
Procedure Section:	Transportation
Procedure Title:	Responsibility of Bus Drivers
Procedure Number:	RCJTC AP.01.41
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Drivers must not smoke, eat, or use foul language while loading, unloading, or transporting students in their vehicles. Smoking on any vehicle, at any time, is not permitted even when passengers are not present.

Drivers will under no circumstances strike or use undue physical force on any student.

The school bus is an extension of the classroom, and the principal is responsible for student behaviour and discipline. The drivers shall report any student conduct problem immediately to the school principal using either the Safe Schools Incident Reporting Form or the Breach of Discipline Report Form (infractions outlined in Bill 157 must be reported to the school principal using the Safe Schools Incident Reporting Form; all others must be reported on the Breach of Discipline Report Form).

Drivers shall not give students any sweets or toys or money.

Drivers are not to take pictures of students without the consent of the students' parent or guardian.

Drivers shall not leave students unattended in the vehicle. The engine is to be turned off and the ignition key removed by the driver when leaving the vehicle and all proper precautions shall be taken to ensure that the vehicle cannot be set in motion.

Drivers shall not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported to the school principal, who will be responsible for taking the necessary disciplinary measures.

Drivers shall visually inspect that all seatbelts and harnesses are properly secured and fastened around the student at all times. Drivers shall report to the transportation operator who shall report to Principal/ RCJTC if all seatbelts and harnesses are not properly secured and fastened around the student at all times.

Students must be picked up at their RCJTC designated pick up location, delivered to their respective schools and returned to their designated drop off location.

Drivers must make sure the vehicle doors are closed and the safety locks where applicable are used at all times when the vehicle is in motion.

All drivers shall maintain radio contact with central dispatch at all times during the trip.

Buses must use the designated bus loading zones marked at each school unless otherwise specified.

The school bus must not be driven in excess of ten (10) kilometres per hour when on the school property. Driving within the schoolyard (except the bus loading zone) is totally prohibited while the children are at play in the schoolyard.

At no time may the number of students in any vehicle exceed the manufacturer's specifications.

Under no circumstances shall students be required to stand, while on route.

Special Needs Students riding on special needs equipment must be left in the care of a responsible designate when dropped off at school and when returned home.

The driver must make a check of the vehicle at the end of each trip for any sleeping students or abandoned articles.

Related RCJTC Policies

- P.01 Transportation Policy
- P.02 Special Needs Policy
- P.03 Safety Policy

Related RCJTC Administrative Procedures

- AP.01.21 Vehicle Loading/Unloading Procedure
- AP.01.24 Vehicles Idling Procedure
- AP.01.29 School Vehicle Complaint Flow Chart
- AP.01.44 Standards of Performance Procedure
- AP.01.81 Inclement Weather, School Closure, and Emergency Evacuation
Transportation Arrangements
- AP.02.01 Accessibility Plan – Loading and Unloading
- AP.03.02 First Aid/CPR Certification Procedure
- AP.03.05 School Bus Danger Zones
- AP.03.07 Vehicle Collision/Disruption/Near Hit Reporting Procedure
- AP.03.07.1 Collision Preventability Determination Guideline
- AP.03.08 Incident Reporting Procedure

Related RCJTC Forms

- F.01.29 School Vehicle Complaint
- F.01.81.A Communication Procedures for System Wide Transportation
Cancellations

F.01.81.B	Communication Procedures for General Area Transportation Cancellations
F.01.81.C	Communication Procedures for Individual Route Cancellations
F.01.81.D	Communication Procedures for Individual Route Delays
F.01.81.E	Communication Procedures for Individual Vehicle Breakdown
F.01.81.F	Communication Procedures for the Transportation Service Sector During Emergency School Closure and/or Early/Late Dismissal
F.03.07.1	Collision Report Form
F.03.07.2	Disruption Report Form
F.03.07.3	Near Hit Report Form
F.03.08.1	Safe Schools Incident Reporting Form
F.03.08.2	Breach of Discipline Report Form