



701.7AP Transportation Roles & Responsibilities

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LEGAL REFERENCE:

- Education Act
- School Transportation Regulation 96/19
- Commercial Vehicle Safety Regulation
- 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 Safety](#)
 - [701.7AP Exhibit 1 Rules & Regulations](#)
 - [701.7AP Exhibit 2 Bus Route Emergency Contact Form](#)
 - [701.7AP Exhibit 3 Student Health Form](#)
 - [701.7AP Exhibit 4 Changes to Existing Bus Routes](#)
 - [701.7AP Exhibit 5 Change of Pick-up Time Notification](#)
 - [701.7AP Exhibit 6 Seating Plan](#)
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PROCEDURES:

1. Board Responsibilities:
 - 1.1 To establish policy for all aspects of school bus operations and transportation services.
 - 1.2 To establish transportation service areas.
 - 1.3 Establish transportation fees.

- 1.4 Provide consideration for bussing requests made in regards to cross-jurisdictional bussing of nonresident students and/or boundary exemption bussing of resident students.
- 1.5 Approve Contractor selection.
2. Transportation Services Department Responsibilities:
 - 2.1 The Director of Transportation shall develop a comprehensive communications plan for all aspects of student transportation services.
 - 2.2 The Director of Transportation shall develop and maintain the Transportation Safety Plan and Maintenance Plan, which will detail operating, and safety standards, and bus maintenance for school owned buses.
 - 2.3 Shall establish administrative procedures for Board policies that relate to all aspects of school bus operations and transportation services.
3. School Bus Driver/Contractor Responsibilities: The Drivers/Contractors:
 - 3.1 Shall comply with all Motor Transport Board Statutes, the Education Act, the School Transportation Regulation 96/2019, Alberta Transportation policies and regulations, specifically the Commercial Vehicle Safety Regulation, the National Transportation Safety Code and Transportation Compliance in Alberta and the Board policies and administrative procedures.
 - 3.2 Keep bus CVIP inspection certificate, written pre-trip, National Safety Code Certificate and a copy of the Board's bussing policies, administrative procedures and/or regulations in the bus as per the National Safety Code and Transportation Compliance in Alberta.
 - 3.3 See that the following equipment is in place and in good order: Fire extinguishers, flares, first aid kit, emergency door/windows, lights, stop lights, strobe light, pedestrian crossing arm, etc.
 - 3.4 Shall cooperate with the Director of Transportation in providing route maps, student lists, seating plans, driver's abstracts, monthly reports, and other information and update as required:
 - 3.4.1 Changes to Existing Route (701.7AP Exhibit 4)
 - 3.5 Shall have parents complete and sign (where applicable) and return the following forms and have them accessible to refer to in case of emergency or for disciplinary purposes:
 - 3.5.1 The School Bus Rules and Regulations form (701.7AP Exhibit 1)
 - 3.5.2 Alternate Drop Off form (701.7AP Exhibit 2)
 - 3.5.3 Student Health form (701.7AP Exhibit 3)
 - 3.6 Provide proper insurance and file the verification of such annually or semi-annually (as applicable) with the Director of Transportation. The bus contractor has the option to insure their busses through the school division's insurance policy.
 - 3.7 Shall employ qualified drivers and spare drivers as per Administrative Procedure 701.6AP Bus Driver Qualifications.
 - 3.7.1 Shall submit the names of all new operators or spare drivers to the Director of Transportation. A driver's abstract shall be submitted annually for each regular and spare driver.
 - 3.8 Shall exercise every possible precautionary measure to provide safety to all students under their care.

