



**SAFETY PROGRAM  
TRANSPORTATION SERVICES**

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**TRANSPORTATION SERVICES  
(SCHOOL BUSES)  
SAFETY PROGRAM**



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## SAFETY PROGRAM TRANSPORTATION SERVICES

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### NOTICE TO READERS

Every effort has been made to ensure that the information contained in this document is accurate at the time of preparation. However this document is intended to serve only as a guide and cannot replace first-hand information such as specific legislation.

This document has been prepared by the Transportation Department of Chinook's Edge School Division (CESD). It is intended to represent a basic safety and maintenance program for the operation of National Safety Code (NSC) commercial school buses transporting employees and/or passengers by CESD within the Province of Alberta.

Corrections, comments and suggestions can be submitted to CESD Transportation Department, at any time by contacting the Safety Officer or Director of Transportation at 403.227.7072 or by email to [transportation@cesd73.ca](mailto:transportation@cesd73.ca)

For more information on Regulatory Requirements please consult the following legislation:

- ☞ Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002);
- ☞ Commercial Vehicle Safety Regulation (AR 121/2009).
- ☞ Bus Safety Regulation (AR 212/2006); and
- ☞ Traffic Safety Act

Alberta Regulations are available from the Alberta Kings Printer at 780.427.4952 or on their website: <http://www.qp.gov.ab.ca>.

#### **Safety Officer**

Designation of Safety Officer for the Chinook's Edge School Division No. 73 Transportation Department will be the "Transportation Coordinator".



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### THE NATIONAL SAFETY CODE (NSC)

National Safety Code (NSC) Vehicles are commercial vehicles with a designated seating capacity of 11 or more persons including the driver. School owned and operated yellow buses that have had the words “School Bus” removed from their exterior are therefore classified as “Commercial” buses. All other Division owned and operated vehicles are deemed as Non Commercial vehicles and are not required by law to conform to National Safety Code legislation.

### **STAFF AUTHORIZED TO OPERATE DIVISION OWNED SCHOOL BUSES**

#### **Authorized Drivers:**

All staff authorized by the Director of Transportation or designate of the Chinook’s Edge School Division (CESD) to operate Division school buses, this includes:

- ☐ Full time, part-time or occasional certified school bus drivers;
- ☐ school staff authorized by the Director of Transportation or designate;
- ☐ mechanics;
- ☐ managers/supervisors; and
- ☐ Anyone else authorized to operate a CESD school bus.

All authorized drivers are required to comply with departmental safety program policies and procedures.

For further reference see Administrative Procedure 5-03 Division Owned Vehicles **Annex C**

#### **Demerits**

Demerits on a driver’s license are cause for concern and the Division’s policy (CESD Administrative Procedure 5-03 *Division Owned Vehicles*, **Annex C**) dictates that if a driver’s record shows six (6) demerits, the driver shall be contacted (by the Transportation office) and warned of the seriousness of the situation and encouraged to take steps to clear demerits from their driving record. At (7) demerits, the driver’s Division vehicle operating privileges shall be immediately revoked. It is the responsibility of the driver to notify supervisory personnel when an infraction has occurred and results in demerit points. All drivers are responsible for the safe operation of the Division vehicle and must drive defensively and follow the rules of the road, such as speed limits, etc. All complaints, regardless of whether or not demerits are involved, will be investigated by the Director of Transportation or designate. Disciplinary action, should it be required, will be administered and will depend on the severity of the situation.

#### **School Bus Safety Condition**

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

All drivers are required and responsible for maintaining a clean, safe and presentable fleet of vehicles.



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### SAFE USE AND OPERATION OF DIVISION OWNED SCHOOL BUSES

#### General

- ☐ Only Division employees shall be permitted to operate Division owned school buses unless the Superintendent or designate provides prior written approval.
- ☐ Passengers are permitted to ride with Division employees only if they are conducting Division business or participating in an approved school activity unless the Superintendent or designate provides written approval.
- ☐ Anyone operating a Division owned school bus must have a valid operator's license classed for that type of a vehicle as specified by provincial legislation. In the situations where an employee of the division is transporting students then the employee is required to hold a Class 2S (school bus) or Class 4S (mini bus) operator's license.
- ☐ Division owned school buses are to be stored overnight in their respective compounds or allocated parking site.
- ☐ Division owned school buses shall not be chartered or loaned to outside agencies or individuals without the approval of the Superintendent or designate.

#### Driver Responsibility

The authorized driver shall to be responsible for ensuring the following documents are maintained in every school bus:

- ☐ Vehicle Registration;
- ☐ Insurance (pink) Card;
- ☐ Commercial Vehicle Inspection Certificate – CVIP;
- ☐ Safety Fitness Certificate;
- ☐ Incident Protocol;
- ☐ School Bus Incident Report.

The vehicle registration and the (pink) insurance card are required by law to be kept in a motor vehicle, while the remainder of the items is required by law to be kept in a Commercial vehicle.

#### Professionalism

Attitude, communication, assertiveness and appearance are all important aspects of relaying the message to students, parents and coworkers of taking pride in the work you do as a school bus driver.

- ☐ **Attitude** – negative reactions or thinking reflect personality. Always keep a smile and have a good sense of humor – after all, kids will be kids! Bringing personal issues on the bus may affect your concentration to provide a safe ride for all our students.



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- ☞ **Communication** – get to know your students and their names; good communication leads to good relationships. Always acknowledge your students when entering and exiting the bus and respond to their questions or reactions – after all, you are usually the first and last person they communicate with during their regular school day your interactions may set their attitude for the course of the day. Never ridicule or embarrass a student in front of other students.
- ☞ **Assertiveness** – communicate clearly and strongly to students and help them understand their role in being responsible on the bus at all times to ensure safety measures are taken at all times. Showing confidence in your voice and overall demeanor will elicit a quick, appropriate response from the students on the bus.
- ☞ **Appearance** – dressing appropriately and keeping a clean and tidy bus shows a great deal of pride in the work you do and sends a strong message to students.

Maintain a good set of “*rules for the bus*” right from the start of the school year and be sure that you follow them as you would expect the students to follow them. Too many rules cause students to be elusive therefore, be reasonable in your decisions. Take the time at the beginning of the school year to perform introductions and create a friendly atmosphere among students and discuss the rules of the bus with ALL students on the bus. Reinforce proper behavior and rules of the bus throughout the year.

### Speed Limits

Maximum speed limit for a commercial school bus is the posted speed limit. Obey all posted speed limits and reduce speed according to road, weather, visibility and vehicle type. In the event of a traffic violation, the incident must be reported immediately to the Director of Transportation (Administrative Procedure 5-03).

### Seat Belt Use

Everyone, while operating CESD school buses, shall use their seat belt(s) (it’s the law) at all times.

### Drug, Alcohol and Tobacco Use

Strictly prohibited are the possession and/or consumption of alcohol, illegal drugs/cannabis, or the misuse of prescription drugs while operating school buses. Smoking in Division school buses is also prohibited at all times, whether there are passengers on board or not. Operating a Division school bus while under the influence of alcohol, drugs or other intoxicants is strictly prohibited. For more information refer to Administrative Procedure 4-31 *Employee Drug Alcohol and Cannabis Substance Use* (Annex C-4)





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### **Defensive Driving**

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

### **Loading & Unloading of Students**

This is the time of highest risk on safety, not only to the students but also for others on the roadway. The Operator of a school bus shall load or unload passengers onto or from a bus only when and at a place that it is safe to do so. When the driver unloads passengers from the bus, the driver must, before moving the bus and after the unloading, ensure that the passengers have reached a place that is safe from the traffic. The driver of the bus shall:

- ☐ Ensure the proper procedure of the Alternating Flashing Light system is used at all times when loading and unloading passengers unless a bylaw is in place that prohibits the use;
- ☐ Stop at a location that allows passengers a safe footing at least 1 meter away;
- ☐ Before loading or unloading, you must secure the bus: transmission in neutral, park brake applied and firm pressure is maintained on the brake pedal;
- ☐ Before pulling back into traffic, check all mirrors including the crossover mirrors to ensure that no passengers are lingering near the bus;
- ☐ Ensure that passengers are attentive and follow the driver's direction before moving to enter or exit the bus;
- ☐ Ensure passengers do not enter or exit the bus while it is in motion;
- ☐ Ensure that all passengers are seated while the bus is in motion;
- ☐ Drivers must be aware of the manufacturer's rated capacity of the bus they are operating. At no time shall the number of passengers exceed the manufacturer's rated capacity (i.e.; 72 passenger equals 72 passenger). It is against the law to operate an overloaded vehicle.

### **Railroad Crossing - School Buses**

Railway crossings present a special hazard because any time is train time and a collision is likely to lead to disaster. Report any hazardous crossings to the Transportation Department immediately. Remember to ensure that no part of the yellow bus is on the railway track whenever you stop in traffic.

The following procedures shall be followed when stopping at uncontrolled railroad crossings:

- ☐ Activate hazard lights approximately 150 meters prior to crossing;
- ☐ Call for quiet on the bus and activate the noise suppression switch;
- ☐ If you are in the left lane of a multilane highway, signal and change to the far right hand lane well in advance of the crossing;



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- ☑ Check traffic behind you;
- ☑ Slow to a gradual stop not less than 5 meters or more than 15 meters from the nearest track;
- ☑ Secure the bus: Put the transmission in neutral, engage the parking brake and maintain firm pressure on the brake pedal;
  - ☑ Open the front door and the driver's window;
  - ☑ Look both ways and listen for approaching train; and
  - ☑ When you are sure it is safe to proceed:
    - ☑ Unsecure the bus
    - ☑ Check left and right
    - ☑ Close the door
    - ☑ Cross the tracks
    - ☑ Close the window
    - ☑ Cancel the hazard lights and deactivate the noise suppression switch
    - ☑ Do not shift gears until you are clear of the last track.

Buses are required to stop at uncontrolled railway crossings whether or not the bus is carrying passengers. Use extreme caution and proceed only if safe to do so. Never proceed across a controlled crossing when the lights are flashing unless a Peace Officer or flagman directs you to proceed. If the lights appear to be dysfunctional, use your two-way radio and ask the Transportation office to contact the rail company by using the phone number that appears on the crossing arms or call police for assistance.

### **Following Distance**

As a Commercial Driver, when you are driving behind another vehicle, you should maintain a minimum four-second following distance. This is for normal conditions. When weather and road conditions are poor, increase your following distance.

To determine the four-second following distance look at the vehicle in front of you. When the back of that vehicle passes a fixed object like a sign, a tree or a building, start counting. Count one-thousand-and-one, one-thousand-and-two, etc. If the front of your vehicle reaches the object before you are finished counting, you are following too close. Slow down and count once more. If someone cuts in front of you, you will need to set up your four-second following distance once again. The four-second rule will work at any speed.



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### **Backing Up**

No person shall operate a school bus in reverse where the bus is:

- ☒ On a school ground; or
- ☒ At a location adjacent to a school ground at which the bus is loaded or unloaded unless there is a responsible person located outside at the rear of the bus, giving directions for operating the bus in reverse. As the driver, you are ultimately responsible for any movement of the bus.

### **Idling of Vehicles**

Excessive idling of the bus (more than 20 minutes) is costly and can affect air quality in buildings when vehicle exhaust is discharged near air intakes. In order to avoid this occurrence whenever a bus is stopped or parked near a Chinook's Edge Division building, the driver should turn the vehicle off.

### **Fueling**

Alberta Regulations dictate that *“the person operating a school bus shall not, nor shall they 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.”*

The following guidelines shall be followed when refueling school buses:

- ☒ Shut off engine;
- ☒ No smoking;
- ☒ Check for fuel leaks;
- ☒ Never leave the fuel pump unattended or overfill the fuel tank;
- ☒ In the event of a major spill, notify the proper person/agency; and
- ☒ Do not dispense fuel in proximity to electrical sparks or open flame
- ☒ Replace filler cap when fueling is complete.

### **Vehicle Breakdowns**

In spite of pre-trip inspections and strict maintenance schedules, vehicles unexpectedly break down. Should this occur the following procedures shall be followed:

- ☒ Stop the vehicle in a safe location, away from the roadway if possible.
- ☒ Assess the situation. If the location of the vehicle presents a danger to passengers, evacuate them to a safe place. If no danger is present, they will usually be safest if they remain in the vehicle.
- ☒



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- ☒ Place triangles in accordance with legal requirements; approximately 30 meters (90 feet) in front of the vehicle and at a distance of approximately 30 meters (90 feet) to the rear of the vehicle. When exiting the bus, shut the engine off and remove the key.
- ☒ Contact the bus shop and Transportation Department who will notify you of further instructions. In the event of no two-way radio contact use of a cell phone is permitted.
- ☒ Parents will be contacted immediately by the driver and/or Transportation office and advised of the situation and that the bus will be late picking up or dropping off their children. Parent pick up at the site of breakdown is discouraged due to safety however you cannot refuse parents the right to take their children. To avoid congestion at the site, every effort should be made in relaying this message while communicating with the parent. Contact the office immediately and advise them that the parent is present and allow the student to exit.
- ☒ Never abandon the vehicle or leave it unattended for any length of time unless prior approval by the Transportation Department is granted.

### **Vehicle Ditch Slide In**

In the event you slide into the ditch due to weather or road conditions the following procedures shall be followed:

- ☒ Check passengers to assess for any injury.
- ☒ Assess the situation. If the location of the vehicle presents a danger to the passengers, evacuate them to a safe place. If no danger is present, they will usually be safest if they remain in the vehicle.
- ☒ Place triangles in accordance with legal requirements; approximately 30 meters (90 feet) in front of the vehicle and at a distance of approximately 30 meters (90 feet) to the rear of the vehicle. When exiting the bus, shut the engine down and remove the key.
- ☒ Contact the bus shop immediately and advise them of your situation and exact location. The shop will advise on how long they will be with the tow truck and/or another bus. . In the event of no two-way radio contact use of a cell phone is permitted.
- ☒ Contact the Transportation office and advise them of your situation and provide details of the number of students on the bus and advise them of location and safety.
- ☒ Parents will be contacted immediately by the driver and/or Transportation office and advised of the situation and that the bus will be late picking up or dropping off their children. Parent pick up at the site is discouraged due to safety however you cannot refuse parents the right to take their children. To avoid congestion at the site, every effort



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should be made in relaying this message while communicating with the parent. Contact the office immediately and advise them that the parent is present and allow the student to exit.

- ☒ Never abandon the vehicle or leave it unattended for any length of time unless prior approval by the Transportation Department is granted.

### **Transportation of Goods on School Buses**

In accordance with the Traffic Safety Act and Cargo Securement, the bus driver shall ensure that any luggage, equipment or tools carried on the school bus are transported in accordance with this procedure. The bus driver of a CESD school owned and operated school buses shall be responsible for administering these procedures.

Personal effects and equipment may be carried in the interior of the school bus if they;

- ☒ Are stored under the seats
- ☒ Do not block the aisles or emergency exits, and
- ☒ 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 bus or in the event of an accident involving the school bus.

Skates are permitted on school buses providing that blade guards protect the blades or they are carried in a tote bag and placed under the student's seat. Curling brooms and hockey sticks are permitted on school buses provided that they can be secured in such a fashion that they cannot be dislodged when the brakes of the bus are applied. Band instruments and similar items may be carried on the bus provided that they will fit under the seat of the bus. Equipment such as skis, snowboards, skate boards or any items that cannot fit under the seats are **not** permitted on buses. Aisles and exits shall be kept clear at all times.

