



NORTHLAND SCHOOL DIVISION

No. 61

BUS DRIVER'S HANDBOOK

The Northland School Division No. 61 Bus Drivers Handbook has been compiled to assist Division employed bus drivers in meeting the obligations of their positions.

The Handbook should be used as a general guideline in all phases of a school bus driver's job. It is not a part of Northland School Division No. 61 policy although Divisional Policies, Provincial Statutes and Regulations are referred to in this Handbook.

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Table of Contents

Section One

Bus Driver Qualifications
Bus Driver Duties/Responsibilities
Divisional Responsibilities
Spare Bus Drivers

Section Two

Guidelines for Operators and Drivers

Section Three

School Bus Regulations for Pupils
Flashing Light Regulations
Railway Crossings
School Bus Operations/Regulations
School Bus Evacuation Drill Procedures
Use of Fire Extinguishers
Tips on Discipline

Section Four

Forms

Section 1

Policy GEAB Bus Driver Qualifications

1. The following information is required from all bus drivers, including spare drivers, to be on file with the Transportation Coordinator:
 - Application Form
 - Copy of Drivers License
 - Drivers Abstract, updated yearly
 - Copies of all safety training certificates "S" endorsement, First Aid and other driving qualifications including air brakes endorsement, etc.
 - Copy of Medical Report, when required
2. All bus drivers and spare bus drivers must possess a valid Class 2 or Class 1 Motor Vehicle Operator's License, in good standing.

Bus Driver Duties and Responsibilities:

1. All bus drivers shall be familiar with, as well as comply with, the statutes and regulations of the Motor Transport Board of the province of Alberta governing the operation of a school bus.
2. All bus drivers shall be familiar with, as well as comply with, regulations with respect to pupil transportation as outlined in the Bus Driver Handbook.
3. All bus drivers shall use every precaution, due care and attention in protecting the students transported.
4. Bus drivers shall, unless directed otherwise by the Principal, follow the route as designated by the Transportation Coordinator.
5. Bus drivers shall maintain a time schedule and deliver the students to the designated schools not earlier than fifteen (15) minutes and no later than five (5) minutes before the school opening, unless directed by the Principal, or unless prohibited by poor road conditions or other extenuating circumstances.
6. Bus drivers shall return to the designated school for the afternoon route no later than fifteen (15) minutes before school dismissal, unless otherwise directed by the Principal.
7. Bus drivers shall check with receiving schools for scheduled days off or early dismissal and plan accordingly.
8. Bus drivers shall complete and submit the following forms to the school office at the given times:

Form Number	Form Name	Date to be completed
E104-01-94	Projected School Bus Passenger List	June 30 th
E100-10-98	School Bus Passenger List (c/w route map)	September 30 th
E110-10-98	Bus Driver Semi-Monthly Report	Monthly
E111-11-98	Daily Bus Inspection	Daily
E121-01-87	Vehicle Propane Supply Record	Monthly (if applicable)
E113-03-93	Bus Plug in Allowance	Nov-March

NOTE: The Principal must sign these forms before they are submitted.

8. It is important that Projected School Bus Passenger Lists be completed and submitted to the Transportation Coordinator by June 30th of each school year.
9. It is important that School Bus Passenger Lists and route maps be completed on September 30th and submitted to the Transportation Coordinator no later than October 15th of each school year and must be updated whenever route changes occur throughout the year. School Bus Passenger Lists are considered incomplete if route maps are not attached.
10. Bus drivers must maintain the school bus in a clean condition inside and out and ensure an adequate fuel supply is maintained before going on a bus run.
11. Bus drivers must arrange for all minor repairs and servicing of school buses. Contact the Transportation Coordinator or designate for authorization of repair work.

All bus drivers will do a walk around inspection on their bus:

 - Before moving the school bus to go on the regular run
 - When picking it up from being serviced or repaired.
12. Invoices for gasoline, oil, maintenance and the driver shall sign other repair work. All invoices must include bus number, odometer reading and route or field trip number.
13. Bus drivers shall deliver the school bus for semi-annual inspections as required by Alberta Transportation Safety Branch to a repair garage designated by the Transportation Coordinator or designate.
14. Bus drivers shall return the school bus to a point designated by the Transportation Coordinator within one (1) week from the last day of school and shall pick up the school bus within one (1) week preceding school opening.
15. Where the safety of students is or may be involved, Principals may suspend bus drivers for just cause, reporting each case by the most immediate means to the Transportation Coordinator or designate. The Transportation Coordinator or designate shall report such action to the Superintendent of Schools and Human Resources.

