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Responsibilities of the School Bus Operator and the Drivers		1 of 4
Responsibilities		Date Feb 7 th , 2012 Revised
Policy	School bus operators and bus drivers must abide by the terms and conditions of the Student Transportation Services Agreement and any other directed policy or procedure.	
Responsibilities of the School Bus Operators	<p>School bus operators shall:</p> <ol style="list-style-type: none"> 1. comply with the East of Thunder Bay Transportation Consortium's policies and procedures; 2. comply with the terms and conditions of the transportation agreement; 3. adhere to the bus routes and schedules established by the East of Thunder Bay Transportation Consortium; 4. ensure that all drivers have the most current bus route schedule and passenger list; 5. notify the East of Thunder Bay Transportation Consortium of any delay of more than 10 minutes 6. inform the East of Thunder Bay Transportation Coordinator and the school principals of any potential or possible route cancellation. 7. maintain effective and open communication with the East of Thunder Bay Transportation Consortium. Communication shall be maintained until the last student gets off the bus; 8. ensure that the necessary action is taken in the event of an accident, as specified in the Procedures for Accidents or Incidents; 	

	<ol style="list-style-type: none"> 9. maintain their vehicles and ensure that bus drivers operate them as required by the <i>Highway Traffic Act</i> and regulations, any other laws concerning school transportation vehicles and any transportation rules established by the East of Thunder Bay Transportation Consortium; 10. keep their vehicles clean and free of any hazards; 11. provide the East of Thunder Bay Transportation Consortium with all the required documents as specified in the transportation agreement ; 12. follow up on complaints about a bus driver and inform the East of Thunder Bay Transportation Consortium of the incidents. Student misconduct shall be reported to the school principal in a Report of Student Misconduct on a Bus. It will be the principal's duty to take the necessary disciplinary action; 13. not refuse transportation to an eligible student for any reason whatsoever. 14. discipline or remove a driver from a route in the event of improper conduct;
<p>Responsibilities of the School Bus Drivers</p>	<p>Bus drivers shall:</p> <ol style="list-style-type: none"> 1. obey all <i>Highway Traffic Act</i> regulations at all times; 2. adhere to the bus schedules established by the East of Thunder Bay Transportation Consortium; 3. pick up and drop off students only at the bus stops designated by the East of Thunder Bay Transportation Consortium; 4. follow the routes planned and approved by the East of Thunder Bay Transportation Consortium. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately; 5. make suggestions to the East of Thunder Bay Transportation Consortium concerning bus route changes through their operator. No changes are permitted without East of Thunder Bay Transportation Consortium approval; 6. notify the East of Thunder Bay Transportation Consortium of any unsafe bus stops through their operator and may suggest a more appropriate alternative. No changes are permitted without East of Thunder Bay Transportation Consortium approval; 7. ensure that students are never left alone on a school bus; 8. advise the East of Thunder Bay Transportation Consortium through their operator if the number of passengers on their bus exceeds the number of seats;

9. ensure that only students on the passenger list provided by the East of Thunder Bay Transportation Consortium are allowed to board the vehicle;
10. disallow any unauthorized persons to board the vehicle, and report any attempt by an unauthorized person to board the vehicle to the dispatcher immediately;
11. check at the end of each trip whether any students or personal objects are left on the bus. If there are, notify the dispatcher immediately;
12. keep their vehicles clean and free of any hazards;
13. use an appropriate tone of voice and vocabulary when speaking to students. No shouting, swearing or offensive and aggressive language;
14. never put the bus in reverse without first ensuring that it is safe to do so;
15. inform students of the rules for transporting equipment on school buses:
 - (a) musical instruments shall be transported in their case on the student's lap;
 - (b) ice skates shall have blade guards, be tied together or carried in a sports bag, and be placed at the student's feet;
 - (c) sports equipment shall be carried in a sports bag and placed under the seats well away from the aisles and emergency exits;
 - (d) firearms, water guns and all hazardous or offensive objects are prohibited;
16. exercise discipline on the bus in cooperation with the school principal. Such discipline shall be exercised with prudence, in a way that is respectful of students but firm with regard to safety rules;
17. notify the school principal in writing of any inappropriate or unsafe behavior on the appropriate form;
18. support any disciplinary action on the bus taken by the principal;
19. avoid stopping or starting abruptly;
20. deal with an immediate discipline issue on the bus by assigning each student involved a seat. Follow up by advising the principal;
21. cooperate with the principal when establishing a seating plan for the bus;
22. always cooperate with the schoolyard supervisors;

	<ol style="list-style-type: none">23. give students a signal to indicate when it is completely safe to cross the street, and wait for the students to finish crossing before pulling away;24. ensure that students remain seated until the bus comes to a full stop at its destination;25. never leave the vehicle when the motor is running or there are students on board;26. notify the dispatcher in the event of a breakdown or an emergency;27. not eat, drink, smoke, drink alcohol or use illegal substances on or near school buses;28. drop off a junior or senior kindergarten student only if the parent, guardian or designated approved individual is present;29. in the event of an accident involving the school bus, follow the procedure described in the Procedures for Accidents or Incidents;30. not photograph students or allow them to be photographed;31. refrain from using a cell phone or other portable personal electronic device for personnel purposes while operating a school vehicle transporting students, including while picking up and dropping off students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
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