



**Safety Program
For Provincially Regulated
Commercial Transportation
(School Owned Buses)**

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BTPS – SAFETY PROGRAM

This handbook has been created as a guide to all persons involved in the student transportation services as provided by the Buffalo Trail Public Schools Regional Division No. 28. It establishes and describes the procedures to be employed when dealing with events affecting the transportation of students. This document is to supplement Buffalo Trail Public Schools Transportation Policies, Administrative Procedures, and Vehicle Maintenance Plan.

The information and procedures contained in this handbook are maintained and updated by the Transportation Department. Board Policies, Provincial Regulation and Federal Legislation (National Safety Code) and the CSA D250 and CSA D270 standards are the primary basis of this handbook. It is intended to function as a guide to bus drivers, school administrators, and users of the student transportation system.

The guidelines of this handbook apply to all staff operating school vehicles and buses, including school bus drivers, maintenance staff, teachers, volunteers and administrative staff.

Drivers who drive under contract for Buffalo Trail Public Schools and all staff who operate any vehicle registered to Buffalo Trail Public Schools will report all violations and collisions in their personal vehicles and commercial vehicles to the Director of Transportation or designate within 2 business days of their occurrence.

Anyone acting as an agent to the Board transporting students will report all violations and collisions to the Director of Transportation or designate within 2 business days of their occurrence.

For more information on Regulatory Requirements consult the following legislation:

- ***Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002);***
- ***Commercial Vehicle Safety Regulation (AR 121/2009);***
- ***Vehicle Inspection Regulation (AR 211/2006);***
- ***Vehicle Equipment Regulation (AR 122/2009); and***
- ***Traffic Safety Act.***

Alberta Regulations are available from the Queens Printer at (780) 427-4952 or on their website: <http://www.qp.gov.ab.ca> or <http://www.transportation.alberta.ca/>

STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

Authorized Drivers:

All staff authorized by company management and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- part-time or occasional drivers;
- company mechanics who test drive or drive part-time;
- safety staff who train drivers;
- teaching staff who drive
- parent/community volunteers who drive
- managers/owners who drive;
- lease operators who have their vehicles registered to BTPS;
- anyone else authorized to operate a company vehicle.

Designation of Safety Officer:

The person responsible for maintaining and implementing this safety program and ensuring compliance with safety laws is the Director of Transportation for Buffalo Trail Public Schools. Each school will have a designated Safety Officer that will ensure compliance at the school level.

SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

Speed Limits:

- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use:

- Anyone, while operating our company vehicles must use their seat belt(s) (it's the law) at all times.

Drug and Alcohol Use:

- Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

Defensive Driving:

- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

Note: For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Cargo Security:

- An employee or driver will not use any vehicle including a bus to transport goods unless;
 1. the vehicle is constructed to carry the goods, and
 2. there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle unless transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods.

- In addition to the requirements of the *Vehicle Equipment Regulation* (AR 122/2009) regarding transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.

- A school bus when used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR 121/2009) shall not transport any of the following:
 - Animals,
 - Firearms,
 - Explosives,
 - Combustible materials or substances, or
 - Anything of a dangerous or objectionable nature or anything that may endanger the lives or safety of the persons in the bus.
- If applicable, the carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement, as it relates to the particular type of commercial vehicle.

Fuelling:

- Before fuelling, the driver must:
 - shut off engine;
 - not smoke;
 - check for fuel leaks;
 - not overfill the tank;
 - not leave nozzle unattended; and
 - replace filler cap when finished fuelling.

Distracted Driving:

All drivers will comply with the distracted driving legislation. Cell phones will be used for emergency purposes only. If a cell phone needs to be used to contact a parent or the school or BTPS office, bus must be securely and legally parked at a safe location.

The driver of a school bus used for a purpose specified under Section 19 of the *Commercial Vehicle Safety Regulation* (AR121/2009) shall not allow any person other than the driver, in the bus when it is being fueled.

PROPER RECORD COMPLETION

BTPS will educate staff in hours of service, bill of lading/manifests, dangerous goods and weigh slips **as required**. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. BTPS will evaluate each type of record for proper completion.

The following are options for written instructions on how to properly complete records relevant to the operation.