When schools are planning field trips requiring the transport of this type of equipment, arrangements are to be made to have an alternate vehicle to transport the equipment separately.

No person shall, while transporting students allow in or on the school bus:

- ☒ Animals;
- ☒ Firearms;
- ☒ Explosives;
- ☒ Flammable materials or substances; and
- ☒ Fuel, other than in the fuel system and fuel tank of the bus, or
- ☒ Anything of a dangerous or objectionable nature, or that might endanger the lives or safety of persons in the bus or damage the bus in any way.



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No passengers shall play or use any radio, tape/CD player, electronic device or like apparatus capable of producing sound without earphones. Any apparatus that is operated with the use of earphones shall be operated at a level that ensures the sound does not affect other passengers nor interfere with the driver's ability to communicate with students on the bus. Any of the aforementioned equipment in the bus shall be under the immediate control of the driver.

### **Route Assessments**

Route assessments are a standardized method for the evaluation of school bus route risks and safety. Annual route assessments are a mandatory yearly practice required by Alberta Transportation. A Route Assessment Checklist shall be provided at the beginning of each school year and is required to be completed *no later than September 30 of every school year*. It is the responsibility of the full time driver of each route to complete this assessment. The Safety Officer or designate is responsible for reviewing the identified risks and safety concerns for every bus route and resolving them, where possible, and in accordance with best practices and policies.

## COMPLIANCE WITH THE LAW

### **Safety Laws**

Drivers operating Chinook's Edge 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,

- ☞ The Act (*Traffic Safety Act*) and regulations made under the Act;
- ☞ The *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- ☞ 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 DEVICES

### **Use of Alternating Flashing Light System**

Under the Commercial Vehicle Safety Regulation and section 73(1) Use of Highway and Rules of the Road, it indicates that a person driving a school bus shall at all times engage and use the Alternating Flashing Light system when performing student loading and unloading functions. Subsequent to this regulation a person shall not use the Alternating Flashing light system when a Bylaw is in place that exempts the use of such system within an urban area and will supersede the above regulation.



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### Use of Strobe Light (Beacon)

Under division best practices all school bus operators shall engage the strobe light during all times while the vehicle is in motion whether transporting passengers or not. This is for the added safety of the passengers, bus operator and other motorists. During inclement weather and fog conditions the use of the strobe light is mandatory.

### Use of Fire Extinguisher

Fires may result from several causes such as leaking fuel, overheated tires or brakes, motor problems etc. Whatever the cause, an evacuation of students should begin immediately upon discovering a fire or a possible danger of a potential start of a fire.

Fire extinguishers shall be located in all Division vehicles and checking of these units is a requirement of the daily pre-trip inspection. Keep in mind that these extinguishers are capable of treating small fires (8-10 seconds of chemical discharge). Do not attempt to put out a fire if it is beyond the capability of yourself or the fire extinguisher. General knowledge of the use of a fire extinguisher is expected of all drivers – if you do not know how to use a fire extinguisher you must notify the Transportation Department to ensure that training is completed.

While you may encounter many extinguisher types, they are all used in basically the same way. The procedure is to (PASS):

- ☞ Remove the extinguisher from the bracket;
- ☞ **Pull** the safety pin by breaking the (lead) seal;
- ☞ Approach the fire from upwind, if possible, keeping at least 10 feet away from the fire;
- ☞ Hold the extinguisher in an upright position;
- ☞ **Aim** the discharge nozzle at the base of the fire;
- ☞ **Squeeze** the lever and
- ☞ **Sweep**; continue to operate the extinguisher until the fire is out and extinguisher is fully discharged (empty);
- ☞ Ensure all discharged fire extinguishers are replaced with a fully charged one as soon as possible after use

### Use of First Aid Kits

#2 First aid kits (at a minimum) shall be located in all Division vehicles. After use, consumable materials are to be replaced at the first available opportunity by informing the Transportation Department who will initiate replenishment as soon as possible.



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### **Cellular Telephone**

Many Division employees have personal cell phones and the Distracted Driving Legislation (*Bill 16*) shall be followed at all times. The first mode of contact with the Transportation Department is the use of the two-way radio however the cell phone may be used when warranted in an emergency situation. It is against the law to operate a motor vehicle while using a cell phone, this is cause for termination.

### **Two-Way Radio System**

To avoid driver distraction, professionalism and respect to all drivers on the two-way radio is expected at all times. The use of the radio is for the purpose of business and personal use is not permitted. Immediate circumstances during regular route schedules or charters such as calling of parents/schools, directions, driver to driver business communication, emergencies etc. are acceptable radio protocol. Service trips, road repair requests, paper work issues etc. are unacceptable radio protocol during regular route schedules or charters. Contact with the appropriate persons shall be made after the regular scheduled routes have been completed by use of the two-way radio or telephone. The use of the two-way radio system for use of business purposes only is exempt from the Distracted Driving Legislation.

### **Warning Devices (Triangles)**

Each Division school bus shall be equipped with warning triangles for use in an emergency. Warning triangles are the only approved warning device (flags and flares will no longer be recognized as they are considered obsolete). If your school bus breaks down, the law requires that these approved warning devices be placed approximately 30 meters in front and 30 meters behind the vehicle. During the period between sunset and sunrise, this distance shall be increased to 75 meters in front and behind the vehicle.

- ☞ During the daytime (sunrise to sunset), when a Division school bus is stationary on a highway, the driver will immediately activate the hazard lights on the vehicle and place the appropriate warning devices (warning triangle) on the highway in line with the vehicle, at a distance of approximately 30 meters in front of the vehicle and approximately 30 meters behind the vehicle. The third warning device is placed 3 meters from the rear of the vehicle.
- ☞ During nighttime (sunset to sunrise) or when visibility is reduced to 150 meters, when a Division school bus is stationary on a highway, the driver will immediately activate the hazard warning lights on the vehicle. Within 10 minutes of the vehicle becoming stationary, place the triangle warning devices on the highway in line with the vehicle, at a distance of approximately 75 meters in front of the vehicle, and approximately 75 meters behind the vehicle. The third warning device is placed 3 meters from the rear of the vehicle.
- ☞ During nighttime (sunset to sunrise), when a CESD school bus is stationary on a highway and when the vehicle lighting is not working, the driver will immediately place warning devices out, at a distance of approximately 75 meters in front of the vehicle, and approximately 75 meters behind the vehicle.





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### INCLEMENT WEATHER

#### Cancellation of School Buses

During the winter months when weather conditions warrant, the Transportation Department monitors weather forecast for the possibility of inclement weather for the upcoming school day. The decision of whether or not to operate the school buses is not made lightly. The decision must be made by 6:00 am in order to ensure that the radio stations have enough time to make the announcements. When weather conditions warrant, the Transportation Department may authorize the cancellation of bus routes the evening before the next school day.

Administrative Procedure 1-13 *Inclement Weather (Annex C-1)* is a procedure to be completely familiar with. Please note the importance of the following Inclement Weather guidelines:

1. *Individual bus drivers* make the final decision whether not to run and shall advise the Director of Transportation; **and**
2. When the temperature with wind chill in the affected area *is at or lower than minus forty (-40) degrees Celsius*, buses will not run.

**Please note:** Drivers cannot make the decision to take their students home early due to bad weather conditions.

The reasons for giving the driver discretion whether not to run is given the large area that Chinook's Edge covers, the weather may vary significantly from one area to the next and road conditions may vary from route to route. These need to be taken into consideration when making the decision to not drive the route. A big coulee or a steep hill are examples of road conditions that need to be given due consideration.

Given the size of the school district it may very well be colder in some places than others. If this is the case, the area coordinator or co-responder will contact the Transportation Department (no later than 6:00 am) to inform us that the buses in their area will not be running. Also, a driver should contact their coordinator first to inform him that he is choosing not to do a route due to weather conditions on the route before reporting his decision directly to the Transportation Department. In all cases notification to parents will be communicated via the electronic School Messenger system and will be initiated by the Transportation Department. Drivers will be instructed to start calling families from the start of their list until such time they have received confirmation that the announcement was sent and is being received by families – this will ensure that messages are being sent in the event of failure of the alert solutions announcement.

The procedure for early closing of a school or a busing area is initiated by the Principal who contacts the Superintendent for authorization to do so and then the Director of Transportation is duly informed. A driver cannot decide on their own to take their students home early from school because of inclement weather.



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### **Fog Conditions**

Fog typically is present in the early mornings and therefore, requires cancellation of buses for the morning routes only. Routes will generally resume in the afternoon unless fog conditions have not improved during the course of the day.

The decision to cancel buses due to extreme early morning fog conditions affecting various and/or all areas will be made by the Director of Transportation or designate and in conjunction with area Coordinators and/or co-responders. All drivers affected by the cancellation will be notified immediately upon making the cancellation. If a driver is unsure of conditions and has not had contact with the Coordinator or the Transportation office they must make contact immediately to confirm the situation.

Fog is often localized and may require individual drivers to make a route cancellation under their own discretion. Contact with the Director of Transportation or designate must be made to advise of their decision immediately upon making the decision to cancel.

Notification to parents will be communicated via the electronic Alert Solutions System and will be initiated by the Transportation Department. Drivers will be instructed to start calling families from the start of their list until such time they have received confirmation that the announcement was sent and is being received by families – this will ensure that messages are being sent in the event of failure of the alert solutions announcement.

In the event of extreme conditions while on route and for the safety of the students, if a driver determines any stop to be unsafe the driver must notify the Transportation office immediately to contact the parents to advise the bus will not be making the stop at their location.

**\*\*During foggy conditions it is recommended that the driver move students forward a minimum of two seats if seating allows to clear the back seats for added safety. The use of the strobe light at all times during fog conditions and inclement weather is mandatory.**

## INCIDENT PROTOCOL

**All** accidents and/or incidents of any nature shall be reported to the Director of Transportation or designate immediately. A complete investigation will be conducted by the department and all accidents/incidents will be documented and retained within the driver and vehicle file. As per Administrative Procedure 5-11 **Annex C-2A**, a School Bus Incident report, **Annex A** is required to be completed by the driver and forwarded to the Transportation Department on the same day of the accident/incident.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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### **Incidents/Accidents**

The following procedures shall be followed in the event of a Division operated school bus incident:

#### **1. Major Collision:**

Any collision that involves:

- ☒ another motor vehicle, whether stationary or in motion; or
- ☒ an evacuation of passengers; or
- ☒ physical injury to one or more parties involved, or from which physical injury is highly probable.

#### **The Driver shall use as a guideline the following:**

- ☒ Stop and secure the bus in a safe location/position. If there is a danger to you or other motorists, do not hesitate to move the vehicle off the roadway if possible.
- ☒ Assess the scene and condition of passengers; evacuation if necessary following evacuation procedure protocol.
- ☒ Notify the Transportation Department as soon as possible using the two-way radio. In the event an evacuation has taken place notify by use of cell phone.
- ☒ The Transportation Department will follow the incident procedures criteria and will dispatch Emergency Services and the bus shop.
- ☒ Tend to your passengers and provide first aid where necessary using first aid training techniques.
- ☒ Follow all directions provided by Emergency Services and the Transportation Department.
- ☒ Do not allow any passengers and/or individuals involved to exit the scene of the accident unless transported by ambulance or directed by Emergency Services or the Transportation Department.
- ☒ A School Bus Incident Report Form and all other required paper work will be required to be completed in conjunction with the Director of Transportation or designate as soon as possible following the accident.
- ☒ Upon experiencing any kind of a incident with a Division operated vehicle, regardless of how minor, the driver shall, upon returning to the Maintenance shop or school, immediately notify their department supervisor/Principal who will initiate a safety check of the unit prior to it returning to service.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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- ☞ No admission of liability or similar statements to anyone, implying that the board's insurance company will pay for damages, shall be made at the time of the accident.

### 2. **Minor Collision:**

Any collision not defined as a major collision.

#### **The Driver shall use as a guideline the following:**

- ☞ Stop and secure the bus in a safe location/position.
- ☞ Assess the scene and condition of passengers.
- ☞ Notify the Transportation Department as soon as possible and when it is safe to do so. Wait for direction for proceeding and if necessary, set out triangles.
- ☞ A School Bus Incident Report Form shall be completed as soon as possible after the incident and provided to the Director of Transportation or designate.
- ☞ Upon experiencing any kind of an incident with a Division operated vehicle, regardless of how minor, the driver shall, upon returning to the Maintenance shop or school, immediately notify their department supervisor/Principal whom will initiate a safety check of the unit prior to it returning to service.
- ☞ No admission of liability or similar statements to anyone, implying that the board's insurance company will pay for damages, shall be made at the time of the accident.

#### **All other drivers NOT involved in the collision shall:**

- ☞ Maintain complete radio silence – a “**code red**” message will be relayed over the radio by the Transportation Department to indicate radio silence is in place.
- ☞ Stay away from the incident scene unless directed by the Transportation Department to assist at the scene.

Safety reasons for avoiding the scene include:

- a. limiting congestion at the scene and the potential for additional vehicles to become involved;
- b. the road may be closed or travel restricted, thereby further delaying your arrival at the school;
- c. there may be injuries or deaths at the scene, and these may be potential friends or family members to one or more of the students on your bus; and
- d. children at the scene may need to be cleared by Emergency Services and debriefed following the incident and may be transported to another location other than the school.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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### Evacuation of the School Bus

There are three situations when the passengers should be evacuated from the bus. Each situation makes staying on the bus more dangerous than leaving the bus and waiting in a different location. Evacuation is necessary if:

- There is a fire.
- There is a danger of fire occurring.
- The bus stops in an unsafe position.
  - Unsafe Bus Position; In the event that a bus is stopped due to a collision, mechanical failure, road conditions, or driver error, you must determine immediately whether it is safer for passengers to remain in the bus or whether the passengers should be evacuated.

Passengers should be evacuated if:

- The final stopping point of the bus is in the path of any train or immediately adjacent to any railway tracks.
- The stopping position of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated.
- The stopping position of the bus is such that there is danger of a collision with traffic on the highway. In normal traffic conditions, the bus should be visible for a distance of 300 metres or more.
- A stopped position just over a hill or around a curve where such visibility does not exist should be considered sufficient reason for evacuation.

Your assessment of the emergency will determine the type of evacuation to be performed. Always evacuate the passengers starting with those nearest the door. Getting the passengers off the bus safely in the shortest time possible, in an orderly fashion is the objective, regardless of which method is used under a given set of circumstances. You must be certain that the evacuation is carried out in a manner that affords maximum safety for the passengers.

There are three standard ways to evacuate a school bus, although other methods may be used in extreme conditions where the standard will not work. Assessment of the emergency will determine the type of evacuation necessary and will be the location furthest away from the danger area.