16. Bus drivers shall fill out form # E116-06-94 and report incidents of student misbehavior to the:
 - Principal
 - Principal of receiving school
17. No one other than students and the bus driver may ride on the bus without special permission of the Board of Trustees.
18. Bus drivers are to contact the school Principal for a decision with respect to operating during inclement weather, as per the Local School Board Committee cold weather policy.
19. Bus Drivers will only drop off or pick up students at their designated stop, unless written permission is obtained from the parent/guardian or Principal.
20. Bus drivers will attend all divisional sponsored bus driver in-service meetings when called by the Transportation Coordinator, designate or by the Division.

Divisional Responsibilities

1. The Division will be responsible for payment of parts, gasoline, greases, oils, and maintenance, semi-annual inspections and labor for operation of the bus on behalf of the division.
2. The Division will pay the driver or a substitute driver a basic salary per day plus a fee per kilometer. The basic rate and mileage fee will be in accordance with a schedule adopted from time to time.
3. The Division will pay the driver a fee, according to a schedule adopted from time to time, for plugging in the bus during the months November to March, inclusive.
4. For educational and other trips, the Division will pay the driver by the hour, according to a schedule adopted from time to time, up to a maximum of eight (8) hours driving time and four (4) hours waiting time. Trips in excess of eight (8) hours shall be negotiated prior to making the trip.
5. For Industrial Arts and Home Economics trips, the Division will pay an hourly rate per trip according to a schedule adopted from time to time.

Spare Bus Drivers

1. The bus driver is encouraged to submit names of qualified substitute (spare) bus drivers to the Local School Board Committee for approval. Once approved, a list of names shall be forwarded to the Transportation Coordinator and Principal to be kept on file. This also includes any bus routes not governed by a Local School Board Committee (unorganized areas).
2. The following information must be on file with the Transportation Coordinator before any spare bus driver operates a school bus:

- Application Form
 - Copy of Drivers License
 - Drivers Abstract, updated yearly
 - Copies of all safety training certificates "S" endorsement, First Aid and other driving qualifications including air brakes endorsement, etc.
 - Copy of Medical Report, when required
3. All spare bus drivers must possess a Class 2 or Class 1 Motor Vehicle License, in good standing.
 4. All spare bus drivers shall be familiar with, as well as comply with, the regulations with respect to student transportation as outlined in the Bus Driver Handbook.
 5. All spare bus drivers will show responsibility in performing all the duties and responsibilities of the regular bus driver.
 6. Spare bus drivers shall only be permitted to operate the bus when the regular driver is unable to drive due to illness or emergent/medical reasons. Long term substitutions must be brought to the attention of the Transportation Coordinator.
 7. The Bus Driver Semi-Monthly Report (Form #E110-10-98) of the regular driver will indicate the name and dates that each spare bus driver operated the school bus and must be accompanied by a Leave Application.
 8. A Leave Application and Approval (Form #G201-01-93) must be completed by the regular driver and the spare bus driver.
 9. Spare bus drivers will be paid by the Division according to established rates and upon receipt of a Leave Application and Approval form from the regular bus driver.

Section Two

Guidelines for Operators and Driver of School Buses:

Route and Schedule

The Transportation Coordinator shall establish the daily regular route after consultation with the Local School Board Committees and the Principal. The Transportation Coordinator in consultation with the Local School Board Committee must approve changes of a permanent nature. Temporary changes are the responsibility of the driver. The kilometers on the route are subject to approval by the Transportation Coordinator. Mileage shall be paid to the nearest next half kilometer.

Arrival and Departure Times

Arrival and departure times at each school are to be agreed upon by the driver, the Principal and the Transportation Coordinator. Drivers are to notify students and/or parents on their routes as to times of pick-up and delivery. When picking up students at school, arrival time **must be prior to dismissal time.** Late arrival time at a school creates an undesirable safety hazard.