Hours of Service:

Time Records For Radius Operation:

Time records for radius operation within 160 kilometres must be completed as identified in the following example that meets regulatory requirements.

Instruction will be given on time record completion as per *Alberta Drivers' Hours of Service Regulation (AR 317/2002) Section 12*

http://www.qp.alberta.ca/documents/Regs/2002_317.pdf

Driver does not require a daily log when ALL of the following conditions are met:

- (a) driver/vehicle does not operate beyond **160 kilometre** radius of the home terminal;
- (b) record accurate work shift start **and** end times; return to home terminal (start and end at the same location);
- (c) released from work within **15 hours** from the start of the work shift;
- (d) the company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time).
- (e) Drivers are to use the Driver's Daily Time Sheet (see example below) for every calendar day, unless there is a letter placed on the driver file that states the driver is inactive for a given period of time.

Note: If one of the conditions on the previous page ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

Daily Log Completion:

The following examples are Alberta requirements.

Daily logs must be completed as identified in the following example that meets regulatory requirements.

Instruction will be given on daily log completion as per Alberta *Drivers' Hours of Service Regulation* (AR 317/2002) Section 9(3).

http://www.gp.alberta.ca/documents/Regs/2002_317.pdf

The following information must be entered in a daily log:


- (a) a graph grid in the form set out in the schedule;
- (b) the date;
- (c) the odometer reading at the commencement of driving;
- (d) the total number of kilometres or miles driven by the driver during the work day;
- (e) in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- (f) the vehicle's unit or licence plate number;
- (g) the name of the carrier for whom the driver worked during the work day;
- (h) the name and signature of the driver;
- (i) the name of any co-driver;
- (j) the time of commencement of the work shift and the location at which the driver commenced the work shift;
- (k) the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- (l) record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- (m) record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- (n) record the total number of hours of each duty status and aggregate of these hours;
- (o) the driver signs the daily log at the end of the driver's work shift.

A sample of the Driver Time Sheet and Daily Log (over 160 km radius) is explained in the Training Course power presentation that schools will review with their drivers annually. The power point presentation is available through the OH&S Coordinator or the Director of Transportation. Evidence of this training will be the test given at the end of the presentation and the test will be placed on the driver's file. **A separate time sheet must be completed for each month.**

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One example of the driver time sheet and a driver's daily log is attached. For more examples, please see the Commercial Vehicle power point presentation. It is available through the BTPS staff website under the Transportation Department <http://www.btps.ca/login.aspx?ReturnUrl=%2fstaff%2f>

If exceeding the 160 km radius you must use a Driver's Daily Log with grid:



Driver's Daily Log (Example)

Cycle 1-70 Hrs. - 7 Days <input checked="" type="checkbox"/>	Outside 160 Km Radius <input checked="" type="checkbox"/>	Date: 21/06/2013 (D/M/Y)
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Unit # Bus Z34	Unit # Trailer 9S7	Driver's Name In Full Mr. Big Bend	Driver's Signature Big Bend
Licence Plate Bus XY2678	Licence Plate Trailer ABC Z34	Total Hours Today 10	Name of Co-Driver Ernie R. Duckiest
Odo meter Start 123456	Odo meter Finish 123986	Km Driven Today 530	Co-Driver's Signature Ernie R. Duckiest
Name Of Carrier ABC BUS LINES	School's Address (Divided Record Permit) 123 Sesame Street Wainwright AB	Address of originating terminal if different than School	FMDD: Initial Date 21/06/2013 (D/M/Y) BB

	Mid-Night	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Off Duty	[Blue bar from 12:00 to 18:00]																								Total Hours 14	
Sleeper Birth	[Vertical lines]																								N/A	
Driving	[Blue bar from 18:00 to 24:00]																								6	
On Duty (not driving)	[Blue bar from 0:00 to 12:00]																								4	
Remarks	<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);">Pre-trip inspection Wainwright, AB</div> <div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);">Unload Edmonton,</div> <div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);">Lunch Break Edmonton AB</div> <div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);">Load Edmonton,</div> <div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);">Post-trip inspection Wainwright, AB</div> </div>																								24	

ORIGINAL- Give to School Safety Officer to be placed in Driver File
 DUPLICATE- Operator Must Retain For Six Months

	Date	1	2
Previous 2 days	Total Hours on duty	8	8
	Total hours off duty	16	16

FMDD Drivers should complete a personal assessment of your fatigue status prior to every trip you make. If you determine you are not fit to drive, advise your supervisor or the Safety Officer and indicate a replacement will need to be found to complete the trip. Drivers must not drive nor should any person permit a person to drive that is not considered fit to drive. If you can, with a clear conscience answer positively to all of the points below, check the 'FMDD' box in the date column for each day you drive.