🚌 **Front door evacuation** - everyone exits through the front door

🚌 **Rear door evacuation** - everyone exits through the rear emergency exit door

🚌 **Split evacuation** - front half exits through the front door; rear half exits through the rear

The driver is responsible for the safety of their passengers at all times. Exiting off of the bus safely, in an orderly fashion and in the shortest time possible is the main objective regardless of which method is



## SAFETY PROGRAM TRANSPORTATION SERVICES

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used. In the event that the driver has become incapacitated and not able to perform the evacuation it is the driver's responsibility to ensure that students are trained and educated on the process of a school bus evacuation at the beginning of the school year. There shall be a minimum of three (3) and preferably more lead helpers (typically older students) appointed for the year capable of assisting in and/or completing a full evacuation. These students shall be educated in performing the following functions:

- ☞ Putting the bus in neutral, setting the park brake and turning off the engine
- ☞ Use of the two-way radio to summon for help and assistance
- ☞ Functioning and location of all exits and doors
- ☞ Location and general knowledge of emergency triangles, fire extinguisher and first aid kit
- ☞ Location and use of bus manifest and attendance
- ☞ Procedure for assisting students off of the bus during an evacuation
- ☞ Understanding the importance of their role in an evacuation drill or process

Evacuation drills shall be performed two (2) times a year under the direction of the Transportation Department on designated school property (not on a bus route) with full participation of the students on the bus. A designated evaluator will be present for every driver while performing a drill. The following guidelines shall be adhered to during an evacuation drill:

- ☞ Driver's shall have full participation and professionalism
- ☞ Be sure bus engine is turned off, park brake is set, keys are removed from ignition and safety vest is worn
- ☞ Do not permit students to take their belongings with them while exiting the bus (unless instructed to do so)
- ☞ It is not necessary to remove the fire extinguisher or first aid kit during a drill but be sure to advise your evaluator that you would have them with you in the event of a real emergency
- ☞ Follow all S Endorsement and MELT training techniques while performing an evacuation drill – see **Annex A-1, Annex A-2, Annex A-3**



## SAFETY PROGRAM TRANSPORTATION SERVICES

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### DAILY RECORD COMPLETION

**This section applies to ALL Chinook's Edge School Division Authorized Drivers as defined on page 6 of this Safety Program and is in accordance with all applicable laws and regulations as listed on page 5 of this Safety Program and under the National Safety Code**

#### **Pre-Trip and Post-Trip Inspections**

NSC Vehicles – Inspections are legally mandated for all commercial (NSC) vehicles and shall be performed by the driver prior to and after driving the vehicle. The pre-trip inspection shall include all items on the inspection check list found in **Annex A-4**. Post trip inspections are performed immediately after the last passenger exits the bus at the last school location in the AM and somewhere after the last drop off location, but not at that location to prevent passengers from re entering the bus. Pre-Trip inspection forms may be obtained by contacting the Transportation Department.

All NSC vehicles that are registered to Chinook's Edge School Division No. 73 are subject to a daily trip inspection prior to the first use on any given day. NSC vehicles are inspected in accordance with NSC Standard 13 and are conducted to identify minor/major vehicle defects - see "Schedule 2" **Annex A-5**. All defects must be recorded on the pre-trip inspection form and reported immediately to the bus maintenance facility by form of the Service Request form (as defined below), see **Annex A-6**. A driver shall not be permitted to operate the vehicle unless all "major" defects identified have been repaired and corrected. A typical list, but not limited to, of minor and major defects are identified on "Schedule 2" at the front of the Daily Pre-Trip Inspection booklet for guidance and reference.

No person shall operate a commercial vehicle on a highway or roadway unless in possession of a Daily Pre-Trip Inspection report and is valid for twenty four (24) hours from time of inspection and must be produced to a Peace Officer or Department of Transportation Officer (DOT) upon demand.

Completed Daily Trip Inspection forms from all buses including school owned/operated buses shall be submitted to the Transportation Department within 20 days from day of inspection and are to be submitted along with driver time records/log sheets on the 16<sup>th</sup> and 1<sup>st</sup> of each month (see Hours of Service section below).

At the end of every route/trip a post trip inspection is required to ensure all passengers have exited the school bus and an "empty" sign is placed in the rear window.

**Failure to comply with daily pre-trip requirements may result in a Department of Transportation (DOT) violation and/or fine to the driver – any fines issued will be the sole responsibility of the driver. If you are the second driver of any CESD vehicle never make the assumption that the pre-trip inspection was completed to your satisfaction regardless of the 24 hour rule. Complete your own pre trip inspection and fill in your name as the second driver in the Pre-Trip Inspection report.**

#### **Service Request Forms**

Service request booklets are retained in each vehicle and a form must be completed for all maintenance requirements of any bus and in accordance with the CESD Vehicle Maintenance Program. Verbal and/or hand written notes are not acceptable. All service requests must be noted by the driver to the bus



## SAFETY PROGRAM TRANSPORTATION SERVICES

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maintenance facility upon delivering the bus for service. Prior to leaving the bus maintenance facility after the service is complete, the driver shall once again ensure that all service forms have been completed and/or identified by the mechanics and removed from the service request book. The white pre trip inspection copy with the defects listed are to accompany the Service Request.

*Never make the assumption that the mechanics have checked the service request book – safety first!*

In the event of a spare bus/spare driver, it is the responsibility of the driver completing the service request form to ensure arrangements are in place to have the service completed as soon as possible and/or to ensure the regular driver is aware of the outstanding service request form.

### **Hours of Service**

The Chinook's Edge Transportation Department will educate staff in hours of service and completion of driver time logs. All "authorized drivers" are required by Alberta Transportation Legislation to maintain accurate driver time logs and must be presented to the Department of Transportation (DOT) when requested to do so during an inspection. The Transportation Department will evaluate each type of record for proper completion as required. There are two types of records available for tracking hours of service – Commercial Vehicle Log and Daily Driver's Time Record.

A driver does not require a Commercial Vehicle Log if ALL of the following conditions are met:

- ☒ Driver/vehicle does not operate beyond 160 kilometer radius of the home terminal;
- ☒ Driver starts and ends the shift at his home terminal;
- ☒ Drivers work shift does not exceed 15 hours; and
- ☒ 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) i.e. a daily time-sheet.

In the event one of the above conditions is not met, the Driver's (daily) time record is to be use – this is the typical process for Chinook's Edge as we maintain monthly time sheets that do not show specific time frames on a daily basis.

Completed time records/log sheets must be submitted to the Transportation Department at mid-month (16<sup>th</sup>) and month end (1<sup>st</sup>). By legislation, time records/log sheets will be kept on file by the Transportation Department for at least 6 months and applies to the driver as well. No person shall knowingly falsify or enter false information into a daily log.

An example of a Driver's Time Record and a Commercial Vehicle Log sheet shown as **Annex B-1** and **Annex B-2**.





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### **Daily Driver's Time Record** (Staying within 160km radius)

CESD requirement (typical day to day record for authorized drivers)

The following information must be entered in a daily log:

- ☑ The trip start time (time you enter the vehicle to start pre-trip) be accurate;
- ☑ The trip end time (time you arrived at your final destination) be accurate;
- ☑ The date;
- ☑ Comments (include details of trip/charter); and
- ☑ Driver's signature at the end of the 15 days (one signature per page)

### **Commercial Vehicle Log** (Outside 160km radius or staying overnight)

Extended Charter requirement

The following information must be entered in a daily log:

- ☑ The driver trip date & time;
- ☑ The odometer reading at the commencement of driving;
- ☑ The total number of kilometers/miles driven by the driver during the work day;
- ☑ 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;
- ☑ The vehicle's unit or licence plate number;
- ☑ The name of the carrier for whom the driver worked during the work day;
- ☑ The name and signature of the driver;
- ☑ The name of any co driver;
- ☑ The time of commencement of the work shift and the location at which the driver commenced the work shift;
- ☑ 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;
- ☑ Record at each change of duty status; the name of city, town or village or highway location and name of province or state;
- ☑ Record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- ☑ Record the total number of hours of each duty status and aggregate of these hours; and
- ☑ The driver signs the daily log at the end of the driver's work shift.

**Failure to comply with vehicle log requirements may result in a Department of Transportation violation and/or fine to the driver – any fines issued will be the sole responsibility of the driver**



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### STUDENT MANAGEMENT

#### Misconduct/Discipline Process

As a driver of a school bus, you are responsible for student conduct while he/she is being transported. Discipline problems are also safety problems and should be handled quickly and efficiently. Although each driver has their own method of student management you are required to use the Misconduct Report Form for all reporting measures. Below is an outline to assist in dealing with disciplinary actions:

- ☞ **First Infraction** – Speak with the student in private.
- ☞ **Second Infraction** – If this verbal warning does not correct the situation, the driver will contact the parents to advise them of the concern and attempt to work out a solution.
- ☞ **Third Infraction** - if the parent contact has not resolved the discipline issue, the driver will send the Student Misconduct form to the Principal. The Principal will follow normal policy in the recording of possible disciplinary actions to be taken.
- ☞ **Fourth Infraction** – if the student’s actions continue to be a concern, meet with the Principal and present all documentation – the Principal will determine disciplinary action and inform the Director of Transportation.
- ☞ **Severe Infraction** – depending on the severity of the incident, any or all steps may be omitted. In those instances where the driver has determined that the incident is severe i.e. the student’s actions have compromised the safety of others, contact the Principal and the Director of Transportation immediately.

Keep the following in mind:

- ☞ Establish rules on the bus early and maintain them throughout the school year;
- ☞ Treat everyone fairly and equally;
- ☞ Stay calm – shouting at or arguing with students is likely to escalate the situation;
- ☞ Recognize and act on problems early – overlooking a small problem can lead to serious problems later;
- ☞ Whenever possible, discipline individuals in private – attempts at public humiliation can, and often does, backfire;
- ☞ Don’t make idle threats – know what you can and cannot do (familiarize yourself with school Administrative procedures in this regard). You will find yourself with serious discipline problems if you threaten to do something but don’t follow-up;
- ☞ Never attempt to discipline and drive – just perform one thing at a time. If you must deal with a problem, pull over and stop in a safe location first. Often, the act of stopping the vehicle aids in improving the situation;



## SAFETY PROGRAM TRANSPORTATION SERVICES

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- ☞ Don't keep problems to yourself – if you are having an ongoing problem with one or more of your passengers, inform the school Principal immediately;
- ☞ Familiarize yourself with CESD Administrative Procedure 3-09 *Student Conduct*
- ☞ Under the School Act only the school Principal has the right to suspend students from riding a school bus (maximum of 5 days). In such cases, the Principal will contact the Director of Transportation and work in conjunction to come to a reasonable resolution and suspension.

There may be occasions during your route when a serious discipline issue arises. With the bus stopped and in a safe location contact the Transportation office immediately and the Director of Transportation or designate will take supportive action.

There may also be occasions when students simply just do not comply with the rules of the bus or they are a constant disturbance. After several attempts to rectify the situation do not simply “give up” as this may only lead to larger complications for you. Never wait until you are tired and frustrated with the problem, this may lead to bad consequences for the driver. Always consult further with the Director of Transportation, designate and/or the school Principal and be sure they understand your frustrations.

### DRIVER CONDUCT AND DISCIPLINE

#### **Conduct**

The following is the code of conduct for all persons tasked with driving a CESD school bus:

- ☞ To safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- ☞ Drivers must report all significant events on road including, violations, near misses, accidents etc.

Drive in a defensive manner by:

- ☞ being aware of surroundings and looking ahead
- ☞ leaving a safe distance between vehicles
- ☞ Reducing speed due to changes in road, weather and traffic conditions

#### **Disciplinary Procedures**

Disciplinary action be progressive and will be monitored by the Director of Transportation or designate. All actions taken, including verbal warnings, will be documented and placed in the driver file. Depending on the severity and/or frequency of a violation, remedial action may be implemented.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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### DRIVER REQUIREMENTS/TRAINING

*This section does not imply or replace any conditions in regards to employee relations of that in the "Bus Driver's Handbook" distributed by the People Services Department of the Chinook's Edge School Division. The handbook is provided to all employees for further reference related to employee relations, remuneration and benefit entitlement.*

#### **Hiring Process**

The Director of Transportation or designate will conduct a personal interview to evaluate attitude, experience and professionalism for all potential school bus drivers. As per Administrative Procedure 4-03, **Annex C-3** a current Criminal Record Check (complete with Vulnerable Sector Check), must be obtained along with a completed bus driver application form and/or resume prior to a personal interview. Driver selection will be in accordance with the Transportation Department hiring procedures and to the discretion of the Director of Transportation or designate.

A contract will be on or before the first day of training commencement.

#### **Orientation**

Chinook's Edge Safety and Maintenance policies and the Transportation Safety Program will be covered on initial hire by the Director of Transportation or designate. Orientation follows immediately after completing the required hands on driver training hours and a valid class license has been obtained. All other departmental requirements will be covered during this orientation.

#### **Driver Qualification**

Chinook's Edge Director of Transportation or designate shall ensure all school bus operators have the mandated valid class of driver's license related to the type of vehicle being operated. Drivers must immediately report changes (of any type) of license status to the Director of Transportation or designate; this includes any addition or deletion of demerit points.

#### **Class 2 Licence (to operate Division school buses including school owned)**

Permits an operator to drive:

- Any motor vehicle, or combination of vehicles, that the holder of a Class 3, 4 and 5 operator's licence may operate
- Any bus
- Class 1 and 6 type vehicles, for learner only

The minimum learning or licencing age is 18.

Requirements: vision screening, written and road test, and medical report, airbrake certificate for vehicle with airbrakes.

Vehicle for road test: a bus with a seating capacity exceeding 24 including the operator.



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### **Class 4 Licence (to operate school owned mini buses – 24 passenger or less)**

Permits an operator to drive:

- A taxi, ambulance or bus (including school or kindergarten buses) where seating capacity is not over 24, excluding the operator
- All motor vehicles included under Class 5
- All motor vehicles included under Class 1, 2, 3 and 6, for learning only

The minimum learning or licencing age is 18.

Requirements: vision screening, written test, medical report

### **SEndorsement**

Every driver must hold this Endorsement to operate all Division buses

### **Training/Evaluating**

The purpose of training and evaluating is to increase driver knowledge and reduce the risk of motor vehicle violations. Employee training on safety laws will be conducted as required and as per “Safety Law” in Alberta’s *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002).

*Note:* Records of all employee driver training must be documented in the employee driver file as required by Alberta’s *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 41(1) (h). This information is held at the office of the CESD Transportation Department. A copy of the AR regulation above is available from the CESD Transportation Department.

### **Training Requirements**

Completion of all the following training requirements for all new “authorized drivers” must be adhered to in the first available training opportunity provided by the authorized CESD in house training sessions of CESD.

### **Authorized driver’s training requirements shall include:**

- ☒ Class 2 Training (Classroom and In yard/In Vehicle training) by a Alberta Transportation certified driving instructor for first time class 2 driver’s license with the intent to perform regular student loading and unloading procedures on a regular bus route;
- ☒ Classroom, in yard and driving training hours with an Alberta Transportation certified driving instructor for holders of Class 2 or 4 driver’s license will depend on experience with the intent to perform regular student loading and unloading procedures on a regular bus route or as a school authorized driver. Decision to be made at the discretion of the Director of Transportation or designate in conjunction with the trainer;
- ☒ S Endorsement Program – all drivers will obtain this endorsement.
- ☒ Formal Alberta Transportation certification must/will be issued;
- ☒ First Aid Emergency Level C (minimum).



## SAFETY PROGRAM TRANSPORTATION SERVICES

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- ☒ Any added training throughout the year as determined by the Director of Transportation or designate.

