveillance for other purposes unless expressly authorized by or under an Act or under an enactment. Protection of Information and Disclosure

## 3. Security and Retention of Tapes/videos

- 3.1 All tapes/videos not in use shall be securely stored in a locked receptacle.
- 3.2 All tapes/videos that have been used for the purpose of this policy shall be numbered and dated and retained according to camera site.
- 3.3 The controlling officer must authorize access to tapes/videos.
- 3.4 A log shall be maintained of all episodes of access to, or use of the recorded material.
  
- 3.5 Information shall be retained as per the established schedule of the surveillance equipment, then destroyed as per 4.1. However personal information that has been used to make a decision that directly affects an

individual will be retained for a minimum of one year from the date of such use.

3.6 The Buffalo Trail Public Schools Regional Division No. 28 FOIP Coordinator shall ensure that a tape/video release form is completed before disclosing tapes/videos to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. A tape/video release form should indicate the individual or organization who took the tape/video, the date of the occurrence, or when and if the tape/video will be returned or destroyed by the authority or individual after use.

3.7 Access to tapes/videos shall be provided to Board employees, or agents on a need to know basis only.

#### 4. Disposal and Destruction of Recordings

4.1 All recordings shall be disposed of in a secure manner. Tapes/videos should be shredded, burned or degaussed at the end of each school year by the Director of Transportation.

#### 5. Video Monitors and Viewing

5.1 Only the controlling officer or individuals authorized by that officer, shall have access to video monitors while they are in operation. When students are suspected of breaking the law the Director of Transportation will cooperate with the police in accordance with division policy.

5.2 Video monitors should be in controlled access areas wherever possible.

5.3 Records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

#### 6. Disclosure

6.1 Recordings shall not be disclosed except in accordance with this policy. Disclosure of video records shall be on a need to know basis, in order to comply with the Board's policy objectives, including the promotion of the safety and security of students, implementation and maintenance of transportation safety rules, adherence and monitoring of Board policies and school rules, including school discipline matters.

#### 7. Access to Personal Information

7.1 An individual who is the subject of video surveillance has the right to request access to the recording in accordance with the provisions contained under the Freedom of Information and Protection of Privacy Act. Access in full or part may be refused on one of the grounds set out within the legislation.

#### 8. Audits

8.1 The Director of Transportation shall be responsible to audit the use and security of the surveillance cameras, including monitors and tapes/videos.