Departure from School

The general rule is that drivers are responsible to see that all students scheduled to ride the bus are accounted for. However, for older students (Grade 7-12), drivers may depart after having waited the normal loading time (5-7 minutes after school dismissal time) since these students are expected to make proper arrangements. **In the case of younger students (K-6), drivers are not to depart unless all have been definitely accounted for,** and, if necessary, before leaving, report to the Principal, so that he would have the opportunity to account for the missing student(s).

Pick-ups and Drop-offs

Where possible and feasible, routes will be organized so that pupils who are picked up first in the morning are left off first in the evening.

Entering Private Property

Whenever feasible, for safety reasons, or in emergency cases only and if the house is more than one (1) kilometer from the main road, private property is entered only when approved by the Transportation Coordinator. An insurance waiver must be signed prior to entering the private property.

Transportation from within Hamlets, Villages and Towns

Pupils residing less than 2.4 kilometers from the school may be provided transportation if conditions warrant. Special consideration may be given to very young (grade 1) students.

Early Childhood Services Program

The Board of Trustees agrees to provide School Bus Transportation for students enrolled in Early Childhood Services Programs (E.C.S.) provided that:

- Space is available on the bus, and does not deter from the established route, as determined by the Principal.
- The school bus driver will provide supervision for E.C.S. students while they are being transported on divisional buses.

Students who are Passengers:

- Students must be on time and should not be allowed to unnecessarily continually delay the route.
- Students must be delivered to the school and to their home pick-up points as regularly scheduled, unless other arrangements are made. The **other arrangements** must be made in writing to the driver or by personal contact by parent or principal. Drop-offs at places other than regular points will be made only in the homeward bound runs and then only at other regular stops.
- Students will be picked up for home board transportation only at their schools.
- Students must be authorized to ride the bus by the Principal with advice to the Transportation Coordinator.
- Students must stay on the bus unless other arrangements have been made for designated drop-off.
- Students must be responsible to the driver and the Principal at all times.
- Students must be allocated proper seating.
- Students will be held responsible for damage done by them.

Discipline of students, while on the bus

- The driver is in full charge and has authority to report incidences of misconduct or misbehavior to the Principal.
- The driver should consult with the Principal in dealing with misdemeanors and problems.
- The driver should not engage in unnecessary conversation with the students.
- The driver should maintain control and order, since this has a bearing on safety.
- The driver must not permit arms or heads sticking out of the windows.
- The driver should require pupils to maintain a low noise level.
- The driver should not allow the use of radios/walkmans by students.
- The driver should not allow students to move around while the bus is in motion.
- Eating and drinking on the bus by students is at the discretion of the driver.
- Smoking on the bus is not allowed.
- Do not allow students to throw things out of the windows.
- Students are expected to cooperate with respect to keeping the bus clean and litter free.
- Pets and live animals are not allowed on the bus (unless required for educational purposes and only with prior approval from the Principal).
- Only materials that are pertinent to the educational program are allowed on the bus. This may include musical instruments that are stored in a case and will fit under the seat in front of the student or can be held on their lap. If available, a seat may be used to transport the instrument, however, the instrument must be secured to the

seat. Under no circumstances can the instrument be allowed to protrude into the aisle of the bus.

- All students shall remain absolutely quiet while the bus is stopped at a railway crossing and shall remain quiet while the bus is crossing.
- Students must enter and leave the bus in an orderly manner.
- Whenever skates are required for school activities and need to be carried on a school bus they must be placed in some type of small bag, which may consist of a tote bag made of heavy plastic, canvas, etc. Double grocery or shopping bags may be acceptable if no skate blades are protruding from the bag. Bags containing skates should be kept on the floor under the seat. It is suggested that the student's name be placed on the carrying bag for identification.
- All students and occupants must leave the bus for the full duration of any type of refueling operation.
- Rules for day trips and curriculum trips are the same as for regular trips.

