

## Administrative Procedure 600

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### SCHOOL BUS DRIVER'S RESPONSIBILITIES

#### Background

The Board believes that the bus shall be operated in a safe and courteous manner.

#### Procedures

1. The bus driver shall:
  - a. Be properly licensed for operating a school bus;
  - b. Be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of other Acts;
  - c. Prior to being employed, provide the Transportation Supervisor with a driver's abstract and a signed consent form allowing Grande Prairie Roman Catholic School District access to future driver abstracts;
  - d. Have a medical examination prior to employment and every five years;
  - e. Be thoroughly familiar with and adhere to transportation procedures;
  - f. Attend seminars and staff development activities as required;
  - g. Arrange to deliver the bus to the shop during the last week of June and take possession of a bus prior to school opening;
  - h. Not drive bus within 10 hours of consuming alcohol or while under the influence of alcohol. Failure to comply with guidelines on the consumption of alcoholic beverages will result in termination of employment;
  - i. Be reviewed by the Transportation Committee if license has been suspended for any driving infractions;
  - j. Provide the Transportation Supervisor with a phone number that the driver can be reached in case of emergency;
  - k. Not smoke in the bus or on Grande Prairie Roman Catholic School District property;
  - l. Not take medication while driving the bus that will affect his/her driving capabilities;
  - m. Not transport on the bus any hot beverages for consumption while fulfilling duties as school bus driver;
  - n. Be clean and neat while on duty.

- o. Submit a medical certificate on request of the Superintendent.

## 2. Schedule Requirements

The bus driver shall:

- a. Conduct a bus evacuation drill with the students during the first week of school and one other time during the school year, and advise the Supervisor of Transportation and Custodians of the dates on which drills were conducted;
- b. Arrange their schedules to ensure that the bus arrives at school at the times specified by the Transportation Supervisor;
- c. Be at school at least five minutes before dismissal time;
- d. Before leaving the school, take a roll call to ensure that the load is complete;
- e. Leave the school when the load is complete; or if the load is incomplete, at the direction of the Principal;
- f. Ensure that the students will reach their school and home safely;
- g. Not allow students to be allowed off at other stops without written consent of the parents;
- h. Under extreme conditions where this cannot be assured, the students will remain on the bus until released to responsible adult care;
- i. Seek the assistance or advise of the Principal whenever a student engages in conduct injurious to the safety of other students;

## 3. Technical Requirements

The bus driver shall:

- 3.1. Ensure the bus and equipment are in safe mechanical condition;
- 3.2. Complete all check lists and safety checks prior to transporting students;
- 3.3. Ensure that the bus interior is clean and that the exterior lights are free of any obstacles; and
- 3.4. Use alternating flashing lights as per Highway Traffic Act Sec. 105.