- 3.9 Shall stop at all railway crossings except for controlled crossings in the jurisdiction.
- 3.10 The bus driver may appoint a regular student who is an eligible passenger on that route as a bus monitor. The principal may be consulted in monitor selection.
- 3.11 The driver shall develop a seating plan and may instruct students to sit in their assigned seat. Drivers shall keep the seating plan on bus and forward a copy to the Transportation Office and update as required.
- 3.12 Shall avoid unnecessary conversation with students while the bus is in motion.
- 3.13 Shall not at any time leave his/her bus unattended while the motor is running.
- 3.15 Shall ensure that the bus is clean and warm prior to loading students.
- 3.15 If, in the bus driver's reasonable opinion the student is not properly attired for climate conditions, the principal will be informed and will take steps as required. Under no circumstances shall transportation be refused unless contact has been made with a person accepting responsibility for the student (e.g. parent, guardian, school personnel, etc.).
- 3.16 As per section 5.4 **supervision to, from, and at the school bus stop is the parent/guardian's responsibility.** For rural routes, if a parent/guardian is not home to receive their child(ren) under the age of 10, or an older student responsible for their care is not on the bus and the parent/guardian has failed to make arrangements, the bus driver will attempt to contact the parent, make direct contact with the principal/designate, and return the student to the school or alternate drop off location. **Parents may be charged the associated costs and transportation services may be withdrawn.**
- 3.17 Shall maintain discipline on the bus and report as required to the principal any student who violates regulations or refuses to obey as per Administrative Procedure 701.1AP Student Conduct/Discipline on Busses.
- 3.18 Shall conduct and record fire and evacuation exercises as per Administrative Procedure 701.10AP Safety.
 - 3.18.1 Record of Bus Drills 701.10AP Exhibit 1.
- 3.19 Formal inspection on contract busses must be conducted every six months or as specified by Alberta Legislation and Regulations and the National Safety Code. A copy of each inspection report is to be submitted to the Director of Transportation.
- 3.20 Shall not smoke or permit smoking on or around the bus.
- 3.21 Shall not permit the use or transport alcohol, drugs, or controlled substances on the bus.
- 3.22 As per the Commercial Vehicle Safety Regulation bus drivers shall not permit the following to be conveyed on the school bus on regular bus runs:
 - 3.22.1 Animals (unless the animal is a guide dog accompanying a person with a physical disability)
 - 3.22.2 Firearms
 - 3.22.3 Explosives
 - 3.22.4 Combustible material or substances, or
 - 3.22.5 Anything of a dangerous or objectionable nature, or that might endanger the lives or safety of persons in the bus. (See 701.7 Exhibit 1 Rules and Regulations for specific requirements.)
 Exceptions must be approved by the Director of Transportation.
- 3.23 May be required to cease driving the bus if charged under the Motor Transportation Act while operating the vehicle.

- 3.24 Sweep and tidy the inside of the bus daily and wash the outside of the bus as required.
- 3.25 Driver shall assist students during loading and unloading when required.
- 3.26 Shall not leave the driver's seat without first stopping motor, putting the vehicle in park/neutral, setting brakes, and removing keys.
- 3.27 Shall make legitimate requests for the services of snow plow or grader directly to the Director of Transportation or the Transportation Department by calling the Transportation On-Call phone at 780-806-6018 or emailing transportation@btps.ca to have bus route concerns addressed.
- 3.28 Only those persons named under the School Bus Operation Regulation shall be allowed to ride on a school bus, unless in emergency situations. In order to ride on a school bus, other persons must have special permission from the Director of Transportation.
- 3.29 Students, other than students regularly riding on the bus, requesting to be bussed because of birthday parties, etc., must have the prior approval of the bus driver before being allowed to ride on the bus. Parents should use the "Temporary School Bus Service" Form 701.21AP Exhibit 2 as per Administrative Procedure EEB 24 transportation to Caregiver.
- 3.30 Shall complete required National Safety Code Training as per the School Bus Service contract.
- 3.31 Shall not require or permit any student to leave the bus before reaching the destination without prior written permission.
- 3.32 During the normal course of operation, a school bus shall pick-up and unload students at the gate leading to the student's residence, provided that such gate is located immediately adjacent to a municipal road way. Other single or group pick-up or drop-off points may be established and approved by the Director of Transportation.
 - 3.32.1 Notify parents of route time changes using the Change of Pick up Time Notification form 701.7AP Exhibit 5.
- 3.33 When students are not waiting at a designated pick-up point, the driver shall stop and proceed only after the scheduled pick-up time has elapsed. In those cases where a bus driver has reason to believe that students are consistently and unreasonably delaying the bus schedule by virtue of being tardy in arriving at the pick-up point, it is the responsibility of the driver to seek parental assistance and cooperation in correcting the situation and, where tardiness persists, advise the Principal(s).
- 3.34 Bus drivers are expected to:
 - 3.34.1 Instruct students in regard to crossing the highway.
 - 3.34.2 Shall be on the bus at all times supervising the loading and unloading of buses.
 - 3.34.3 Be regular in your stops. Contact parents/students when stop times change.
 - 3.34.4 Not permit students to get off the bus at a scheduled or designated stop that is not their own without prior written permission.
 - 3.34.5 Not unload at dangerous intersections when an alternative exists.