I have had 10 hours of off duty time during the previous day.

I will not exceed 15 hours of driving time

I will not exceed 15 hours on duty time during the day

I have not exceeded 70 duty hour limits in the previous 7 days (Cycle 1) or 120 hours in the previous 14 days (Cycle 2)

I am well rested and feel confident I am fit to drive at this time.

On every other calendar day you would use the following Driver Time Sheet: Unless you have an inactive status letter placed on your driver file.

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Hours of Service - Driver Time Sheet Example

Carrier Name: Buffalo Trail Public Schools Regional Division No. 28				Driver Name: INSERT YOUR FULL NAME				
Carrier Address: 1041 - 10A Street Wainwright, AB				Month & Year: INSERT CURRENT MONTH AND YEAR				
Name of School: INSERT SCHOOL NAME				School Address: INSERT SCHOOL ADDRESS				
Day	Start Shift	End Shift	Total On-Duty Hours	Description (i.e., Teaching, Supervising, Coaching, Off Duty, etc)				*FMDD
1	8:30 AM	4:30 PM	8 HRS	<input checked="" type="checkbox"/> Teaching/Supervising	<input checked="" type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	<input checked="" type="checkbox"/>
2	8:30 AM	4:30 PM	8 HRS	<input checked="" type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
3	8:30 AM	4:30 PM	8 HRS	<input checked="" type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
4	8:30 AM	4:30 PM	8 HRS	<input type="checkbox"/> Teaching/Supervising	<input checked="" type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	<input checked="" type="checkbox"/>
5	8:30 AM	4:30 PM	8 HRS	<input checked="" type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
6	↑	↑	0 ←	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input checked="" type="checkbox"/> Off Duty	↑
7	↑	↑	0	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input checked="" type="checkbox"/> Off Duty	↑
8	TIME YOU STARTED YOUR WORK SHIFT	TIME YOU ENDED YOUR WORK SHIFT	TOTAL HOURS OF ON DUTY AND OFF DUTY	ALL ACTIVITIES DURING THE DAY MUST BE ACCOUNTED FOR. PLACE A CHECK MARK IN THE CORRESPONDING BOXES INCLUDING WEEKENDS				WHEN DRIVING YOU MUST REVIEW AND CHECK OFF THE FATIGUE MANAGEMENT DUE DILIGENCE
9				<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
10				<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
11				<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
12				<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
13				<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
14				<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty	
15	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
16	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
17	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
18	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
19	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
20	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
21	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
22	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
23	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
24	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
25	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
26	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
27	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
28	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
29	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
30	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				
31	<input type="checkbox"/> Teaching/Supervising	<input type="checkbox"/> Coaching	<input type="checkbox"/> Driving	<input type="checkbox"/> Off Duty				

*FMDD - MUST be reviewed and checked off every time a unit is driven. If you are "not fit" to drive, write it in the FMDD checklist.

- I have had 8 hours of off-duty time during the previous day
- I will not exceed 13 hours of driving time or 15 hours of on-duty time during my work day
- I am well rested and feel confident I am fit to drive at this time.

NOTE: All calendar days must be accounted for. Time sheet **MUST** be submitted to the School Safety Officer by the 1st Wednesday of every month.

School Safety Officer to place copy of driver time sheet in driver's file.

COMPLIANCE WITH THE LAW

Safety Laws:

Drivers operating company vehicles will comply with all transportation safety laws as required.

Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) identifies that:

“**safety laws**” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

USE OF SAFETY EQUIPMENT

Use Of Warning Devices:

Instructions will be given on the use of warning devices as per Alberta's *Use of Highway and Rules of the Road Regulation* (AR 152/2009) Section 49.1 (copy attached and/or internet access available).

- Drivers will complete the online Pre-employment S Endorsement as a record of the training given and the certificate of completion will be retained on the drivers file.