CESD trainers do not provide the driving exam to obtain a Class 2 or 4 driver's license to any individual – their purpose is to provide the required training to prepare for the formal driving exam that shall be completed by Alberta Transportation. CESD Driving Instructors will issue a Sendorsement certificate after completing an On Road and Pre Trip Evaluation prior to their Alberta Government Class 2 road test. Furthermore, training and vehicles will be provided by CESD for the purpose of obtaining a Class 2 or 4 licenses only. It is the responsibility of the individual to make arrangements for the appropriate vehicle/additional training for any other class license when desired.

### **Ongoing Monitoring**

Monitoring shall be conducted as required and shall cover the following at a minimum:

- ☒ Driver's hours of service and time records to ensure documents are not falsified and they meet the legislated requirements
- ☒ Pre/post trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects
- ☒ Driving evaluations – See **Annex B-3 Driver Evaluation Form**
- ☒ Other regulations as applicable to CESD operations.

## DRIVER RECORDS AND RECORD RETENTION

### **Driver Records**

Driver records as identified in Alberta's *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 41(1)(a - j), will be maintained for each authorized driver who operates a CESD school bus.

### **Driver Abstracts**

Driver Abstracts shall be obtained for each driver annually, and within 30 days of new employment and shall include all school based authorized drivers. Employees operating Division school buses will be required to sign a release form allowing the School Division to obtain a Commercial Drivers Abstract on their behalf and is valid for three years.

### **Driver Record Retention**

CESD will retain all Driver personnel files at the Division Office, located at 4904 – 50<sup>th</sup> Street, Innisfail, AB. Additional driver files containing driver training records, time records and miscellaneous items will be retained at the Transportation Department head office at 4404 – 42 Avenue, Innisfail, Alberta. All records shall be available for inspection by any Department of Transportation officer or Peace Officer during the carrier's regular business hours.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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### GENERAL DAILY PRACTICE AND PROCEDURES

#### Charters

Charter trips are to be distributed in one of two ways. The drivers, in conjunction with the Coordinator, will decide to have charters distributed either by route number or alphabetically by last name. The process is as follows:

- ☞ The Coordinator will start at the top of the list and ask the full time driver (this includes any driver on a temporary full time contract) if they would accept charter.
- ☞ Once the driver has accepted or declined, the driver's name will go to the bottom of the list. In the event that no full time driver or temporary full time driver accepts the charter, the spare drivers will then be asked.
- ☞ The same system will be used for the spare drivers.
- ☞ In the event that no full time drivers or spare drivers in the area are willing to take the charter, the charter can then be sourced out to the next closest bussing area.
- ☞ If a driver requires the use of a spare bus, they must confirm with the coordinator prior to using the bus.
- ☞ Drivers will be paid for the following on charter trips for meals: Over 4 hours - \$20, over 8 hours - \$40 and over 12 hours - \$60. Drivers will also be reimbursed for parking fees if necessary. Itemized receipts must be attached to expense claim forms.

Please note that each driver is able to select one charter per year that they wish to drive. This selection may be made at any time, even if they are not next on the distribution list. Such a request will move the driver's name to the bottom of the distribution list.

If a driver accepts a charter and then cannot do the charter, it must be handed back into the coordinator for distribution.

Coordinators are responsible to notify the Transportation Department of all accepted charters. Prior notification is necessary to ensure that administrative personnel are available in the event of an emergency. The Transportation Department may cancel a charter if the Transportation Office and Bus Maintenance shop staff will be unavailable.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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### **Spares Drivers**

The following guidelines should be followed when choosing a spare:

- ☑ Use the spare driver closest to you whenever possible.
- ☑ If you require a spare driver for less than five days you can choose the spare, please remember to use the spare driver closest to you whenever possible.
- ☑ If you require a spare driver for 5 days or more the following criteria for selection will include, but may not be limited to:
  - geographic location, and
  - seniority.

Bus drivers with full time status are required to have prior approval for all leaves as indicated in the Bus Driver Handbook. This handbook is available for download or viewing on the Transportation website at [Bus Driver Handbook](#).

When a spare driver is driving your route, the full time driver is responsible for notifying the Coordinator. The Coordinator will notify the office of driver status updates. Use of a spare bus will be managed by the Coordinator.

Spare buses must be refueled and cleaned after each use.

Newly hired spare drivers are allowed 10 ride-alongs (AM is considered as 1 ride and PM is considered as 1 ride) with drivers to familiarize themselves with student management procedures and routes. Spare drivers will receive mileage “to and from” for picking up a full time driver’s bus in order to cover their route as outlined in the Bus Driver Handbook.





**SAFETY PROGRAM  
TRANSPORTATION SERVICES**

**ANNEX A**



**CHINOOK'S EDGE SCHOOL DIVISION  
SCHOOL BUS INCIDENT REPORT  
(SINGLE VEHICLE MINOR)**

**DATE:** \_\_\_\_\_

**DRIVER NAME:** \_\_\_\_\_

**LOCATION OF INCIDENT:** \_\_\_\_\_

**UNIT NUMBER:** \_\_\_\_\_

**NUMBER OF PASSENGERS:** \_\_\_\_\_

**REPORTED TO:** \_\_\_\_\_

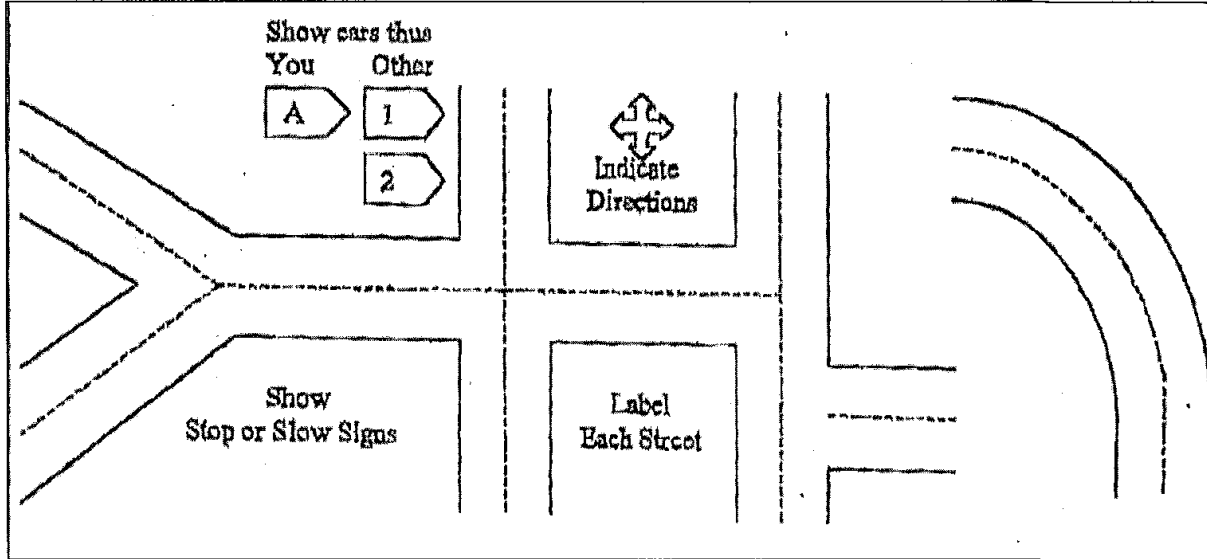
**DESCRIPTION OF INCIDENT (illustrate on diagram):**  
*(All collisions involving other vehicles are to be reported on Notice of Loss Insurance Form)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION/LOCATION OF DAMAGE ON UNIT (illustrate on diagram):**

\_\_\_\_\_  
\_\_\_\_\_

## SAFETY PROGRAM TRANSPORTATION SERVICES



**SUPERVISOR ACTION/COMMENTS:**

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**REVIEWED BY:** \_\_\_\_\_

**CORRECTIVE ACTION(s):**

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**DRIVER'S SIGNATURE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_



## SAFETY PROGRAM TRANSPORTATION SERVICES

ANNEX A

### Alberta Risk Managed Insurance Consortium – Claim Form

All Claims except Student Accident & International Student Accident

**Name of School Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Contact 1:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Division Contact 2:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Location of Loss:** **School/Building:** \_\_\_\_\_  
**Town:** \_\_\_\_\_

**Date/Time of Loss:** \_\_\_\_\_

**Description of Loss:** \_\_\_\_\_  
(Attach pictures if available) \_\_\_\_\_

**Loss Estimate:** \_\_\_\_\_  
(If known)

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Property Loss Procedures**

- 1) Take immediate measures to protect and preserve your property from further damage
- 2) Take picture(s) of damaged property and surrounding area.
- 3) Do not proceed with repairs, alterations or replacement of damaged or lost property until advised by the Insurer to do so, except as required under Step 1.
- 4) Report incident to appropriate authorities (i.e. Police, etc.)
- 5) Designated individual to report loss to Marsh Canada for handling.

**Liability Loss Procedures**

- Do not admit liability or offer your opinion of liability to anyone. Don't offer any compensation to anyone.**
- 1) As required, report incident to appropriate authorities (emergency services, etc.). If someone is injured or might be injured, administer first aid only if necessary.
  - 2) Obtain the other party's name, address and contact information. Also, secure same details from any witnesses. Record the name of any attending medical / emergency personnel and the name of any medical facility accessed.
  - 3) Complete Accident Report Form promptly and as completely as possible and forward to Marsh Canada.
  - 4) Secure and maintain any tools and/or equipment/reports which may have been involved in the accident.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

To report a claim: Email: Christine Ahearn: [Christine.Ahearn@marsh.com](mailto:Christine.Ahearn@marsh.com)  
Claire Jose: [Claire.Jose@marsh.com](mailto:Claire.Jose@marsh.com)

## SAFETY PROGRAM TRANSPORTATION SERVICES

**INJURIES**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Injuries: \_\_\_\_\_

**LOSS DETAILS**

Location of Accident: \_\_\_\_\_

Details of Accident: \_\_\_\_\_

Location of Vehicle: \_\_\_\_\_

Vehicle is Drivable       Vehicle is not Drivable

Repair Facility Referred to: \_\_\_\_\_

Rental Facility Referred to: \_\_\_\_\_

Towing Company Referred to: \_\_\_\_\_

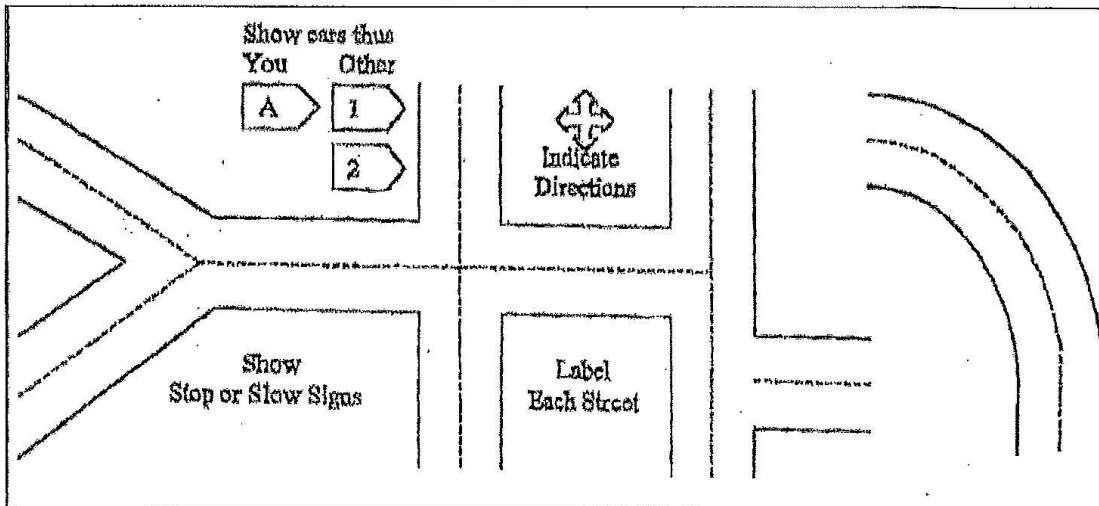
**POLICE / FIRE DEPT TO WHOM REPORTED:**

Location: \_\_\_\_\_ Division: \_\_\_\_\_

Report No.: \_\_\_\_\_ P.C.: \_\_\_\_\_

Phone: \_\_\_\_\_ Badge No.: \_\_\_\_\_

Illustrate position of cars at time of collision. Show skid marks.  
If any street is more than two-lane or is one way only, please indicate.

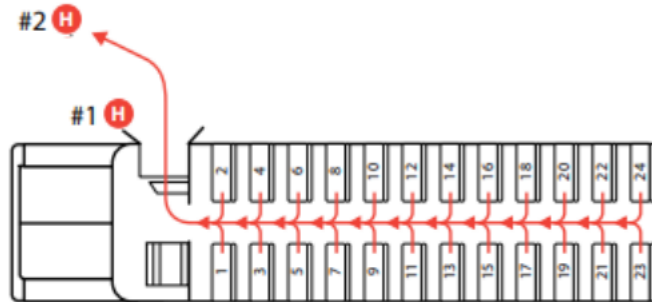


Reported By: \_\_\_\_\_ Date: \_\_\_\_\_

Taken By: \_\_\_\_\_ Time: \_\_\_\_\_

## School Bus Evacuation Process

### Front Door Evacuation Procedure



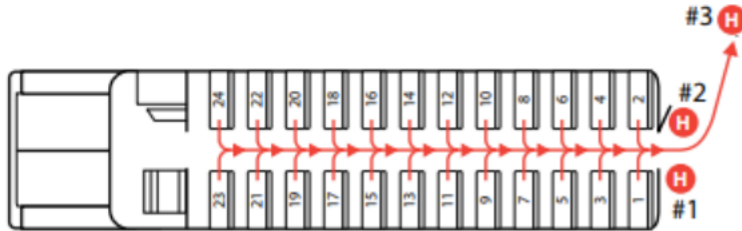
- The driver must stop the bus, set parking brake, turn off engine, and remove key.
- The driver stands, opens the front door, faces the passengers to get their attention, and informs them of the situation.
- The driver must instruct passengers to:
  - Have their hands free and not take anything out of the bus as getting out is first priority.
  - Use the aid of the helpers.
  - Not jump out the door as they may injure themselves or the helpers.
  - Maintain a safe distance apart from each other when evacuating.
- The driver controls the order of evacuation:
  - Passengers would start evacuating from the front of the bus and by alternating seats from side to side until all passengers have left the bus.
  - *If necessary, the driver will evacuate passengers from the rear first if the hazard is stemming from the front of the bus.*
- The driver must remain in the bus and check that everyone is out of the bus before going to the safe area where passengers are gathered.
- The driver must then take a head count to ensure all passengers are accounted for.