Expectations of the Driver

- Treat students with firmness but kindness.
- The driver must be in the bus whenever students are in or embarking, except in emergency situations.
- The safety of the students is the prime consideration.
- The bus will be refueled, parked and ready for loading **before** regular school dismissal time.
- The drivers should exercise extreme caution when moving in the vicinity of the loading area. They should stay away from the loading area, pulling in only to load or unload. RATES of travel in the vicinity of the school should not exceed five (5) kilometers per hour. Backing of the school bus within schoolyard limits is **forbidden**.
- Deviations from the regular arrival time and leaving time at the school must be reported to the Principal.
- Drivers should maintain control over the windows.
- Drivers should insist on good housekeeping and non-littering by the pupils.
- If children are not adequately dressed, the driver will report to the Principal who will contact the parents.
- The driver shall assign a seat to all students and the students are expected to remain in the seat to which they are assigned. This shall apply to regular routes, Shop, Industrial Arts, Home Economics, Educational and other trips.
- The driver shall keep a daily log on all maintenance problems regarding the bus.
- The driver shall keep a daily log of occurrences of misbehavior.

Suspension of a student from a School Bus

On a school bus, the driver is in full charge and has authority similar to that of a teacher in a classroom. Both regular and spare drivers will consult with the Principal in dealing with misdemeanors and problems. Principals may suspend a student according to Divisional Policy EEACC and the School Act, Section 155 (2) (b) (iii), however, discretion must be used in taking this action. In the event a student is suspended, the Principal must take the following action:

1. Immediately gather all details and report to the Superintendent of Schools.
2. Immediately notify the parent(s), preferably prior to when the driver leaves the student at his/her home that evening. If a student is suspended from the bus at a

school, it is the Division's responsibility to ensure that the student is returned to his/her home. The Principal will contact the parent(s) or make other arrangements as necessary to ensure that the student is returned home.

3. Advise the Transportation Coordinator, as soon as possible.

DO NOT REMOVE A STUDENT FROM THE BUS AT ANY OTHER LOCATION THAN AT THE SCHOOL OR AT THEIR NORMAL PICK-UP POINT.

Emergency Situations

- At the beginning of the school year the driver will designate two (2) older students as helpers and make them aware of the duties they are to carry out in an emergency including evacuation procedures, operation of radio equipment and location of First Aid and safety supplies.
- The driver should consult with the Local School Board Committee and the Principal in cases of adverse weather and road conditions, or if this is not possible, use their own judgement and act accordingly. Do not attempt the run if it would be considered unsafe. Notify the Principal and parents of your intentions.
- If severe blizzard, other weather or road conditions have emerged overnight, refer to the local radio station in the early morning hours, probably 0700 hours (7:00 a.m.). Drivers are asked to listen to these stations if in doubt. In the event a school is to be closed, the Principal will notify the radio stations.
- Drivers shall make arrangements so that the Principal can contact them throughout the day. In the event a school is to be closed early, the Principal of the school will advise the drivers concerned and the Principal will advise the radio stations to this effect. Parents should be aware that during severe weather conditions their children could be arriving home early. Parents are requested to listen to radio stations on such days and make necessary alternate arrangements in the event their children arrive home ahead of the normal schedule.
- Drivers shall consult with the Principal if they feel it necessary to make the homeward trip early.

School Bus Accidents

In the event of an accident, the driver shall:

1. Assess the accident scene. Do not remove students from the bus unless there is a fire, danger of fire or the bus is in an unsafe position. If necessary, evacuate the students to a safe location in order to prevent further injuries or to remove students from other danger.
2. Assess injuries and provide first aid as required.
3. Depending on the seriousness of the accident, contact the Police Department nearest the accident scene, and if necessary, request an ambulance and medical assistance. The RCMP must be notified of all motor vehicle accidents and a Damage Sticker must be obtained.
 - As a general rule, do not move the school bus until directed to do so by a police officer. However, the safety of the students may depend on you moving the vehicle to avoid further collisions or some other damage.
4. Notify the Principal and Transportation Coordinator or the Division Office giving details as to location, extent of injuries and damage. Advise if and what further assistance is required at the scene.

5. If possible, arrange for alternate transportation for the students.
6. The bus driver responsible shall have the authority to take whatever action considered necessary to:
 - Protect the health and welfare of the students that may include that every passenger involved be physically examined by a doctor or taken to a hospital for an examination.
 - Protect and/or prevent any further damage to the school bus involved.
 - Protect the Division against any possible future liabilities.