During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly discernible at 150 metres unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

The following policy regarding the use of warning triangles during day time may help to keep parked commercial vehicle visible to other traffic.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

NOTE: The requirement to set out warning triangles does not apply to bus or school bus that is stopped on a highway while a passenger, luggage, cargo, goods or equipment is being loaded onto or taken off the bus or school bus.

Use Of Fire Extinguisher: (As Applicable)

A bus shall not be operated unless the bus carries at least one fire extinguisher. The fire extinguisher must meet all requirements as specified in the *Commercial Vehicle Safety Regulation* (AR 121/2009) Section 17 of Schedule 1.

Instructions will be given on the use of approved fire extinguishers to be in each registered company vehicle (not necessary to list the type of extinguisher). *Commercial Vehicle Safety Regulation* (AR 121/2009) Schedule 1 see Section 17. http://www.qp.alberta.ca/documents/Regs/2009_121.pdf

- A record of the training given and the date the training was provided will be retained on the drivers file.

If the need to use the fire extinguisher arises:

1. Remember the word **PASS**:

- **P**ull - Pull the safety pin by breaking the seal;
- **A**im – Aim the nozzle, horn or hose at the base of the fire;
- **S**queeze - Squeeze the handle;
- **S**weep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

2. Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an **upright** position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

It is a BTPS expectation that Principals give all staff an OH&S orientation.

DRIVER CONDUCT AND DISCIPLINE

Conduct:

Note: Bus Driver conduct will be as per Administrative Procedures 701.7AP: Roles and Responsibilities. http://www.btps.ca/board/admin-procedures/Section_7_Transportation/701.7AP_Roles_Responsibilities_AP.aspx Good driver conduct will include:

- to safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- drivers must report all significant events on road including, violations, near misses, etc.

Disciplinary Procedures (STEPS):

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings, will be documented. Disciplinary action will be as per Administrative Procedure 701.9AP: Suspension of a Bus Driver/Operator.

http://www.btps.ca/board/admin-procedures/Section_7_Transportation/701.9AP_Susp_Bus_Driver_Operator_AP.aspx

Discipline actions will be taken for any:

- regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
- significant company policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

EVALUATING DRIVER SKILLS

Evaluating Driving Skills:

BTPS will take steps to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fuelling, driving defensively and conducting Daily Trip Inspections, identifying and reporting defects to the carrier.

- an ongoing program for evaluating employees' driving skills which may include:
 - road tests (see driver evaluation form);
 - internal audits of records (logbooks, time records, etc.).

Evaluation results will be retained on each driver's file.

A sample driver evaluation form is attached.

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DRIVER EVALUATION										
Carrier Name:			Current Class of Operator's Licence							
			1	2	3	4				
			5							
Driver Name:		Date	Signature of Driver:		Date:					
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment			
		Good	Fair	Poor			Good	Fair	Poor	
A. CONTROLS				E. TRAFFIC LIGHTS / SIGNS						
1. Knowledge and/or use of equipment				1. Fails to anticipate / observe						
2. One-handed steering – hand position				2. Judgment – green / amber / red						
3. Steering Control – wanders / recovery				3. Judgment – stop / yield / other						
4. Shifts too soon / late / lugs										
5. Improper use of gears / grinds				F. RIGHT-OF-WAY						
6. Improper use of clutch / stalls/ coasts				1. Uncertain / hesitant						
7. Improper use of brake / park brake				2. Fails to assume own right of way						
8. Improper use of accelerator				3. Aggressive / Judgment						
9. Signals too soon / late				G. SPEED						
10. Signals – improper / not cancelled/none				1. Too fast for conditions						
B. PARKING / STARTING / BACKING				2. Too slow for conditions						
1. Fails to set brake / gear				H. BACKUP / TURN AROUND						
2. Observation – backing / starting				1. Poor observation – before / during						
3. Judgment – vehicle / wheels / angle				2. Judgment of distance / position						
5. Rolls back										
6. Unsure / too slow				I. ROAD TEST DISQUALIFICATION						
C. LANE DRIVING / CHANGING / POSITION				1. Overall poor performance						
1. Fails to check mirror				2. Right of way violation – vehicle / pedestrian						
2. Fails to check blind spot / late				3. Traffic light violation						
3. Uncertain / hesitant				4. Stop sign violation						
4. Road position – straddles lane				5. Speeding violation						
5. Too close / far – stop / pass / follow				6. Other violation						
6. Improper lane change / late / slow				7. Climbs over curb						
7. Fails to observe signs / conditions				8. Lacks caution at uncontrolled intersection						
D. INTERSECTIONS / TURNS / RR				9. Obstructs traffic						
1. Block crosswalk / intersection / stop line				10. Unable to perform skill maneuver						
2. Stops too far back				11. Hits vehicle / object						
3. Unnecessary stop				12. Lacks skill and control						
4. Fails to leave parking lot				13. Unsafe action						
5. Fails to observe conditions / late				14. Trip inspection failure						
6. Left turn – cuts corner / turns wide				COMMENTS:						
7. Left turn – wrong lane – before / after										
8. Right turn – cuts corner / turns wide										
9. Right turn – wrong lane – before / after										
10. Incorrect position – vehicle / wheels										
11. Too fast – before / during										
12. Too slow – before / during										
TEST ADMINISTRATION INFORMATION:										