*(Note: If the operator has their own preschooler on the bus with them by special agreement, the preschooler should stay with the operator throughout the evacuation and leave the bus with the operator only after all of the other passengers have left).*

## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX A-2

#### Rear Door Evacuation Procedure



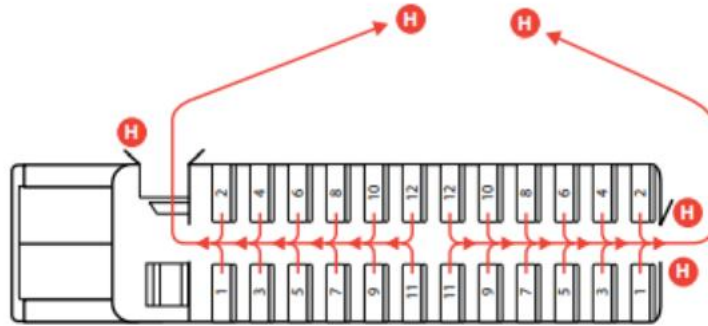
- The driver must stop the bus, set the parking brake, turn off engine, and remove the key.
- The driver stands, opens the front door, faces the passengers to get their attention, and informs them of the situation.
- Appoint a responsible helper to exit the bus and lead passengers to a safe location at least 35 metres away from the bus.
- Appoint two responsible helpers to proceed to the outside of the bus rear door to assist passengers in exiting the bus.
- The driver must instruct passengers to:
  - Have their hands free and not take anything out of the bus as getting out is first priority.
  - Use the aid of the helpers.
  - Not jump out the door as they may injure themselves or the helpers.
  - Maintain a safe distance apart from each other when evacuating.
- The evacuating passenger will follow these directions for exiting the bus:
  - Passengers should be positioned with knees bent, one foot slightly forward, waist slightly bent, and arms bent at the elbow.
  - Helpers should assist by reaching up, one hand cupping the evacuating passenger's elbow and the other gripping the wrist firmly. When this has been achieved by both helpers, they will say "NOW" to signal the passenger can now exit the bus.
  - Passenger will then push off with back leg and step (not jump) to the ground with the assistance of the two helpers. Helpers should not pull the passengers from the bus and not let go of the passenger until they have firm footing on the ground.
- The driver must remain in the bus and check that everyone is out of the bus before going to the safe area where passengers are gathered.
- The driver must then take a head count to ensure all passengers are accounted for.

*(Note: If the operator has their own preschooler on the bus with them by special agreement, the preschooler should stay with the operator throughout the evacuation and leave the bus with the operator only after all of the other passengers have left).*

## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX A-3

#### Split Door Evacuation Procedure



A split evacuation is when passengers use both front and rear doors to leave the bus. This is the fastest method of getting everyone off the bus in an emergency.

- The driver must stop the bus, set the parking brake, turn off engine, and remove the key.
- The driver stands, opens the front door, faces the passengers to get their attention, and informs them of the situation.
- The driver appoints two helpers at the front door and three at the rear doors to assist in moving passengers off the bus. The driver must instruct the helpers of their roles. The helper roles will be the same as the front and rear helpers described above in the front and rear door evacuations.
- The driver must instruct passengers to:
  - Have their hands free and not take anything out of the bus as getting out is first priority.
  - Use the aid of the helpers.
  - Not jump out the door as they may injure themselves or the helpers.
  - To maintain a safe distance apart from each other when evacuating.
  - All go to the same safe place at least 35 metres away.
- The driver must remain in the bus and check that everyone is out of the bus before going to the safe area where passengers are gathered.
- The driver must then take a head count to ensure all passengers are accounted for.

*(Note: If the operator has their own preschooler on the bus with them by special agreement, the preschooler should stay with the operator throughout the evacuation and leave the bus with the operator only after all of the other passengers have left).*



## **SAFETY PROGRAM TRANSPORTATION SERVICES**

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The purpose of a drill is for passengers and operators to learn the proper procedure for an emergency evacuation. With thorough instruction and careful monitoring of the passengers, injuries can be prevented.

If your passengers are from kindergarten to grade four, the assistance of school staff is recommended when conducting a rear door evacuation practice. This is to ensure safety during the drill and provide reassurance to the very young children however; in a real emergency you most likely will not have this assistance. The operator will be positioned at the back door, kneeling on the seat to assist and monitor the evacuation. This is the only way to ensure that your passengers are being taught the proper procedures and to prevent injuries.

In the event that the operator was injured, the passengers would need to know and be responsible for the safe and orderly evacuation of the bus which is why periodic practice is so important.

**NOTE:** All buses are equipped with emergency windows. These are only to be used if the standard exits are impossible to use due to position of the bus or damage to the bus. Buses may also be equipped with least one overhead hatch.





# SAFETY PROGRAM TRANSPORTATION SERVICES

**ANNEX A-4**



## Chinook's Edge School Division Commercial Bus Daily Trip Inspection

PHYSICAL LOCATION OF INSPECTION: \_\_\_\_\_ TOWN: \_\_\_\_\_, Alberta

(IF RURAL, GIVE COMPLETE LEGAL LAND OR 911) \_\_\_\_\_ OR  MOUNTAIN VIEW COUNTY, Alberta  RED DEER COUNTY, Alberta

UNIT#:	ODOMETER READING:	TIME OF INSPECTION:	AM
			PM

**INSPECT ALL OF THE ITEMS LISTED BELOW. WITH AN "X", IDENTIFY ONLY THE DEFECTIVE ITEMS AND DESCRIBE IN THE "REMARKS" SECTION**

**ENGINE COMPARTMENT**

- General Appearance
- Fluid Leaks Underneath
- Engine Oil Level/Cap Secure
- Transmission Oil Level
- Coolant Level/Cap Secure
- Brake Fluid Level
- Power Steering Fluid
- Windshield Washer Fluid Level
- Hoses/Clamps/Wires: Mounts / Connections
- Fan Blades and Belts: Condition / Tension
- Castle Nuts/Cotter Pins
- Hood Supports, Mounts and Braces
- Leaf Springs/Shocks/U-Bolts
- Frame/Crossmember
- Brake line

**START-UP CHECK**

- Pre-Start-Up: Service Brake Booster
- Pre-Ignition - On Position: Gauges Functioning, Service Brake Warning/ABS lights
- Start-Up
- Oil Pressure Warning Gauge/Light
- Parking Brake Light
- Alternator Warning Light
- Ammeter / Voltmeter
- Water Temperature Gauge
- Fuel Gauge: Fuel Level
- Vehicle Insurance/Registration/Safety Fitness
- Inspection Certificate (CVIP) / Schedule 2

**PRE ON-ROAD CHECKS**

- Parking Brake Tug-Test Forward/Reverse
- Service Brake Low Speed Response
- Steering Play / Response
- Suspension

**EXTERIOR CHECK**

- Windshield / Windows / Mirrors
- Licence Plate secure/matches registration
- Fuel Cap/Tank Securements
- DEF Fluid Cap/Tank (if equipped)
- Emergency Door Operation/Buzzer/Seal
- Exhaust - Tailpipe secure/leaks
- Tires - Tread, Sidewall, Rim, Lug nuts, Valve stem, Hub, Inflation, Mud Flaps
- Reflective Tape
- Under the Bus check: Frame / Exhaust System / U-Hangers Driveshaft / Shocks / Springs / Opposing duals
- General Appearance: Cleanliness / Reflectors
- Emergency Exits (Windows/Door) marked
- Stop Arm Operation
- Crossing Arm
- Luggage Compartments (if equipped)
- Battery Compartment
- Bumper
- Camera(s)
- New damage

**EXTERIOR LIGHTS CHECK**

- Turn Signals: Left/Right & Dash Indicator
- Headlights: Low/High & Dash Indicator
- Daytime Running Lights
- Hazards: Exterior & Dash Indicator
- Tail Lights
- Brake Lights
- Licence Plate Light
- Back-Up Lights / Alarm
- Clearance Lights and Side Markers
- Alternating Flashing (Red) Lights
- Alternating Flashing (Amber) Lights
- Stop Arm Lights
- Strobe Lamp

**INTERIOR CHECK**

- Radio System/check
- Driver Seat and Adjustment
- Seat Belt & Restraint Cutter
- Passenger Seats: Bottoms/Backs Secure
- Floors: Heater Leaks / Housekeeping
- Emergency Equipment: First Aid Kit Fire Extinguisher / Reflectors(Triangles)
- Horn
- Child Check System - if equipped
- Heaters / Defrosters / Dash Fan
- Windshield Wipers: High/Low Intermittent, Washer Fluid
- Dome Lights: Driver / Passenger
- Stepwell Lights
- Emergency Doors/Emergency Windows
- Front Door Operation/Seal
- Driver's Window
- New Damage

**WHEELCHAIR LIFT & EQUIPMENT**

- W/C Lift Operation
- Lift Door Warning Device
- W/C Lift Platform: Pivots & Bushings/Hinges Latches / Pins / Condition
- W/C Lift: Hydraulic System for Leaks
- Check Retractors / Number of Retractors
- Ensure Webbing not Frayed / Damaged
- Check Shoulder Belt Anchors
- Check Lap/Shoulder Belt not Frayed/Damaged
- All Belts are Clean
- Check Buckles for Damage
- Check Floor Anchors
- Check Parts not Worn/Broken or Cracked

**DRIVER'S REMARKS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I HAVE (Check  the applicable 2 boxes):**

- |   |  |
|---|--|
| <input type="checkbox"/> I have completed a trip inspection and have detected no defect or deficiency in this motor vehicle | <input type="checkbox"/> I have detected the defects as described in the <b>DRIVER'S REMARKS AREA AND SUBMITTED A REQUEST FOR SERVICE FORM AS REQUIRED</b> |
| <input type="checkbox"/> I have in my possession, a valid driver's license for the operation of the vehicle above           |  |

DATE:	DRIVER (PRINT): _____	DRIVER SIGNATURE: _____
	DRIVER 2 (PRINT): _____	DRIVER SIGNATURE: _____

The vehicle identified on this report has been inspected in accordance with NSC Standard 13, Schedule 2 requirements. No person shall drive a commercial vehicle on a highway unless in possession of a Daily Trip Inspection Report. A Daily Trip Inspection Report is valid for 24 hours and must be produced to a Peace Officer upon demand. The Driver shall forward the original of each inspection report to the Transportation Department at Chinook's Edge School Division **within 20 calendar days** of the completion of the report.

Revised July 2023

Carrier's Name and Address: Chinook's Edge School Division, 4904-50TH Street, INNISFAIL, AB T4G 1P6  
 Transportation Office, 4404-42nd Avenue, INNISFAIL, AB T4G 1P6

**YELLOW COPY TO REMAIN IN BOOK WITH MATCHING UNIT AT ALL TIMES**



## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX A-5

#### Schedule 2 – Bus

**Application:**

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

<b>1. Accessibility Devices</b>	
<b>Defect(s)</b> <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> <li>Alarm fails to operate.</li> <li>Equipment malfunctions.</li> <li>Interlock system malfunctions.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Vehicle fails to return to normal level after "kneeling."</li> <li>Extendable lift, ramp or other passenger-loading device fails to retract.</li> </ul>
<b>2. Air Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Audible air leak.</li> <li>Slow air pressure build-up rate.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Pushrod stroke of any brake exceeds the adjustment limit.</li> <li>Air loss rate exceeds prescribed limit.</li> <li>Inoperative towing vehicle (tractor) protection system.</li> <li>Low air warning system fails or system is activated.</li> <li>Inoperative service, parking or emergency brake.</li> </ul>
<b>3. Cargo Securement</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure cargo.</li> <li>Absence, failure, malfunction or deterioration of required cargo device or load covering.</li> </ul>
<b>4. Coupling Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Coupler or mounting has loose or missing fastener</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Coupler is insecure or movement exceeds prescribed limit.</li> <li>Coupling or locking mechanism is damaged or fails to lock.</li> <li>Defective, incorrect or missing safety chain/cable.</li> </ul>
<b>5. Dangerous Goods</b>	
	<b>Major Defect(s)</b> Dangerous goods requirements not met.
<b>6. Doors and Emergency Exits</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Door, window or hatch fails to open or close securely.</li> <li>Alarm inoperative.</li> </ul>	<b>Major Defect(s)</b> ( <i>Passengers may not be carried<sup>1</sup>.</i> ) <ul style="list-style-type: none"> <li>Required emergency exit fails to function as intended.</li> </ul> <sup>1</sup> vehicle may be moved when no passenger carried.
<b>7. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<b>Major Defect(s)</b> ( <i>Passengers may not be carried<sup>2</sup>.</i> ) <ul style="list-style-type: none"> <li>Accelerator sticking and engine fails to return to idle.</li> </ul> <sup>2</sup> vehicle may be moved when no passenger carried.
<b>8. Driver Seat</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
<b>9. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Loose or insecure wiring or electrical connection.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Inoperative breakaway device.</li> <li>Inoperative brake.</li> </ul>



## SAFETY PROGRAM TRANSPORTATION SERVICES

<b>10. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b>	
<ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
<b>11. Exhaust System</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
<b>12. Exterior Body and Frame</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Insecure or missing body parts.</li> <li>Insecure or missing compartment door.</li> <li>Damaged frame or body.</li> </ul>	<ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
<b>13. Fuel System</b>	
	<b>Major Defect(s)</b>
	<ul style="list-style-type: none"> <li>Missing fuel tank cap<sup>1</sup>.</li> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul> <p><sup>1</sup> vehicle may be moved when no passenger carried.</p>
<b>14. General</b>	
	<b>Major Defect(s)</b>
	<ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
<b>15. Glass and Mirrors</b>	
<b>Defect(s)</b>	<b>Major Defect(s) (Passengers may not be carried<sup>2</sup>)</b>
<ul style="list-style-type: none"> <li>Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</li> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<ul style="list-style-type: none"> <li>Driver's view of the road is obstructed in the area swept by the windshield wipers.</li> </ul> <p><sup>2</sup> vehicle may be moved when no passenger carried.</p>
<b>16. Heater/Defroster</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Control or system failure.</li> </ul>	<ul style="list-style-type: none"> <li>Defroster fails to provide unobstructed view through the windshield.</li> </ul>
<b>17. Horn</b>	
<b>Defect(s)</b>	
<ul style="list-style-type: none"> <li>Vehicle has no operative horn.</li> </ul>	
<b>18. Hydraulic Brake System</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Brake fluid level is below indicated minimum level.</li> </ul>	<ul style="list-style-type: none"> <li>Parking brake is inoperative.</li> <li>Brake boost or power assist is inoperative.</li> <li>Brake fluid leak.</li> <li>Brake pedal fade or insufficient brake pedal reserve.</li> <li>Activated (other than ABS) warning device.</li> <li>Brake fluid reservoir is less than ¼ full.</li> </ul>
<b>19. Lamps and Reflectors</b>	
	<b>Major Defect(s)</b>
	<p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> <li>Failure of both low-beam headlamps.</li> <li>Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times:</i></p> <ul style="list-style-type: none"> <li>Failure of a rearmost turn-indicator lamp.</li> </ul>