Upon receipt of a call at the Division Office informing of a school bus accident, the following procedure shall be followed:

1. Should the situation warrant, and if the driver has not already done so, contact the RCMP/Police Department nearest the accident scene requesting an ambulance and medical assistance, if necessary.
2. If available, the Transportation Coordinator should proceed to the accident scene to assess the accident and assist as necessary.
3. Ensure that the driver does not complete the run or drive a bus if he or she has in any way been physically injured or emotionally upset.
4. Alert a repair shop, if deemed necessary to have them stand by with whatever rescue equipment may be required i.e.: wrecker, winch truck, cutting torches, etc.
5. Advise the Superintendent of Schools, Human Resources and others as deemed necessary. If the Transportation Coordinator does not take the call, advise him/her at the earliest possible time.
6. If the Division owns the school bus involved, report the accident to the Insurance Company and adjusters.
7. Report the accident particulars to Alberta Transportation Safety Branch, Edmonton (780) 427-7235.

Daily Walk Around Inspections

All bus drivers **must** do the Daily Walk Around Inspection prior to operating a school bus. All divisional and spare bus drivers as suggested by the Alberta Transportation Branch will use the "School Bus Drivers Five Minute Daily Walk Around and Inside Safety Check". This report must be kept on the bus at all times.

Reporting of Motoring Offences

A common complaint of school bus drivers is other vehicles ignoring the alternating flashing lights on buses that are engaged in loading and unloading. The number of prosecutions for this offence is far below the frequency that this type of offence occurs. Unless an enforcement officer happens to be at the scene, the burden of reporting the offence falls upon the driver. Drivers often do not report offences because:

- Unless an accident results they feel it is not worth the trouble.
- They are reluctant to take the time to go to court and testify.
- They often feel that the penalties are so minimal that it is not worth the effort.
- They have not gathered the evidence needed for prosecution. Even though an accident has not resulted, the next time a similar offence occurs, it could have fatal consequences. Therefore, an offence of this nature should not go unreported.

- Reluctance to go to court means that prosecution cannot proceed and the offender will no doubt commit the offence again, possibly with more serious consequences. Court appearance is required only if the offender pleads "Not Guilty". Please bear in mind that for the offender to appear in court is a penalty in itself regardless of the specified fine. Should the bus driver have to appear in court as a witness, the court will reimburse the driver to some extent, plus a fee for mileage.
- The only evidence the bus driver requires is the license number of the offending vehicle, date, time and location of the offence, plus a brief description of the offence. It is desirable that the bus driver make written notes at the time of the offence and retain them as these notes may be used in court as evidence. Whenever sufficient evidence is available, drivers are encouraged to report these offences to the RCMP/Police Department for prosecution.

Field Trips and Extra Curricular Activities

1. Before leaving on a field trip or extra curricular field trip, the bus driver shall:
 - Do a walk around inspection on the bus
 - Ensure the bus has an adequate fuel supply
 - Discuss the field trip with the supervisors involved and be aware of all planned stops
 - Have in their possession the original Field Trip Form that has been approved by the Principal and Transportation Coordinator or designate. This form is authorization to take the bus off a bus route. If stopped by an authority, the bus driver will be required to produce it
 - Ensure the registration, financial responsibility card (pink card) and current semi-annual inspection are on the bus
 - Ensure all baggage is placed securely under seats or if loaded onto a seat, it is loaded to the top of the seat and is securely tied down. The aisles and emergency exits must be kept clear at all times.
2. Drivers may drive a maximum of eight (8) hours per day with a maximum of four (4) hours waiting time.
3. All buses must stop at Vehicle Inspection Stations when operational. Officials may request the following from the driver:
 - Bus Registration
 - Financial Responsibility Card (pink card)
 - Current Semi-annual Inspection
 - Field Trip form
4. No firearms, alcohol or large equipment may be transported on the bus.
5. No smoking is allowed on the bus.
6. Ensure everyone is off the bus while it is being refueled.
7. It is recommended that a School Bus Evacuation Drill is practiced before departure on an extended trip and that leaders are assigned for the duration of the trip.
8. All gas receipts must have a Field Trip Number and a Bus Number on them.
9. Bus drivers must complete and submit a Bus Driver Semi-Monthly Report (Form #E110-10-98), approved by the Principal, for the time they are claiming for the Field Trip. The Field Trip Number must be recorded on the time sheet.