- 3.35 School busses are not to arrive at school earlier than 10 minutes before school starts, except feeder busses. If a bus arrives before the arrival time established by the school administration the bus driver must hold the students on the bus until the scheduled arrival time. School busses are not to leave the schools at the end of the day before the established time.
 - 3.36 School busses shall load and unload students only in those areas designated at each school.
 - 3.36.1 A school bus shall not pass another school bus while loading and/or unloading in the designated loading/unloading area at each school.
 - 3.37 All busses shall be motionless when the students are boarding and getting off the bus. When boarding, the bus shall remain motionless until such time as all passengers are seated.
 - 3.38 Cellular phones must not be used while the bus is in motion. Hands-free devices and/or two-way radios may be used in matters related to bus operations according to legislation; however, conversations must be kept to a minimum to avoid driver distraction.
 - 3.39 Their school busses shall have the appropriate route number displayed in black numerals, no larger than six inches, located on both sides of the bus so that they are visible to students, bus supervisors and passing motorists.
 - 3.40 As representatives of Buffalo Trail Public Schools, all school bus contractors and their drivers shall foster and maintain positive and professional working relationships.
4. School Administration Responsibilities:
- 4.1 The principal shall be responsible for seeing that bus loading and unloading zones at school sites are supervised.
 - 4.2 The principal shall establish arrival and departure times for the busses.
 - 4.3 The principal shall be responsible for notifying the bus drivers when children have been taken from school during the day or when parents have given them notification that they will be picking up their children after school.
 - 4.4 Supervise emergency evacuation drills as per Administrative Procedures 701.10AP Safety, School Bus Evacuations.
 - 4.5 As per Administrative Procedure 701.1AP Student Conduct/Discipline on Buses the principal may suspend a child from riding the school bus for violation of the regulations, with attention to due process, and in consideration of the Education Act Sections 36 and 37.
 - 4.6 As per Administrative Procedure 701.1AP Student Conduct/Discipline on Buses complete forms related to Student Misconduct.
5. Parent/Guardians Responsibilities:
- 5.1 Ensure that students are adequately dressed.
 - 5.2 Ensure that students are at the bus stop to board the bus prior to their designated pick up time. Bus drivers are permitted to leave after the designated pick up time has elapsed.
 - 5.3 Ensure their child(ren) arrive safely at the bus stop before school and return home safely from the bus stop after school.
 - 5.4 Provide for the supervision of their child/(ren) until they board the school bus at the beginning of the day and after they depart from the school bus at the end of the day.

- 5.5 Review the highway regulations and school bus inclement weather policies with their children.
 - 5.6 Participate in telephone fan-out systems as set by the contractors.
 - 5.7 Provide the school and bus driver with instruction for billeting or alternative drop-offs by completing the Alternate Drop Off Location Form 701.7AP Exhibit 2.
 - 5.8 Use "Temporary School Bus Service Form" 701.21 Exhibit 2 to request that their child bring a friend on the bus. Prior approval must be given by the bus driver as per Administrative Procedure 701.21AP Transportation to Caregiver, "Temporary School Bus Service" form.
 - 5.9 Review the School Bus Rules and Regulations form (701.7AP Exhibit 1) with their children and sign and return it to the bus driver.
 - 5.10 Parents/Guardians/Students are required to notify the driver when an absence is expected from the bus. Schedules are preferred if absences are consistent (i.e. joint custody arrangements, extra-curricular activities, childcare, etc.).
 - 5.11 Communicate with bus driver when issues regarding their child(ren)'s transportation arise.
 - 5.12 Inform school and transportation office with any contact information or residency changes.
 - 5.13 Failure to comply with any of the above may result in bus service being revoked.
6. Student Responsibilities:
- 6.1 The safety of students is contingent in a large part on their behavior. The Board recognizes that it is appropriate to expect that students and bus drivers provide mutual respect, co-operation and consideration. It is necessary to develop general rules to set a standard to judge acceptability of behavior on the bus.
 - 6.2 701.7AP Exhibit 1 School Bus Rules and Regulations have been established and are the rules of conduct that shall apply to all students using school buses.
 - 6.3 Students must obey the bus driver and shall be held accountable for their behavior.
 - 6.4 Students shall board the bus at the school that they attend unless other arrangements have been made in writing and authorized by the principal.
 - 6.5 Students **shall** at all times, be ready to board the bus prior to their designated pick up time. Bus drivers are permitted to leave after the scheduled pick up time has elapsed.