## SAFETY PROGRAM TRANSPORTATION SERVICES

	<ul style="list-style-type: none"> <li>Failure of both rearmost brake lamps.</li> </ul>
<b>20. Passenger Compartment</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Stanchion padding is damaged.</li> <li>Damaged steps or floor.</li> <li>Insecure or damaged overhead luggage rack or compartment.</li> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>	<b>Major Defect(s)</b> <i>When affected position is occupied:</i> <ul style="list-style-type: none"> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>
<b>21. Steering</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Steering wheel lash (free-play) is greater than normal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Steering wheel is insecure, or does not respond normally.</li> <li>Steering wheel lash (free-play) exceeds required limit.</li> </ul>
<b>22. Suspension System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Air leak in air suspension system.</li> <li>Broken spring leaf.</li> <li>Suspension fastener is loose, missing or broken.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Damaged<sup>1</sup> or deflated air bag.</li> <li>Cracked or broken main spring leaf or more than one broken spring leaf.</li> <li>Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</li> <li>Loose U-bolt.</li> </ul> <sup>1</sup> patched, cut, bruised, cracked to braid, mounted insecurely.
<b>23. Tires</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Damaged tread or sidewall of tire.</li> <li>Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>).</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Flat tire.</li> <li>Tire tread depth is less than wear limit.</li> <li>Tire is in contact with another tire or any vehicle component other than mud-flap.</li> <li>Tire is marked "Not for highway use".</li> <li>Tire has exposed cords in the tread or outer side wall area.</li> </ul>
<b>24. Wheels, Hubs and Fasteners</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Hub oil below minimum level. (When fitted with sight glass.)</li> <li>Leaking wheel seal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Wheel has loose, missing or ineffective fastener.</li> <li>Damaged, cracked or broken wheel, rim or attaching part.</li> <li>Evidence of imminent wheel, hub or bearing failure.</li> </ul>
<b>25. Windshield Wiper/Washer</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Control or system malfunction.</li> <li>Wiper blade damaged, missing or fails to adequately clear driver's field of vision.</li> </ul>	<b>Major Defect(s)</b> <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"> <li>Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.</li> </ul>



# SAFETY PROGRAM TRANSPORTATION SERVICES

ANNEX A-6

## REQUEST FOR SERVICE

**CHINOOK'S EDGE SCHOOL DIVISION  
TRANSPORTATION SERVICES  
4404 - 42<sup>nd</sup> AVENUE, INNISFAIL, AB T4H 1P6**

DATE: \_\_\_\_\_ 20 \_\_\_\_\_

SERVICE NO.: \_\_\_\_\_

BUS NO.: \_\_\_\_\_

ODOMETER READING: \_\_\_\_\_

**SERVICE REQUESTED (please be specific)**

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\_\_\_\_\_  
**SIGNATURE OF OPERATOR**



## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX B-1

#### Driver's Time Record Sample (Daily)



#### BUS DRIVER'S HOURS OF SERVICE RECORD

Carrier Name and Address:  
Chinook's Edge School Division No. 73  
4904-50th Street  
Innisfail, Alberta T4G1W4

Day of Month	ON-DUTY TIME					ON-DUTY TIME OTHER THAN REGULAR ROUTES		DESCRIPTION: i.e. Field Trip, Service Trip, Training etc.
	MORNING		AFTERNOON		OFF DUTY	ON-DUTY TIME		
	START	END	START	END		START	END	
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

If you had "NO" on-duty time for any full day covered by this time record, please indicate with a check mark in the "off-duty" field

If you had "NO" on-time duty for any shift on any day mark "OFF" in the corresponding field and submit as specified below

If you had "NO" on-duty time for the "entire" period covered by this time record please indicate with a check mark in the "off-duty" field on "ALL" days and submit as specified below

As an authorized driver driving for a Provincial Carrier the Provincial Hours of Service Regulation (AR317/2002) requires ALL calendar days within the year to be accounted for. Therefore, a record must be submitted for all holidays/vacation/summer time that you do not work regular hours

Driver Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's Signature: \_\_\_\_\_  
(Print) month year

THIS TIME RECORD MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT IMMEDIATELY FOLLOWING THE 15th OF THIS MONTH  
White Copy - Office      Yellow Copy - Driver



## SAFETY PROGRAM TRANSPORTATION SERVICES

ANNEX B-2

### Driver's Log Sample (outside 160km radius)

### DRIVER'S LOG

White Copy: Transportation Department

Yellow Copy: Driver

START TIME: AM / PM	MONTH / DAY / YEAR	UNIT #	PRINCIPAL CARRIER: <b>Chinook's Edge School Division No. 73</b>
FINISH TIME: AM / PM	ODOMETER START	ODOMETER END	TOTAL KILOMETERS
CARRIER'S PRINCIPAL ADDRESS: <b>4904 - 50th Street INNISFAIL, AB T4G 1W4</b>	DRIVER'S NAME: (please print)	DRIVER'S SIGNATURE:	

DUTY STATUS	USE HOME TERMINAL STANDARD TIME												TOTAL HOURS
	0	1	2	3	4	5	6	7	8	9	10	11	
OFF 1: DUTY	NOON												
SLEEPER 2: BERTH													
DRIVING 3: TIME													
ON DUTY 4: NOT DRIVING													
REMARKS START													<b>24</b>
													FINISH
													ALBERTA HOURS WORKED LAST 2 DAYS

Trip Start Point: \_\_\_\_\_ Trip Destination: \_\_\_\_\_

**1. Under the hood checklist**

- Fluid leaks.
- Wires, hoses and belts.
- Fluid levels - oil, radiator, windshield washer, power steering.
- Battery.

**2. Engine start up checklist**

- All gauges and warning lights.
- Fuel level (never fuel the bus with passengers aboard).
- Wipers and washers.
- Defrosters, fans and heaters individually.
- Horn.
- Parking brake, service brake, including the trailer brake connections.
- If your bus is equipped with air brakes, refer to the *Alberta Air Brake* manual for the pre-trip inspection.
- Unusual engine noises.
- All lights (turn them on to check).

**3. Outside the bus checklist**

- Headlights (high and low beam) and turn signals.
- Clearance lights or markers, reflectors and alternately flashing lights.
- Hazard warning lights.
- Brake lights / tail lights and license plate light.
- Tires, wheels and rims, lug nuts, objects lodged between the duals.
- Exhaust and tailpipe.
- Body damage.
- Rear emergency door opens and closes properly.

**3. Outside the bus checklist, continued...**

- Fuel filler cap.
- Specialized equipment for transporting persons with disabilities. Make sure it is operational and secured properly.
- All windows and mirrors check for damage, cleanliness and proper adjustments.
- General cleanliness. Be sure all signs and licence plate are legible.
- Under the bus. Look at the suspension, shocks, fuel tanks, air tanks or vacuum tanks, and check for fluid leakage.

**4. Inside the bus checklist**

- Adjust the driver's seat.
- All mirrors
- All emergency exits open and close and ensure alarm system is operational.
- Interior (seats, floors, step well light, etc. for cleanliness and damage).
- Emergency equipment, first aid kit, fire extinguisher, approved warning device.
- Restraint straps for mobility aids
- Vehicle documents.

**5. Final checklist**

- Fasten the seat belt.
- Re-check all gauges.
- Holding ability of the parking brake.
- Brakes and clutch. Check by driving forward and stopping. Check the steering wheel for excessive slack and play by rocking the steering wheel back and forth.



# SAFETY PROGRAM TRANSPORTATION SERVICES

ANNEX B-3

## CHINOOK'S EDGE SCHOOL DIVISION ON ROAD EVALUATION (ORE)



Driver: \_\_\_\_\_  
DL#: \_\_\_\_\_

Trainer: \_\_\_\_\_  
Date: \_\_\_\_\_

GENERAL DRIVING	
A. Basic Driving Manoeuvres	Comments
Fails to conduct traffic checks	
Speed: too slow/ too fast/ exceeds limit	
Fails to operate vehicle controls smoothly	
Fails to observe conditions / signs / road	
Improper two-hand grip on steering wheel	
Position: straddles / crowds / follow / pass	
Observation: blind spots / mirrors / controls	
Fails to drive courteously to others	
Fails to smoothly move from parked position	
Improper braking when slowing or stopping	
<b>B: Lane Changes</b>	
Traffic checks: front /beside / behind	
Signals: Not given / cancelled	
Improper following distance before / after	
Lane changing without adequate space	
Impedes/Endangers another vehicle	
Lane changes: intersection/crosswalk/railway	
Too quick / slow lane change	
Exceeds speed limit	
<b>C: Crossing Intersections</b>	
Approach too fast	
Observation: type of intersection	
Signs / signals / fails to anticipate	
Right-of-way judgement: people / vehicles	
Position: too far back / blocks crosswalk	
<b>D: Turns</b>	
Wrong lane: before / after	
Signals: none / early / late / cancelled	
Fails to maintain grip on steering wheel	
Traffic checks: front /beside / behind	
Lane position: fails to enter / angles left	
Cuts corner: turns wide left / right	
Inappropriate acceleration / speed	
<b>E. Curves</b>	
Fails to check / read signs / road markings	
Fails to maintain grip on steering wheel	
Speed: entering / during / exiting curve	
Lane position	
Traffic checks: front /beside / behind	
<b>F. Entering and Exiting a Highway</b>	
Traffic checks: front /beside / behind	
Speed: too slow/ too fast for conditions	
Observations: signs / pavement markings	
Right-of-way judgement	
Fails to manage following distance	
Signals: Not given / cancelled	

PROCEDURES	
A. Country Turnaround - Passenger Side/Driver Side	Comments
Fails to check mirrors / shoulder check	
Judgement: fails to anticipate enough time/space for turnaround	
Starting position: 1-1.5 bus lengths ahead of roadway	
Signals / hazard lights: not given / cancelled	
Fails to sound horn	
Speed: too quick / slow	
Position: starting/during/completion	
Right-of-way judgement: other vehicle / own / pedestrian	
<b>B. Loading and Unloading Passengers</b>	
Fails to slow down bus/misses bus stop	
Fails to activate alternately flashing lights: amber / red	
Fails to activate signal: right / left	
Stopping position: too far from stop / too far from curb (1 meter)	
Fails to secure bus (neutral/park brake/service brake)	
Mirror/shoulder checks-load/unload pass -starting/stopping bus	
Doors: open / close incorrect timing	
Fails to ensure passengers are entering or exiting safely	
Fails to use mirrors to ensure clearance of entrances or exits	
<b>C. Uncontrolled Railway Crossing</b>	
Fails to slow down bus	
Fails to activate hazard lights	
Fails to quiet passengers / reduce noise	
Distance from closest track (5 - 15m)	
Controls: Neutral / brake / park brake	
Door / Window : open / not open / too soon	
Observation: listen / look both directions	
Door: proceeds when open	
Gear: shifts on railway track	
<b>D. Hill Park (Uphill with/without curb, downhill with/without curb)</b>	
Fails to check for traffic before pulling over to curb/edge of road	
Fails to reduce speed	
Fails to apply brakes in a gradual manner	
Fails to turn wheels in correct direction	
Position: rear wheel more than 50 cm from curb	
Fails to apply park brake	
Hits curb hard	
Climbs curb	
<b>Comments:</b>	

Driver Signature: \_\_\_\_\_  
Updated August 17, 2023


Trainer Signature: \_\_\_\_\_





## SAFETY PROGRAM TRANSPORTATION SERVICES

### ADMINISTRATIVE PROCEDURES

	<i>Chinook's Edge School Division – Administrative Procedure</i>	
	<b>AP 5 – 03 Division Owned Vehicles</b>	
<b>Related Policies:</b>		<b>Initial Approval:</b>
<b>Related Procedures:</b>		<b>Last Amended: 2019 December 17</b>
<b>Exhibits:</b>		<b>Last Reviewed: 2019 December 17</b>

**PURPOSE**

To ensure that Division owned vehicles (excluding buses) are to be used for the purpose of carrying out Division business or approved school activities, except where specifically authorized by the Superintendent.

**SCOPE**

This procedure applies to all staff.

**DEFINITIONS**

None

**PROCEDURES**

1. Supervision of Division owned vehicles is as follows:
  - 1.1 School Assigned Buses - Principal
  - 1.2 Maintenance & Delivery Vehicles - Director of Facility Services
  - 1.3 Bus Shop Vehicles - Director of Transportation
  - 1.4 All other vehicles - Superintendent.
2. Authorized drivers who are a minimum of 18 years of age and are in possession of a valid "class 5" Operator's Certificate shall be permitted to drive vehicles owned by Chinook's Edge School Division No. 73 (refer to Administrative Procedure 5 - 06). However, a "class 4" Operator's Certificate is mandatory for employees and non-employees to drive a school van. Proof of a valid "class 5" or "class 4" Operator's Certificate and Driver Abstract shall be provided to the supervisor of the vehicle prior to operation.
3. Only Division employees shall be permitted to operate Division owned vehicles unless the Superintendent grants prior approval, in writing. The Superintendent may authorize the use of Division-owned vehicles for functions not directly related to a school activity provided that the Division vehicle is not previously booked for a school related function.
4. Passengers are only permitted to ride with Division employees provided it is related to Division business or an approved school activity, or if the function is approved by the Superintendent.
5. Supervisors responsible for Division owned vehicles shall have each vehicle inspected by Chinook's Edge School Division No. 73 bus shop mechanics, or equivalent, every six months.
6. The purchase of any Division vehicle shall require final authorization by the Superintendent or designate.
7. Division owned vehicles shall be insured under the Board's insurance policy and arranged through the Finance Department.

## SAFETY PROGRAM TRANSPORTATION SERVICES

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8. Registration of vehicles shall be in the name of Chinook's Edge School Division No. 73 and shall be through the Director of Transportation. (To register a vehicle and issue license plates, the Motor Vehicles Branch requires an Application for Vehicle Registration completed and Proof of Insurance Coverage. Proof of Insurance (or pink card) can be obtained from the Finance Department.) After registering the vehicle, a copy of the registration must be sent to the Finance Department for record keeping.
9. All costs associated with purchasing, licensing, maintenance, repair, insurance, and operation of any Division vehicle shall be the sole responsibility of the school or Department utilizing the services of the vehicle.
10. Division owned vehicles shall contain each of the following:
  - 10.1 Proof of Insurance (pink card)
  - 10.2 Registration
  - 10.3 Full fire extinguisher
  - 10.4 Full first aid kit
  - 10.5 Reflective triangles
11. Division owned vehicles shall bear the name and/or logo of the Division on the exterior of the vehicle at all times and the vehicle shall be kept clean inside and out.
12. Drivers must drive safely in accordance with the requirements of the *Traffic Act* and Municipal Traffic Bylaws and must advise the supervisor of any changes on their licenses or changes in the status of their personal insurance coverage. If an individual exceeds 6 demerits they will no longer be allowed to drive Division vehicles.
13. The Division may provide vehicles to employees who require a vehicle to carry out their duties for any of the following:
  - 13.1 Duties required in various locations
  - 13.2 Necessity of having tools and/or equipment in their possession at all times
  - 13.3 Responsibility for transporting employees and/or materials to various sites
  - 13.4 Unusual circumstances that are approved by the Superintendent.
14. Generally, Division owned vehicles shall not be used for personal use and shall only be used for the purposes of carrying out Division business. The only exception to this is when it is clearly in the Division's interest for the vehicle to be taken home over night and prior approval must be obtained from the Superintendent. Mileage logs shall be maintained by the employee to quantify the personal use for each employee assigned a vehicle. Mileage logs shall be approved by the supervisor and shall be submitted monthly to the Finance Department.
15. The value of a benefit for personal use of a Division owned vehicle provided to an employee shall be included in the income from employment of the employee and reported on a T4 supplementary annually. The taxable benefit shall be calculated annually based on Canada Customs and Revenue Agency's current rules.
16. In the event of an accident or traffic violation, the incident must be reported immediately to the supervisor and RCMP. Drivers failing to report an incident may be subject to disciplinary action and or dismissal.

### REFERENCE AND LINKS


*Education Act*

Revenue Canada Income Tax Interpretation Bulletin T4130



## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX C-1

	<b>Chinook's Edge School Division – Administrative Procedure</b>
<b>AP 1 -13 Inclement Weather</b>	
<b>Related Policies:</b>	<b>Initial Approval:</b> 2014 February 12
<b>Related Procedures:</b>	<b>Last Amended:</b> 2023 January 30
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2023 January 30

**PURPOSE**

To ensure that school and Division operations are conducted in a safe manner during inclement weather.