If expenses are to be reimbursed, an Expense Claim (Form #E400-07-93) complete with the Field Trip number and Principal's signature must be submitted.

10. All buses used for Field Trips must be cleaned in and out immediately following the completion of the Field Trip.

Section Three

School Bus Regulations for Students:

Principals shall make their students familiar with these rules. School Bus Operators shall carry a copy with them in their vehicles.

1. **Responsibilities:** Students riding the bus are completely responsible to the driver who has the same authority in transportation as a teacher has in instruction in a classroom. It is expected that students will obey the driver promptly and cheerfully.
2. **Seating:** Students will be expected to remain in the seat to which they are assigned. They will report any damages to the driver, or take responsibility for the damages.
3. **Pickups:** Students will be picked up regularly, morning and evening, according to the schedule. They are expected to be at their regular pickup points on time and are not allowed to delay the bus. Students who are not at their school to board the bus may have to be left behind and a student may have to provide an explanation the following day. In other words, if a student rode the bus in the morning but is not riding the bus home, the driver must be notified by a written note, or personally by the parents, to this effect.
4. **Unloading:** Students will only be let off at regularly scheduled points. Drop-offs at points other than those regularly scheduled will be made only on homebound runs and then only if drivers are notified in writing of this intention, or by personal contract by the parent, and only at other regular stops.
5. **Behavior on the Bus:** Students are expected to conduct themselves in a manner that will lead to a safe operation and a minimum of difficulty. A spirit of cooperation is expected to be demonstrated at all times. These same rules apply to extra curricular trips. In line with this, **pupils are not allowed to:**
 - Leave their seats and walk around while the bus is in motion
 - Engage in unnecessary conversation with the driver
 - Stick any part of their body out of the windows
 - Tamper with windows or any other equipment, unless permitted
 - Play private radios
 - Make unnecessary loud and boisterous noises, including loud talking
 - Eat or drink on the bus, without permission from the driver
 - Smoke or otherwise use tobacco
 - Throw objects out of the windows
 - Litter or otherwise cause poor housekeeping conditions
 - Bring pets and live animals on the bus (unless required for educational purposes and only with prior approval from the Principal)
 - Bring objects other than educational materials in the bus (refer to Section 2, Page 8 regarding musical instruments)
 - Indulge in any activity that is considered to be detrimental to the well being of the busing system
 - Enter or leave the bus in a disorderly manner
 - Make any noise while the bus is stopped at a railway crossing, or while the bus is crossing.

6. **Additional Safety Measures:**

- Students must not walk on the sidewalk along side a moving bus, but if they must, keep as much distance between them and the bus as is possible and exercise extreme caution
 - When leaving the bus, observe directions of the driver
 - In extreme cold or inclement weather, or under hazardous road conditions, students must be properly dressed. In those cases where children are not appropriately attired for winter conditions, the bus driver shall advise the Principal
 - Whenever skates are required for school activities and need to be carried on a school bus, they must be placed in some type of small bag, which may consist of a tote bag made of heavy plastic, canvas, etc. Double grocery or shopping bags may be acceptable, if no skate blades are protruding from the bag. Bags containing skates should be kept on the floor under the seat. It is suggested that the student's name be placed on the bag for identification.
7. **Suspensions:** On a school bus, the driver is in full charge and has authority. Drivers may consult with the receiving school Principal in dealing with misdemeanors and problems. If a student is suspended from a school bus, they will not be allowed to ride the bus until such time as they are reinstated. Until reinstatement, the parent(s) is (are) responsible for providing transportation.
8. **Extra curricular trips:** the rules are the same as for regular trips.
9. Please remember the Transportation Department is there to serve you, but only if you cooperate and do your share.

Flashing Light Regulations

Excerpts from the Highway Traffic Act

105(5) The operator of a school bus shall

- (a) activate the alternately flashing amber lights when he begins to slow down the school bus for the purpose of stopping on a highway to load or unload passengers, and
- (b) activate
 - (i) the alternately flashing red lights, and
 - (ii) the stop arm,

when he is stopped on a highway for the purpose of loading or unloading passengers.