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Authorized to drive:	Yes:	No:	
Safety Officer's Name:	Signature:		

DRIVER RECORDS AND RECORD RETENTION

Driver Records:

BTPS will maintain individual files of driver records on every person operating or authorized to operate company vehicles, **including owner(s)** and management, containing at least the following information:

- the driver's completed application form for employment with the registered owner; or a letter on file stating no application was required when the person was hired.
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier;
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 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 Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- 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 2 years after it expires,
- a copy of a current medical certificate for all Class 1, 2 or 4 licenses and Class 3 or 5 with a license endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver license.
- a copy of the Hours of Service training certificate which includes the date the course was taken, the content of the course, the instructor's name and the participant's name; A copy of the email upon completion of the NSC online course quiz would suffice.

Driver Record Retention:

BTPS will retain these records at the carrier's principal place of business in Alberta (i.e. Carrier's address shown on their Safety Fitness Certificate); this being the school's physical address because BTPS has a divided record permit.

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the carrier's regular business hours.

DRIVER QUALIFICATIONS

Driver Qualification:

BTPS will ensure all operators have the correct and valid Class of licence related to type of vehicle being operated. Drivers must immediately report changes of this status to their employer.

Driver qualifications are outlined in Administrative Procedure 701.6AP: Bus Driver Qualifications <http://www.btps.ca/board/admin-procedures/Section 7 Transportation/701.6AP Bus Driver Qualifications AP.aspx>

- The following policy and administrative procedures address bus driver qualifications and responsibilities and drivers should be familiar with them. They can be found on the BTPS website at <http://www.btps.ca/board/>

POLICY

- 701BP: Transportation Services

ADMINISTRATIVE PROCEDURES

- 701.1AP: Student Conduct-Discipline on Buses
 - Exhibit 1: Misconduct Report
- 701.4AP: Transportation in Private Vehicles
 - Exhibit 1: Trans in Private Vehicles Authorization Form
 - Exhibit 2: Parent Permission Form
 - Exhibit 3: Volunteer Driver Registration Form
 - Exhibit 4: Field Trip Form
- 701.6AP: Bus Driver Qualifications
 - Exhibit 1: Application to Drive a School Bus
 - Exhibit 2: Bus Driver Medical Clearance Form
 - Exhibit 3: Functional Assessment
- 701.7AP: Roles and Responsibilities
 - Exhibit 1: Rules and Regulations
 - Exhibit 2: Alternate Drop Off Location
 - Exhibit 3: Student Health Form
 - Exhibit 4: Changes to Existing Bus Route
 - Exhibit 5: Change of Pick up Time Notification
 - Exhibit 6: Seating Plan
- 701.9AP: Suspension of a Bus Driver/Operator
- 701.10AP: Safety
 - General Safety Procedures
 - School Bus Evacuations
 - Bus Delay/Breakdown Procedures
 - Railway Crossings
 - Loading and Unloading
 - Video Surveillance on School Transportation Vehicles