**SCOPE**

This procedure applies to all parents, students and staff.

**DEFINITIONS**

*A closed school* - is defined as a school that is not operational. Students are not to attend when a school is closed. If students arrive when a school is closed, designated staff will contact parents and arrange to have the student picked up. Staff are not expected to go to the school or to Division Office on days when school is closed. Buses do not run on days when school is closed. However, learning will continue remotely.

Temperature - for the purpose of this administrative procedure includes both actual and forecast temperatures.

Ambient Temperature - is the same as the current air temperature. Another way to say this is the ambient temperature is the air temperature without wind chill.

**PROCEDURES**

1. The Superintendent or designate may close a school, a community of schools, including Division office, or all the schools in the division if the Superintendent deems the weather conditions warrant the closure. The weather conditions can include extreme cold temperatures. The weather forecast from The Weather Network (Environment Canada may also be referenced) at 5:30 a.m. will be used by the superintendent or designate to make a decision.
  
2. (Red Day) - The Superintendent or designate may choose to close a school or a community of schools, including Division office if at 5:30 a.m. The Weather Network (Environment Canada may also be referenced) forecasts the **temperature with wind chill**, between the hours of 7:00 a.m. to 9:00 a.m., to be at or lower than minus forty-five (-45) degrees Celsius. In some instances, for consistency in a particular area of the Division or for the Division as a whole, the Superintendent may choose to close a school that does not meet the temperature threshold when a number of schools close by do meet the temperature threshold.
  
3. (Yellow Day) - The Director of Transportation may
  - A. Suspend operations of a bus or buses for the entire school day under the following conditions.
    - I. When the **temperature with wind chill** in the affected area is at or lower than minus forty (-40) degrees Celsius.
    - II. When temperatures have had or have the potential to cause mechanical issues to a significant number of Division buses.

## SAFETY PROGRAM TRANSPORTATION SERVICES

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- III. When the affected area has a reduced visibility that may make the operation of the bus hazardous to the safety and well-being of the school bus passengers and the reduced visibility is forecast to remain unchanged throughout the day.
  - IV. When the affected area has road or climatic conditions that are forecast to be of a nature that may make the operation of the bus hazardous to the safety and well-being of the school bus passengers.
  - B. Suspend operations of a bus or buses for the morning bus run under the following conditions.
    - I. When the affected area has a reduced visibility that may make the operation of the bus hazardous to the safety and well-being of the school bus passengers and the visibility is forecast to improve later in the day.
    - II. When a weather event that jeopardizes travel in the affected area is forecast to improve later in the day.
  - C. Suspend operations of a bus or buses chartered for field trips under the following conditions.
    - I. When the affected area has road or climatic conditions which are of a nature that would make the operation of the bus hazardous to the safety and well-being of the school bus passengers.
  - D. Require school buses transport students home before the end of the school day
    - I. When the affected area has road or climatic conditions forecast to be of a nature that would make the operation of the bus hazardous to the safety and well-being of the school bus passengers.
    - II. When the Superintendent or designate has approved the decision.
4. A bus driver shall not operate the school bus if, in his/her opinion, road or climatic conditions are of a nature that would make the operation of the bus hazardous to the safety and well-being of the school bus passengers.
5. At the start of the school year, the school principal
- A. Will inform the parents
    - I. That schools may be closed due to inclement weather.
    - II. That they will be asked to pick up their children, if the children arrive at school on a date that the school is closed.
    - III. Of how they will be informed of a school closure.
    - IV. That in the case of school closure, learning will continue remotely.
  - B. Will inform all staff
    - I. That schools may be closed due to inclement weather.
    - II. That staff are not expected to go to the school when the school is closed.
    - III. That staff are expected to work from home.
    - IV. Of how they will be informed of a school closure.
    - V. That in the case of school closure, a learning plan must be in place for student learning to continue remotely.
  - C. Will inform teachers
    - I. That they should have a learning plan in place for days when school is open but buses are not running.
    - II. That on days where school is open and buses are not running, teachers will develop a plan to ensure that students who were absent have an opportunity to catch up.
  - D. Will develop a plan to ensure there are sufficient staff at the school in the event of a school closure.
  - E. Will inform the staff who are designated to be at the school when it is closed
    - I. Of the process to deal with students who arrive a school.
    - II. Of what to do in the event that they are unable to make it to the school.
  - F. Will develop a plan to meet Alberta Education's requirements if school is closed on a day when Alberta Education diploma and achievement tests are scheduled. That plan should include:
    - I. How parents and students will be contacted and informed that the school will be opened for exams.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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- II. How exams will be accessed.
6. At the start of the school year, the Director of Transportation
- A. Will develop a plan to inform school administration, parents and bus drivers.
    - I. When schools are closed and buses are not running.
    - II. When a bus, or buses are not running due to inclement weather.
    - III. When a bus driver determines that it is unsafe to continue driving a route that has been started.
  - B. Will inform school administration of how they will be informed that buses coming to their school will not be operating.
  - C. Will inform the parents
    - I. That schools may be closed in times of inclement weather and remind parents that, students should not attend when a school is closed. If students arrive when a school is closed, designated staff will contact parents and arrange to have the student picked up. Staff will not be at school on days when the school is closed. Buses do not run on days when school is closed.
    - II. That in some instances schools will be open, but buses may not run due to inclement weather.
    - III. Of how they will be informed of a school closure.
    - IV. That students are required to be properly dressed for the weather conditions in the event that buses are not able to complete their run.
  - D. Will inform the bus drivers
    - I. That schools may be closed due to inclement weather.
    - II. Of the procedure they must follow if they determine that road or climatic conditions are of a nature that would make the operation of the bus hazardous to the safety and well-being of the school bus passengers.
    - III. Of the procedure they must follow if, during the course of the route, road or climatic conditions make it unsafe to continue on the route.
    - IV. Of how they will be informed of a school closure.
7. If the Superintendent declares a school, the schools within a community, or all the schools in the Division closed
- A. The Superintendent or designate is responsible to
    - I. Inform parents and staff that the school is closed.
  - B. The Principal of the school is responsible to
    - I. Ensure there are sufficient staff at the school.
    - II. Ensure that the staff are able to execute the plan to deal with students who are in attendance.
    - III. Ensure students have access to write diploma exams if schools are closed on a day when diploma exams are scheduled.
  - C. The Principal of Horizon School, in addition to the duties listed above, is also responsible to
    - I. Contact parents of each student, informing them that the school is closed.
  - D. The Director of Transportation or designate is responsible to
    - I. Inform parents and bus drivers that the buses are not running.
    - II. Inform local media of which buses are not running and which schools are closed.
8. If the Director of Transportation or designate suspend operations of a bus or buses, the Director of Transportation or designate shall, as early as possible inform
- A. The Superintendent or designate
  - B. The bus drivers
  - C. The affected school administration
  - D. Affected parents that buses are not running and that schools are open
  - E. Inform local media of which buses are not running and that schools are open.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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9. If a bus driver determines road or climatic conditions are of a nature that would make the operation of the bus hazardous to the safety and well-being of the school bus passengers, the bus driver will
  - A. Inform the Director of Transportation or designate of his or her decision.
  - B. Inform the parents of the affected students as required by the Director of Transportation or designate.
  
10. If a bus driver determines, during the course of the route, that road or climatic conditions make it unsafe to continue on the route. The Bus driver shall
  - A. Inform the Director of Transportation or designate of his or her decision.
  - B. Inform the parents of the affected students as required by the Director of Transportation or designate.

### REFERENCE AND LINKS

*Education Act*


### HISTORY

2014 Feb 12	Approved
2017 Sept 25	Approved
2018 Jan 23	Approved
2018 March 26	Reviewed
2019 March 05	Updated
2019 Nov 25	Reviewed
2020 Jan 27	Revised
2020 March 24	Revised
2020 Nov 16	Revised
2021 Sept 21	Revised
2023 Jan 30	Revised



## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX C-2

	<b>Chinook's Edge School Division – Administrative Procedure</b>	
	<b>AP 5 – 11 School Bus Transportation</b>	
<b>Related Policies:</b> PL 3 – 08.2.0 Student Transportation	<b>Initial Approval:</b> 2015 Sept 11	
<b>Related Procedures:</b>	<b>Last Amended:</b> 2023 April 05	
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2023 April 05	

**PURPOSE**

To ensure that students are provided with a safe, efficient and effective transportation system.

**SCOPE**

This procedure applies to all staff in the Division.

**DEFINITIONS**

*Eligible Students (Partially Funded)* - students that the Division will provide with transportation to their designated school.

- All students whose primary residence is 1.0 km (grades K-6) and 2.0 km (grades 7-12) or greater from their designated school.

*Occasional Rider* – not a patterned rider

**PROCEDURES**

1. The Director of Transportation shall ensure that all eligible students are provided with transportation to their designated school, if
  - a. The parent of the student has previously requested transportation and the student's primary residence is in the county and neither the primary residence nor the designated school have changed.
  - b. The student resides in a town, village, or hamlet and the parent requests transportation within 10 school days of the start of the school year.
  - c. The student is new to the Division and the parent requests transportation within 10 days of the student registering in the student's designated school.
  - d. The parent has paid all applicable and outstanding student transportation fees.
2. The Director of Transportation may provide students who are not eligible students with transportation from a congregated stop to their designated school by September 30, only if
  - a. The Director of Transportation has determined that there is room on the bus.
  - b. The parent has paid all applicable student transportation fees.
3. If there are fewer seats on the bus than there are requests for transportation by students who are not eligible for transportation, the Director of Transportation shall consider the following when assigning the available seats
  - a. Younger students will be given preference.
  - b. Parents who made an early application will be given preference.
4. The Director of Transportation shall provide students with transportation from their primary residence or a congregated stop to their designated school. The Director of Transportation may provide transportation to and from locations other than the student's primary residence, only if
  - a. There is room on the bus.
  - b. The alternate location does not require the bus route to be changed.
  - c. The alternate location is in the same school attendance boundary.



## SAFETY PROGRAM TRANSPORTATION SERVICES

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- d. The student pays the applicable fees.
5. The Director of Transportation shall provide transportation to students who reside outside the Division's boundaries, only if
  - a. The school principal has granted the student permission and confirmed that the student has registered in the school.
  - b. There is room on the bus.
  - c. The student meets the bus at designated stop.
  - d. The student pays the applicable fees.
6. The following transportation fee schedule will take effect the beginning of the 2023-2024 school year:
  - Partially Funded Students (student who reside more than 1.0 km (K-6) and 2.0 km (7-12) from their designated school) - \$175.00 if registered by June 1 and \$200.00 if registered after June 1
  - Unfunded Students (students who reside less than 1.0 km (K-6) and 2.0 km (7-12) from their designated school) - \$500.00
  - School of Choice - \$500.00
  - Students who require a seat on more than one bus – the appropriate partially funded or unfunded student fee will be applied to each seat required on each bus
  - The \$500.00 School of choice fee for students wishing to attend a school with a population of less than 100 will be waived. Students that this waiver applies to will pay \$200.00 fee for students who live more than 1.0 km (K-6) and 2.0 km (7-12) from their designated school.
  - Fees will be reduced by 50% for the third and subsequent children in a family
  - Kindergarten fees will be reduced by 50% because it is a part time program. However, kindergarten students that require daily transportation will still pay the full fee.
7. The Director of Transportation shall design bus routes to maximize efficiency and minimize ride times. In designing the bus routes the Director of Transportation shall
  - a. Annually review all bus routes to ensure routes reflect changes in school populations, student locations and changes to designated attendance areas.
  - b. Adjust, eliminate, or establish bus routes at any time during the year.
  - c. Transfer of buses, students and/or drivers from one route or bus to another at any time during the year.
  - d. Inform the municipal authority.
8. When designing bus routes, the Director of Transportation shall ensure that bus stop locations
  - a. Are safe for students and drivers.
  - b. Are, for rural stops, at the point of intersection of a private driveway and a municipal roadway, unless safety concerns or scheduling considerations require other options.
  - c. Are, for subdivisions, at a congregated stop at the entrance to or within the subdivision, unless safety concerns or scheduling considerations require other options.
9. The Director of Transportation may designate a bus stop on private property only if
  - a. The owner of the property agrees to construct and maintain a satisfactory and safe turn-around point at their own expense.
  - b. There is a School Bus Turn Around Agreement in place.
10. Where it is not feasible to establish a bus route, and the parent agrees, the Director of Transportation may provide the parent with monetary reimbursement in lieu of transportation whereby the parent will be responsible for the conveyance of the student to and from school. The reimbursement shall not exceed the transportation grant for the student, except where the Superintendent determines the student's special needs warrants additional funding.



## SAFETY PROGRAM TRANSPORTATION SERVICES

11. In cases where a parent is dissatisfied with a decision made by the Director of Transportation, the Director of Transportation will inform the parent that they have the right to have the matter referred to the Associate Superintendent of Corporate Services, if the parent requests, in writing, that the matter be referred to the Associate Superintendent of Corporate Services. The Director of Transportation shall advise the Associate Superintendent of Corporate Services of the parent's request.
12. The Director of Transportation shall ensure that, if a student is entitled to specialized supports and services under section 11(3) of the [Education Act](#) but does not reside in the attendance area for a school that provides specialized supports and services that are suitable for the student, transportation is provided for the student to and from the site of the school that provides the specialized supports and services program in which the Division enrolls the student.
13. The principal or designate of each school shall ensure that students are supervised when school buses are loading students after school and 15 minutes prior to school commencing as school buses are unloading.
14. The Director of Transportation shall maintain and review on an annual basis a Transportation Parent Handbook that includes
  - a. Who is an eligible student.
  - b. That parents are required to request student transportation.
  - c. The fee structure, and, if applicable, the fees applicable to their child.
  - d. The fee waiver process, the circumstances in which transportation fees may be waived, and how to apply for a fee waiver.
  - e. Expected student behaviours.
  - f. How the Division will communicate bus cancellations and bus delays.
  - g. How the parents are to communicate if their child will not be riding that day.
  - h. How to access the information on the Division's website.
  - i. All information required, by this administrative procedure, to be on the Division's website.
15. The Director of Transportation shall ensure that the Division's website includes
  - a. Links to policies and administrative procedures that guide transportation decision making in the Division.
  - b. The Transportation Parent Handbook.
  - c. Who is an eligible student.
  - d. That parents are required to request student transportation.
  - e. Of the fee structure, and, if applicable, the fees applicable to their child.
  - f. The fee waiver process, the circumstances in which transportation fees may be waived, and how to apply for a fee waiver.
16. The Director of Transportation shall ensure that parents, principals, and bus drivers are aware of the information contained in the Transportation Parent Handbook and the student transportation on the Division's website.
17. The Director of Transportation shall create a Bus Driver Handbook that includes
  - a. Reference to the contents of the Transportation Parent Handbook.
  - b. The requirements of the bus drivers in communicating bus cancellations and delays.
  - c. The requirement that bus drivers report, to the Director of Transportation, any accident, or traffic violation connected with a school bus that the driver witnesses or observes, and the consequences of failing to report.
  - d. The requirement that bus drivers report, to the Director of Transportation, any safety concerns or hazards inherent in the routes or designated stops.
  - e. The requirement that bus drivers do not deviate from their assigned route, without prior approval from the Director of Transportation.



