
Policy Section:	Transportation
Policy Title:	Operators and Drivers Responsibilities
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10. TRANSPORTATION OPERATORS/DRIVERS RESPONSIBILITIES REGARDING TRANSPORTATION

10A. Drivers Conduct

- 10A.1** Abide by the policies and procedures of the RCJTC and all laws and Acts that govern the operation of a vehicle.
- 10A.2** Adhere to the routes and schedules as set out by the RCJTC.
- 10A.3** Ensure that any driver operating any route at any time have the most current route schedule and passenger list including any supplementary information such as Anaphylaxis Emergency Treatment Plan or Diabetes Hypoglycemia Emergency Action Plan as provided.
- 10A.4** Update RCJTC immediately in the event of any delay of more than ten (10) to fifteen (15) minutes.
- 10A.5** Maintain effective and open communications with RCJTC, schools, parents/guardians, students and stakeholders. Communication must be maintained from the first student on a vehicle, up to until the last student exits the vehicle, whatever time of day this may be.
- 10A.6** Drivers shall be capable of taking important responsibilities, be very reliable, consistent, safe and courteous. They will be expected to relate in a positive way to the pupils in their care and maintain order and control on the vehicle in the manner prescribed by the RCJTC.
- 10A.7** “No driver of a public vehicle carrying passengers shall drink any intoxicating liquor during the time he/she is on duty or at any time use intoxicating liquor to excess.”
(C. 425, Section 20 of the Public Vehicles Act, 1983)
- 10A.8** “No driver of a vehicle carrying passengers shall smoke any cigar, cigarette, tobacco, or other substance while driving the vehicle.”
(C. 425, Section 21 of the Public Vehicles Act, 1983)
- 10A.9** No driver of a vehicle shall consume any drugs, including prescription drugs, prior to, or while driving a school purposes vehicle, that may have the effect of impairing his/ her driving ability.

10B. Drivers Training

- 10B.1** A driver of a school purpose vehicle contracted by the RCJTC shall have completed all the licensing and training requirements for certification, including but not limited to Criminal Record Check, Driver Abstract, and a Defensive Driving Course, as prescribed by the Ministry of Transportation prior to operating the motor vehicle.
- 10B.2** The transportation operator shall not allow any employee to transport students if the following offences, regardless of whether a pardon has been granted, appear on the individual's record:
- any sexual offence under the Criminal Code;
 - any violation under the Controlled Drug and Substance Act;
 - any criminal offence involving minors;
 - crimes of violence which include, but not limited to, threats, assaults, and use, possession or concealment of a weapon, imitation of a weapon or prohibited weapon;
 - propagation of hate literature or incitement of hatred;
 - possession, distribution or sale of any pornographic or violent material;
 - other offences specifically related to the job.
- 10B.3** After the initial record checks, an annual offence declaration is required to be signed off by the employee stating that there has been no change in their record since the initial checks were completed.
- 10B.4** Any identified offences must be forwarded to RCJTC by the transportation operator where, in their absolute discretion, a determination will be made as to if the employee can continue to perform their duties for the RCJTC.
- 10B.5** In addition, the driver shall know, understand and practice all the RCJTC Transportation Policies and participate in training and examinations, as prescribed by the RCJTC, which shall include special training for pupils with exceptionalities and allergies (refer to Section 11B.)
- 10B.6** All drivers shall submit an Offence Declaration and Confidentiality Agreement as a condition of employment.
- 10B.7** Transportation operators shall be responsible for providing the Defensive Driver Training Program for all new drivers. Each transportation operator shall be responsible for his/her own drivers.
- 10B.8** Transportation operators shall organize Driver Awareness meetings annually, for all drivers, using Arnprior, Opeongo, Petawawa, Renfrew, Pembroke, Deep River, and Barry's Bay as centres (refer to Section 11E).
- 10B.9** Transportation operators shall hold informal "Safety Meetings" for their drivers, at least three (3) times a year, at each company location. The dates and minutes from these meetings will be kept for record purposes

and made available to the RCJTC.