Railway Crossings

Excerpts from the Highway Traffic Act

104(4) In the case of a railway crossing that is not controlled by a traffic control signal, the driver of a vehicle that

- (a) is a school bus,
- (b) is carrying explosive substances as cargo, or

- (c) is used for carrying inflammable liquids or gas, whether or not it is then empty,
 - shall stop the vehicle no closer than 5 metres or further than 15 metres from the nearest rail of the railway, and
 - (d) remaining stopped, shall listen and look in both directions along the railway for an approaching train and for signals indicating the approach of a train,
 - (e) shall not proceed until he can do so safely, and
 - (f) in the case of a school bus, shall before proceeding open the front door and if practicable to do so with one hand, shall also open the window immediately to his left.
5. Subsection (4) does not apply when a peace officer or a flagman otherwise directs.
 6. The council of a city may, by by-law, provide that subsection (4) does not apply to all or any railway crossings in the city.
 7. When a driver has stopped in accordance with this section he
 - (a) Shall cross the railway tracks in a gear that he will not need to change while crossing the tracks, and
 - (b) Shall not shift gears while so crossing.

School Bus Operations Regulations

Excerpts from the Motor Transport Act

- 10 No person shall, while transporting pupils on a school bus, convey in or on the school bus
 - (a) Animals,
 - (b) Firearms,
 - (c) Explosives,
 - (d) Flammable materials or substances,
 - (e) Fuel other than in the fuel system and fuel tank of the bus, or
 - (f) Anything
 - (i) of a dangerous or objectionable nature, or
 - (ii) that might endanger the lives or safety of persons in the bus.
- 11 No person shall operate a school bus at a speed greater than
 - (a) 90 kilometers per hour, or
 - (b) the speed limit prescribed by law,
 whichever is the slower speed.
- 12 No person shall operate a school bus in reverse where the school bus is
 - (a) On a school ground, or
 - (b) At a location, adjacent to a school ground, at which the school bus is loaded or unloaded, unless there is a responsible person located outside at the rear of the school bus giving directions as to the operating of the school bus in reverse.

- 13 The person operating a school bus shall not, nor shall he permit another person to, put fuel into the fuel tank of the school bus while any person, other than the person operating the school bus, is on the school bus.
- 14(1) No person, while he is operating a school bus or is a passenger on a school bus, shall at any time during which pupils are on the school bus smoke or use tobacco in any manner
- 14(2) The person operating a school bus shall ensure that no person remains on the school bus who appears to be
- (a) Consuming alcohol,
 - (b) Impaired by alcohol or a drug, or
 - (c) At any time during which pupils are on the school bus, smoking or using tobacco in any manner.
- 15(1) When a spare tire is carried on a school bus it shall not be carried in the interior of the school bus.
- 15(2) Notwithstanding subsection (1), if a tire must be temporarily carried in the interior of a school bus, the person operating the school bus shall ensure that the tire
- (a) Is placed in such a manner so that it will not interfere with the seating, aisle or emergency doors, and
 - (b) Is securely attached to the body or floor of the school bus.
- 16(1) When luggage, equipment or tools are carried on a school bus they shall not be carried in the interior of the bus.
- 16(2) Notwithstanding subsection (1), where it is not practical to carry luggage, equipment or tools other than in the interior of the bus they may be carried in the interior of the school bus if they
- (a) Are stored under the seats where possible,
 - (b) Do not block aisles or emergency exits and
 - (c) Are stored, lodged or secured in such a manner so that they cannot be dislodged or move about when the brakes of the school bus are applied, during acceleration of the school or in the event of an accident involving the school bus.
- 16(3) The person operating the school bus shall ensure that any luggage, equipment or tools carried on the school bus are transported in accordance with this section.
- 17(1) The person operating a school bus shall load or unload pupils onto or from a school bus only when and at a place that it is safe to do so.
- 17(2) When the person operating a school bus unloads a pupil from the school bus, that person must, before he moves the school bus after the unloading, ensure that the pupil has reached a place that is safe from the traffic.