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- 701.11AP: School Bus Transportation Inclement Weather
- 701.13AP: Scheduling
- 701.16AP: Accident Reporting
 - Exhibit 1: School Bus Accident Report
 - Exhibit 2: Details of Accident
- 701.18AP: Verification of Bus Driver License Credentials
- 701.19AP: Preschoolers on Buses
- 701.20AP: Transporting Students for Hire
- 701.21AP: Transportation to Caregiver's Residence
 - Exhibit 1: Rural Transportation to Caregiver's Residence
 - Exhibit 2: School Bus Taxi Service Form
- 701.22AP: Designated Means of Student Transportation
 - Exhibit 1: Insurance Coverage Form
 - Exhibit 2: Abstract Consent Form
 - Exhibit 3: Parent Provided PUF
 - Exhibit 4: Parent Provided Grades 1-12
 - Exhibit 5: Agent Provided
 - Exhibit 6: Parent Provided Regular Transportation

VEHICLE CONDITION

Vehicle Condition:

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

Schedule 2 - Bus can be found at http://www.ccmta.ca/english/pdf/nsc_standard_13.pdf

Drivers will refer to this schedule to determine if they should run the bus or not with a detected defect. All defects will be reported in writing on the Daily Inspection form and, repaired and documented as per the BTPS Maintenance Plan.

Schedule 2 –Bus must be carried on the bus at all times to be presented to the Department of Transportation on request. Schedule 2 – Bus can also be found in the Daily Inspection Booklet.

EMPLOYEE TRAINING

Training: To increase knowledge and reduce violations.

Employee training on safety laws will be conducted as required. Reference the definition of “Safety Law” in Alberta’s *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002)

http://www.gp.alberta.ca/documents/Regs/2002_314.pdf

- (i) **“safety laws” means, as the context requires,**
- (i) ***the Act and regulations made under the Act;***
 - (ii) ***the Dangerous Goods Transportation and Handling Act and regulations made under that Act;***
 - (iii) ***the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in subclauses (i) and (ii);***

Training will cover the following subjects: (as applicable)

- company safety program;
- safe vehicle operation;
- company maintenance program;
- *Traffic Safety Act* and regulations;
 - Hours of Service,
 - “S” Endorsement training
 - Daily Trip Inspection,
 - Weights and dimensions,
 - Cargo Securement,
 - School Bus Operation Requirements *Commercial Vehicle Safety Regulation* (AR 121/2009);
 - Other regulations, as applicable to company operations.
- the *Dangerous Goods Transportation and Handling Act* and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta. As mentioned above all staff are expected to receive an OH&S orientation upon hire.
- **Load Securement – See previous section on cargo securement. Drivers will be given a copy or online access to the regulation.**

- Weights and Dimensions - Drivers will be given a copy of their GVW and bus for their individual route so they know the weight and length of their bus.
- Permits – Drivers will be expected to know and carry with them on their bus their Safety Fitness Certificate and any other pertinent permits (i.e. trailer).

Note: Records of all employees training must be documented in the employee file as required by Alberta's *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 41(1) (h).

http://www.qp.alberta.ca/574.cfm?page=2002_314.cfm&leg_type=Regs&isbncln=9780779738755

Orientation:

The carrier's safety and maintenance plans will be covered on initial hire. In addition, include knowledge of hours of service (logbooks and/or time records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective Daily Trip Inspections and Hours of Service requirements for Log Book/Time records will be part of the orientation process.

Ongoing Training (To be done annually):

Should cover at least the following:

- hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
 - driver's hours of service records to ensure documents are not falsified,
 - daily log completion to ensure they meet the legislated requirements (form and manner),
 - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects.
- load securement – ongoing training and monitoring of compliance.
- other regulations, example: School Bus Operation Requirements under the *Commercial Vehicle Safety Regulation* (AR 121/2009).
- “S” Endorsement – Drivers must have the S Endorsement as per BTPS administrative procedure.

- Fire Drills will be demonstrated reviewed by drivers and practiced with students using excerpts from the S Endorsement with reference to AP: 701.10AP Safety.

Failure to comply will result in the use of the school owned bus being suspended until the Director of Transportation and/or the School Safety Officer are satisfied that the non-compliance issues have been corrected.