10C. Drivers and Pupil Discipline

10C.1 The driver shall be responsible for maintaining order and control on the vehicle, as set out in the RCJTC Policy (refer to Sections 7, 8, and 12). In order to support this function, the driver may be given the authority by the principal to assign seats. If order and control cannot be achieved by using ordinary means the driver shall warn the pupil and report the breach of discipline immediately to the principal, using the written Safe Schools Incident Reporting Form or 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).

10C.2 For serious and reoccurring problems, if no resolution is reached between the operator/driver and the principal, the operator can ask the RCJTC to review the consequences assigned by the principal for these particular breaches of discipline.

10C.3 Drivers shall not:

- (i) suspend, or threaten to suspend, a pupil's transportation privilege;
- (ii) put a pupil off anywhere but at his/her designated home, stop; transfer point/vehicle or school;
- (iii) administer any form of verbal or physical abuse;
- (iv) strike or touch a pupil;
- (v) leave pupils unattended on the vehicle;
- (vi) refuse transportation to an eligible student;
- (vii) allow students who are not assigned to be transported.

(Refer to Section 12B)

10C.4 Complaints that are made about the driver must be followed up with the appropriate individual and inform RCJTC of the outcome. Failure to comply can mean disciplinary action up to and including removal of the driver from said route.

10D. Pupils Not at Pick Up Points at Regularly Scheduled Time

Drivers shall not be required to wait for pupils at pick up points beyond the regularly scheduled pick up time. However, if vehicles leave pick up points before the regularly scheduled time, the driver shall be held responsible, and the operator may be required to assume the cost of any special transportation that would be required for pupils having missed the vehicle.

10E. Designated Drop Off Stop Unclear/Unsafe

In the event that a driver cannot identify the designated drop off location for a pupil, or judges the designated drop off location to be unsafe, or if a parent/guardian or designated adult is not present to meet a kindergarten pupil at the designated stop, the driver shall, in the following order.

- (i) The driver will radio dispatch to telephone the parent/guardian to see if they are home. Failing that, to call the school to inform the school administration the student is being returned. Dispatch will also inform RCJTC.
- (ii) Upon completion of the route, the driver will attempt to go by the house on the way back to the school to see if the parents/guardians are there. If parents are there, child can be discharged from the vehicle. Failing that, return the pupil to the school. Driver will inform dispatch who will also inform the school and RCJTC.
- (iii) After the return of the pupil to the school, the parents/guardians shall be responsible for the transportation.
- (iv) If the pupil cannot be returned to the school, then contact the RCJTC and request assistance.
- (v) If not, then contact the principal and/or General Manager at home and request assistance.
- (vi) If not, then contact the Police and request assistance.

10F. Distribution of Materials and Student Fundraising

10F.1 Drivers are prohibited from collecting funds from pupils for any purposes, whatsoever, and are prohibited from distributing handouts, booklets etc., unless authorized by the school principal.

10F.2 Drivers are prohibited from giving funds to pupils for any purpose.

10G. Aisle and Seat Check

Drivers shall check the aisle and seats of their vehicles **at the school/home/garage** and after each school run (Tier 1 and Tier 2 for both a.m. and p.m.), to assure that all pupils have disembarked at the completion of each route. Failure to comply and if evidence is found that a child has been left unattended on a vehicle, as a result of a driver's failure to complete a routine inspection, the driver shall be removed from the route immediately and not permitted to drive any RCJTC route again.

10H. Reporting Motorists Running Bus Lights

Drivers shall use the form titled "Near Hit Report Form – Level 1" as authorized by the Renfrew County Ontario Provincial Police Departments

and the Deep River, Pembroke and Renfrew Municipal Police Forces, for reporting motorists that “run” a school bus, stopped to pick up or discharge pupils with the alternating red signal lights flashing.

10I. Pupil Safety Training

10I.1 The school bus operators, in September, October or November of each year, shall provide a school bus and driver to each school and assist with the explanations and demonstrations of the school bus safety rules and/or training for all elementary grade levels, when the principal and/or RCJTC requests this service.

10I.2 The RCJTC shall be notified of the time, date and schools where this safety training and demonstration will be held.