- 18 Where a pupil must cross a road or highway before loading onto or after unloading from a school bus, the person operating the school bus shall, as far as practicable, direct the pupil to cross the road or highway in front of the school bus.
- 19 No person shall
- (a) Stand in a school bus,
 - (b) Get up from his seat on a school bus, or
 - (c) Get on or off a school bus,
- While the school bus is in motion.
- 20 No person operating a school bus shall leave the school bus unless
- (a) The motor and ignition is turned off,
 - (b) The ignition key is removed, and
 - (c) The emergency brake is set.

School Bus Evacuation Drill Procedures

All drivers should perform a School Bus Evacuation Drill at least two (2) times per year. This should be done at the beginning of the school year (September) and at least one other time during the school year. It is also recommended that an evacuation drill be performed prior to leaving on any field trip involving long distances.

At the beginning of the school year the bus driver will designate two (2) older students as helpers and make them aware of the duties they are to carry out in an emergency including evaluation procedures, operation of radio equipment and location of First Aid and Safety Supplies.

This drill shall be held on school property and be coordinated with the school administration. **All** students should participate in the drill.

The objective is to get the students off the bus in a safe and orderly fashion.

All evacuation drills should be documented on a School Bus Evacuation Report and signed by the bus driver and supervisor/or Principal. A copy of the School Bus Evacuation Report should be kept on file at the school with a copy sent to the Transportation Coordinator.

There are three (3) standard ways to evacuate a school bus. They are:

- (1) front exit
- (2) rear exit
- (3) front and rear exit

Recommended procedure:

- (1) Assess the situation and choose the appropriate method. The quickest method is generally the front and rear exit. However, check front and rear for additional dangers such as fire or traffic.
- (2) Remain calm and speak loudly and clearly to students.
- (3) Assign responsible leaders to assist and to take students to a safe place, you have designated, which should be at least 35 meters (100 ft.) from the bus.
- (4) Taller students should be assigned to assist students exiting the bus. If doing a rear exit evacuation, students should put their hands on the shoulders of the students assisting and should bend their knees to break the jump down.
- (5) The driver should guide the students leaving the rear exit and instruct student to "watch their head and put their hands on the shoulders of the helpers and swing down".
- (6) The driver should guide the students leaving the bus one row at a time when doing a front exit evacuation.
- (7) The driver should always walk the length of the bus to ensure no students are left behind.
- (8) All articles such as lunch kits, school bags, etc. should be left on the bus.

Use of Fire Extinguishers

There are many different brands of fire extinguishers but they all basically use the same procedure.

- (1) Remove from bracket
- (2) If possible, fire should be approached from upwind
- (3) Hold the extinguisher upright
- (4) Point the nozzle (hose, horn) at the base of the fire
- (5) Pull the safety pin
- (6) Squeeze the handle
- (7) Use until extinguisher is fully discharged, even if fire appears to be out
- (8) Replace the safety and return to the bracket
- (9) Ensure the extinguisher is recharged or replaced before the next bus run.

Tips on Discipline

- (1) The response of the child is towards action. Give your command to stimulate action, not to check it. Say, "do this" rather than "don't do that". Suggest an action that can be successfully obeyed.
- (2) Give a child time for reaction.
- (3) Have a reason for what you ask the child to do, and when possible take time to give the reason. He can see the point if you can.
- (4) Be honest in what you say and do. A child's faith in you is a great help.
- (5) Be fair; it isn't punishment, but injustice that makes a child rebel against you.
- (6) Be friendly; always show an interest in what they are doing.
- (7) Be generous with commending good qualities and actions.
- (8) Try to be constructive, not repressive, in all dealings with children.
- (9) Remember that a sense of humor is extremely valuable.
- (10) Never strike a child.
- (11) Do not judge misconduct on how much it annoys YOU.
- (12) Keep your personal feelings and prejudices to yourself.

- (13) Control your temper. Maintain control at all times.
- (14) Remember: "The tongue is the only keen edged tool which grows sharper with constant use". Do not nag, bluff, or be officious.
- (15) Look for good qualities-all children have them.
- (16) Listen for suggestions from the children.
- (17) Report damages immediately.
- (18) Follow-up all students which have been disciplined. Be certain that you still have the respect and confidence of the child.
- (19) Be sincere in your work.
- (20) Set a good example yourself.
- (21) Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.
- (22) Consistency of drivers in the enforcement and interpretation of rules will eliminate many discipline problems.

FORMS