Vicarious Liability

Section 144 of Alberta's *Traffic Safety Act* states, in part, that where a person other than the carrier performs a "related function" in respect of that commercial vehicle, and as a result of carrying out that related function this Act is not complied with, that person and the carrier are jointly and severally liable for their non-compliance unless it can be proved to the satisfaction of the court that the non-compliance occurred without the consent, expressed or implied, of that person/carrier.

A "related function" would include:

- Loading goods on or into a commercial vehicle;
- Adjusting or rearranging goods being carried by a commercial vehicle;
- Unloading or removal of goods from a commercial vehicle;
- Providing documentation or records, other than motor vehicle documents, with respect to the operation of a commercial vehicle; and
- Giving directions, directives, instruction or orders respecting the operation of the commercial vehicle.

Due Diligence

Due diligence, at its simplest, means knowing your responsibilities under the law and then taking all reasonable steps to carry them out. Note that ignorance of the law is no defense.

Some of the areas that a carrier can look at when implementing due diligence are:

- Ensuring you know the Act and Regulations that apply to you and keep up to date with changes by actively seeking such information;
- Hiring/contracting appropriate staff (i.e. do reference checks, review abstracts, perform road tests, etc.);
- Documenting the responsibilities of all staff involved in safety related areas (including drivers, dispatchers, safety officers, auditors, etc.);

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- Educating all staff/contractors regarding legislation requirements, company policies and procedures and their responsibilities;
- Confirming that company policies are being complied with as directed (e.g. by doing internal auditing of pre-trip procedures, hours of service compliance, etc.);
- Advising all staff/contractors of changes to legislation and company procedures;
- Disciplining staff/contractors appropriately; and
- Documenting all actions taken (e.g. staff selection, training, internal auditing, discipline, etc).

Contract Bus Operators are responsible for advising their drivers of their due diligence obligations. The school principals/designate are responsible for advising their staff of their due diligence obligations.

References

- A. **TRAFFIC SAFETY ACT and REGULATIONS**
http://www.qp.alberta.ca/574.cfm?page=t06.cfm&leg_type=Acts&isbncln=9780779745807
- B. **DAILY INSPECTION BOOK (white)** – Current inspection kept on the bus at all times, past inspections kept for 6 months, inspections with defects kept on vehicle file.
- C. **Misconduct Report**
https://docs.google.com/forms/d/e/1FAIpQLScnY8Zw_Hnxzi6y8GE7GSBmt-DFRE3BbQyOyk0IUNOqDx47GQ/viewform
- D. **Bus Drill/Evacuation Report** - Attached for reference
<http://www.btps.ca/documents/general/701-10AP%20-%20Exhibit%201%20Record%20of%20Drills.pdf>
- E. **Accident Report and Flow Chart**
<http://www.btps.ca/documents/general/701-16AP%20-%20Exhibit%201%20School%20Bus%20Accident%20Report.pdf>
<http://www.btps.ca/documents/general/701-16AP%20%20Exhibit%203%20-%20Accident%20Reporting.pdf>
- F. **Drivers Log Daily** – Kept on Driver File at School
- G. **BTPS Vehicle Maintenance Form & Program** – Kept in Vehicle File/Binder
- H. **NATIONAL SAFETY CODE**
<http://www.transportation.alberta.ca/660.htm>
- I. **COMMERCIAL VEHICLE SAFETY COMPLIANCE IN ALBERTA**
<http://www.transportation.alberta.ca/Content/docType276/Production/Intro.pdf>

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- J. **BUS /TRUCKS CERTIFICATES AND MONITORING**
<http://www.transportation.alberta.ca/499.htm>
- K. **SAFETY FITNESS CERTIFICATE** – Kept on Bus and Copy on Vehicle File/Binder
- L. **ALBERTA TRANSPORTATION HOURS OF SERVICE POWER POINT PRESENTATION** <http://www.transportation.alberta.ca/675.htm>
- M. **TRANSPORTATION OF DANGEROUS GOODS**
<http://www.transportation.alberta.ca/519.htm>
- N. **COMMERCIAL VEHICLE SAFETY REGULATION**
http://www.qp.alberta.ca/574.cfm?page=2009_121.cfm&leg_type=Regs&isbncln=9780779740512
- O. **MELT 2S**
- P. <https://open.alberta.ca/publications/commercial-bus-and-school-bus-driver-training-course-class>