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- f. The expected time variations in pick up and drop off times, including arrival times at schools and wait times at the end of the day.

18. The Director of Transportation shall ensure that bus drivers are aware of the information contained in the Bus Driver Handbook.

### REFERENCE AND LINKS

[Education Act](#)


### HISTORY

2015 Sept 11	Amended
2020 Feb 05	Revised
2021 April 08	Revised
2022 July 6	Amended
2022 Nov 17	Amended
2023 April 05	Amended



## SAFETY PROGRAM TRANSPORTATION SERVICES

ANNEX C-2A

	<b><i>Chinook's Edge School Division – Administrative Procedure</i></b>
<b>AP 5 – 11 Exhibit 1 – Bus Incident</b>	
<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b>	<b>Last Amended:</b> 2023 August 21
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 December 17

### BUS INCIDENT

Bus incident reporting is required upon each and every incident regardless of how minor in nature, and regardless of the extent of the damage.

1. The Transportation Office must be called immediately. Using the School Bus Incident Procedures Report the office will gather information on the incident and location and whether or not there were injuries and what type of emergency services are required. The office or the driver will call 911 if emergency help is required.
2. The Director of Transportation or designate must be notified as soon as the safety is assured of the bus passengers and any others involved in the incident. The Health and Safety Coordinator must be contacted for every incident. Depending on the incident, the Director of Transportation will contact the Superintendent of Schools, the Associate Superintendent Corporate Services and the receiving school/schools principal(s). The Transportation Office will advise parents of students riding the bus involved in the incident.
3. The bus driver in coordination with the Transportation Office must prepare an incident report by gathering and recording required information to establish exactly where and when the event took place, to identify who and what was involved, to describe how much injury or damage resulted, to indicate the intended course of involved vehicles, etc., and to specify certain additional circumstances of the incident. The incident report shall report facts, NOT opinions, it is not intended to be used to place blame.
4. The School Bus Incident Report must be submitted to the Director of Transportation or designate as soon as possible following the incident.
5. Other information required on the incident report shall be held on file at the Transportation Office as per Board approved Record Retention Schedule.
6. It shall be determined by the Director of Transportation and the principal/s of the receiving school/schools, whether or not the students require crisis debriefing.
7. Bus drivers failing to report incidents to the Transportation Director or designate may be dismissed immediately upon acknowledgement of the information by the Director of Transportation.


**History**

2018 April 05 Reviewed  
 2019 Dec 17 Reviewed  
 2023 Jan 18 Amended  
 2023 Aug 21 Amended



## SAFETY PROGRAM TRANSPORTATION SERVICES

### ANNEX C-3

	<b>Chinook's Edge School Division – Administrative Procedure</b>
<b>AP 4 – 03 Criminal Record Check and Vulnerable Sector Check</b>	
<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b>	<b>Last Amended:</b> 2023 January 19
<b>Exhibits:</b> <a href="#">RCMP Criminal Record Check Form Letter – Employment</a>	<b>Last Reviewed:</b> 2023 January 19

#### PURPOSE

The Division believes that Criminal Record Checks (CRC), and the Vulnerable Sector Check (VSC) are a required part of the hiring process for all new employees. Hiring is conditional upon receipt and review of a CRC and VSC.

#### SCOPE

#### DEFINITIONS

#### PROCEDURES

1. Each new employee will be required to take the RCMP CRC Form Letter (Exhibit I) to their local RCMP Office when requesting a CRC and VSC. If the prospective employee does not provide this check, the applicant will no longer be considered for employment.
2. The prospective employee is responsible for uploading the completed check electronically during onboarding with People Services.
3. The information contained in the CRC and VSC may influence the decision to hire. Because of this, the prospective employee will have the opportunity to discuss the contents of the CRC with the selection committee if the candidate wishes. If not, the candidate will no longer be considered and advised of this in writing. In the event discussion of the CRC is required, the selection committee for this purpose shall consist of the Superintendent or designate, the appropriate supervisor as noted above and one other member of the original selection committee when appropriate.
4. Upon receipt of the CRC and VSC, the appropriate supervisor will review the CRC and VSC. The hiring process will then be complete.
5. If an employee is charged with an offence(s) under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act*, the *Child Youth and Family Enhancement Act*, or other similar legislation, the employee must inform the Associate Superintendent – People Services immediately of both the charge(s) and the disposition of the charge(s). A failure to immediately notify the Associate Superintendent – People Services of any charge(s) and the disposition of the charge(s) will lead to disciplinary action, up to and including termination of the employee's contract of employment. This requirement is set out in the Staff Handbooks governing the additional terms of employment for each group classification of employees (eg. Custodial Staff, Division Office Staff, Family School Wellness Worker, Hourly School Support Staff, School Salary Support Staff, Trades Apprentices & Labourers).



## SAFETY PROGRAM TRANSPORTATION SERVICES

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RCMP - Alberta

Re: Criminal Record Check

\_\_\_\_\_  
(Name – please print)

Will be employed or volunteering with Chinook's Edge School Division No. 73. He/she will require a Criminal Record Check including the Vulnerable Sector Check prior to working or volunteering for our school division.

If you require further information, please do not hesitate to call me at (403) 227-7070.


Thank you,

Ray Hoppins  
Associate Superintendent - People Services

4904 50 Street  
Innisfail, AB T4G 1W4  
Telephone: (403) 227-7070 Fax: (403) 227-0174



## SAFETY PROGRAM TRANSPORTATION SERVICES

	<b>Chinook's Edge School Division - Administrative Procedure</b>
<b>AP 4 - 31 Employee Drug Alcohol and Cannabis Substance Use</b>	
<b>Related Policies:</b>	<b>Initial Approval:</b>
<b>Related Procedures:</b>	<b>Last Amended:</b>
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 December 17

**PURPOSE**

Chinook's Edge School Division (the "Employer") is committed to the health and safety of its students, employees, contractors, and the public. The Employer recognizes and accepts the responsibility to provide its employees and students with a safe, healthy and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of illegal drugs, improper use of prescription or non-prescription medication, prescription marijuana (cannabis) and the use of alcohol or other impairing substances by employees can have serious adverse effects on the safety of the workplace, you, fellow employees, students, contractors, and the public.

The purpose of this Procedure is to establish the Employer's expectations for appropriate employee behavior, the consequences for non-compliance and to provide consistent guidelines for all employees.

**SCOPE**

This administrative procedure applies to all staff in Chinook's Edge School Division.

This Administrative Procedure does not apply to individuals with a medical cannabis prescription. Individuals with a medical cannabis prescription will be accommodated consistent with the Division's legal obligation to do so.

This Administrative Procedure does not apply when the Employee drinks alcohol at approved Division social functions. If the Employee chooses to consume alcohol at such functions the Employee may do so only in a responsible manner, and assumes full liability for any actions/conduct arising from the consumption of alcohol.

**DEFINITIONS**

**Under the influence:** Under the influence of drugs (including prescription or non-prescription drugs alcohol or any controlled or uncontrolled impairing substance (as stated above), for the purpose of this Procedure is defined as the use of one or more of these substances to an extent that an employee is:

- A. Unable to perform in a productive manner;
- B. In a physical or mental condition that creates a risk to the safety and well-being of the individual, students, other employees, the public or Employer property; and/or
- C. Displaying signs or symptoms of substance abuse such as smell of alcohol on breath, slurred speech, and atypical behavior.

**Drug or alcohol dependence:** A mental, physical or psychological dependence on drugs, alcohol or other impairing substance which is considered by a physician to be a medical condition/disability under Human Rights law.

**Recreational drug/alcohol or other substance use:** With recreational use of drugs, alcohol, cannabis or other impairing substances, there is no mental, physical or psychological dependence; therefore this is not considered a mental, physical, or psychological disability under Human Rights law or a medical condition.



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**Safety Sensitive Position:** As defined by Canadian Human Right Commission is one in which incapacity due to drugs, alcohol or cannabis impairment at any level could result in direct and significant risk or injury to employee, others or the environment.

### PROCEDURES

#### 1. Treatment and Accommodation

**1.1** Any employee suffering from a drug, alcohol, cannabis or other substance addiction is expected to disclose the addiction to their supervisor. The Employer recognizes its responsibility to assist and accommodate employees suffering from an illness/addiction due to alcohol, cannabis or drugs to the extent reasonably possible without undue hardship. The Division will not discipline an employee for the fact alone that the employee advised the Division that he or she has a substance addiction.

**1.2** Article 1.1 does not apply if an employee who advises the Division that he or she has a substance addiction only after an unacceptable incident occurred while the employee was working or at a Division event, and the Associate Superintendent of People Services believes, on reasonable grounds, that the employee caused or contributed to the serious incident.

**1.3** Further, employees who are concerned that a fellow employee may be suffering from a drug, cannabis or alcohol addiction are strongly encouraged to report their concerns to a supervisor.

**1.4** A non-employee doing work for CESD at any premises owned or controlled by CESD who is in breach of this administrative procedure shall be ordered to stop work immediately and shall be immediately removed from the premises and the work arrangement with CESD shall be terminated immediately.

#### 2. Prohibitions

**2.1** While on Employer premises and while conducting Employer related activities off Employer premises, no employee may use, possess, distribute, sell or be under the influence of illegal drugs, alcohol, cannabis or impairing substances as stated above. This includes meal periods and scheduled breaks. This prohibition is not intended to prohibit reasonable and responsible consumption of alcohol at Employer related business or social events, outside normal work hours, where alcohol service and consumption is the norm and no safety sensitive work or activities are being performed during or within a time period after the event where there would be any risk of being under the influence while operating a vehicle, equipment or performing any other safety sensitive task.

**2.2** The legal use of prescribed medication including cannabis is permitted at work **only** if it does not impair the employee's ability to perform their work activities or if employed in safety sensitive position does not impair their ability to perform their work activities effectively and in a safe manner. Employees are encouraged to discuss, with their supervisor, the use of prescription or non-prescription medications which may affect work performance or safety. The Employer is committed to accommodating an employee's necessary use of prescription or non-prescription medications to the extent reasonably possible without undue hardship. School bus operators and Facilities employees are encouraged to discuss with their supervisors, the use of prescription medications that may affect the ability to operate motor vehicles, or their work performance for safety.

**2.3** A bus driver employee shall state to their physician or pharmacist that they operate a school bus and hold a class 2 license.

**2.4** No employee shall consume alcohol or cannabis while in charge of any Employer vehicle or equipment.

**2.5** No employee shall be under the influence of drugs, impairing prescription medications including cannabis or alcohol during their regular working hours, including meal periods and scheduled breaks unless accommodations and been discussed and agreed to with the Employer.

**2.6** If an employee is called out after regular working hours to perform work related duties and has been consuming alcohol, cannabis or drugs, or is impaired by prescription medications (including cannabis) or other intoxicants, it is the employee's responsibility to decline the work request.

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### 3. Reasonable Cause Testing

**3.1.** The Employer reserves the right to conduct testing for the presence of alcohol, cannabis or drugs when it has reasonable cause to believe that the actions, appearance or conduct of an employee while on duty is indicative of the use of drugs, cannabis or alcohol.

**3.2.** The basis for the decision to test will be documented as soon as possible after the action has taken place. The referral for the test will be based on specific, personal observations resulting from, but not limited to:

- 3.2.1.** Observed use or evidence of use of drugs, cannabis or alcohol (e.g. smell of alcohol or cannabis);
- 3.2.2.** Erratic or atypical behaviour of the employee;
- 3.2.3.** Involvement in an accident where the possibility of drug, cannabis or alcohol impairment cannot be easily ruled out from review of the circumstances;
- 3.2.4.** Changes in behaviour of the employee;
- 3.2.5.** Changes in speech patterns of the employee;
- 3.2.6.** Discovery of intoxicants, drugs, cannabis, alcohol or related paraphernalia found in locations to which an employee has sole or primary access, including employees' lockers or assigned vehicles; or
- 3.2.7.** Involvement in a "significant incident" as defined by Occupational Health & Safety legislation.

**3.3.** In addition, the Employer may conduct reasonable cause testing upon receipt of a complaint or concern by a co-worker or third party that an employee may be using drugs, alcohol, cannabis or other substances contrary to this Procedure. In such circumstances, the Employer shall record the name and contact information of the complainant, if known, as well as the details of the concern or complaint.

**3.4.** In all situations where Employer administration believes an employee is unfit to be at the workplace, a responsible escort will be used to escort the employee home.

**3.5.** Where reasonably possible, such tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests. The Supervisor/Manager will contact the alcohol, cannabis and drug testing provider to schedule a test. The process is to be completed as soon as possible after the incident which is deemed within the guidelines of this Procedure. The drug testing will be performed and in compliance with the testing procedures as defined by the drug and/or alcohol testing facility. Positive test results shall be reviewed and verified by a physician to confirm if a drug or alcohol dependency exists.

### 4. Discipline / Post-Violation Return To Duty

**4.1** The Employer views the rules contained in this Procedure to be of the utmost importance. There is zero tolerance for deviation from the above terms which will result in disciplinary action that may include immediate dismissal. All employees will be made aware of this Procedure as notification that any resulting dismissal will be considered as "dismissal with cause" and not subject to notice or remuneration in lieu.

**4.2** Any employee suffering from a drug, cannabis or alcohol addiction is strongly encouraged to disclose the addiction to their supervisor. The Employer recognizes its responsibility to assist and accommodate employees suffering from an illness/addiction due to alcohol, cannabis, drugs or other impairing substance. However, if an employee neglects or refuses to disclose such a condition to the Employer, the Employer will be forced to deal with breaches of this Procedure assuming that the employee is only





## SAFETY PROGRAM TRANSPORTATION SERVICES

engaged in Recreational alcohol, cannabis or other substance use and not suffering from an addiction or illness but has simply disregarded the Procedure, in which case immediate and strict disciplinary action will be taken.

**4.3** Seeking voluntary assistance for drug or alcohol addiction will not jeopardize an employee's employment with the Employer, so long as the employee continues to co-operate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a safe return to work within the reasonably foreseeable future.

**4.4** Any employee violating this Procedure who is subsequently authorized and accepted by the Employer to return to the workplace shall receive a Return to Work Letter outlining conditions of the return to the workplace which will normally include (without limiting the generality of the foregoing), the following:

**4.4.1.** Requirement to continue treatment, counselling and assistance programs or procedures recommended by the employee's advising physician or addiction counselor;

**4.4.2** Express obligation to immediately cease performance of duties and notify a supervisor in the event the employee finds themselves under the influence at any time during work hours following a return to the workplace;

**4.4.3.** Requirement to provide written medical confirmation that the employee has any condition under control and is able to safely return to the workplace without danger to the employee or others;

**4.4.4.** Requirement to provide reasonably regular updates from the employee's physician or addiction counselor confirming that the employee continues to follow recommended treatment programs and continues to be fit for performance of duties without danger to themselves or others; and

**4.4.5.** An express warning to the employee that future violations of the Procedure will lead to further discipline and serious consideration of immediate termination for just cause.

**4.5** Employees suffering from alcohol or cannabis addiction/illness who fail to cooperate with assistance or treatment programs and/or engage in repeated infractions of this Procedure, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.

### REFERENCE AND LINKS

### HISTORY

2018 June 27	Reviewed
2019 Dec 17	Reviewed