10J. Vehicles Idling

10J.1 Purpose:

It is the policy of the RCJTC to reduce and eliminate where possible all unnecessary idling of vehicles, thereby reducing exposure to harmful exhaust fumes.

10J.2 Rationale:

Exhaust poses a possible health risk to children, drivers, and contributes to greenhouse gases. Children are especially vulnerable to the effects of exhaust. Exhaust can accumulate in and around vehicles and cause lung damage and respiratory problems as well as exacerbating asthma and allergies. Exposure may also impair a child’s learning abilities. Unnecessary idling contributes to Ontario’s over reliance on imported petroleum and wastes financial resources.

10J.3 Applicability:

This policy applies to the operation of all school purpose, delivery, and Board vehicles and parent/guardian/student vehicles in and around school loading zones.

10J.4 Best Practices:

- a) Upon afternoon arrival to school loading zone, drivers should turn off engine and not restart until time to depart. Should weather conditions necessitate idling the vehicle, idling will be minimized and should take place outside the student loading zone. The vehicle will then pull in as close to pick-up time as possible, turn off the engine, load students, and restart and drive away (refer to Section 10J.5).
- b) In cold weather, schools should provide a space for drivers who arrive early to wait inside the school.

- c) At depots or places where drivers have their vehicle, warm-up idling should be limited to what the manufacturers recommend (usually three [3] to five [5] minutes).
- d) Vehicles should not idle while waiting for students on field trips, events or any trips off school grounds.
- e) Loading Zones, when feasible, should be located at least 30 meters (100 feet) from air intakes, doors, and windows of the school building. When this is not possible, school personnel should take steps to limit air intake during loading and unloading times.
- f) Where possible, vehicles should use a diagonal parking pattern with the front end towards the school entrance rather than the typical nose-to-tail pattern.
- g) Service and delivery and personal vehicles should not idle in school zones. In instances where idling is necessary to facilitate delivery (such as oil delivery), deliveries should be scheduled before or after school hours.
- h) All drivers and delivery companies will receive notification of this policy at the beginning of each school year. "No-Idling Zone" signs will be placed in visible locations in addition to the "Loading Zone" signs.
- i) In instances where idling is necessary to facilitate loading or unloading of pupils with special requirements (such as wheelchair lifts), these vehicles will be exempt for the sole purpose of this procedure.
- j) The schools should have the pupils available to load in a timely fashion in order to lessen the exposure to the exhaust.

10J.5 Weather Provisions

- a) If the outside temperature is 1 degree Celsius or higher, idling should be limited to 3-5 minutes for loading/ unloading purposes.
- b) If the outside temperature is between 0 degrees and -10 degrees Celsius, idling to operate heaters should be allowed for up to 15 minutes.
- c) If the outside temperature is -11 degrees Celsius or lower, there is no time restriction on idling to use heating equipment.
- d) If the weather is such (high dew point) that the driver requires the window defroster to be operational to prevent windows from fogging up, there is no time restriction on idling.
- e) If the weather is such that the driver requires the air conditioner to be operational to cool the vehicle for students with sensitivity to heat, there is no time restriction on idling.

10K. Standards of Performance

The Standards of Performance has been prepared to guide operators involved in providing transportation to the students of the Renfrew County Catholic District School Board and the Renfrew County District School Board.

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.01.40	Responsibility of Transportation Operators Procedure
AP.01.41	Responsibility of Drivers Procedure
AP.01.42	Responsibility of Schools Procedure
AP.01.43	Responsibility of Students Procedure
AP.01.44	Standards of Performance Procedure
AP.02.04	Anaphylactic Procedure
AP.03.01	RCJTC First Ride Program Procedure
AP.03.02	First Aid/CPR Certification Procedure
AP.03.04	Bus Evacuation Procedure
AP.03.08	Incident Reporting Procedure

Related RCJTC Forms

F.01.29	School Vehicle Complaint
F.02.04	Anaphylaxis Emergency Treatment Plan
F.03.07	Near Hit Report Form – Level 1
F.03.08.1	Safe Schools Incident Reporting Form
F.03.08.2	Breach of Discipline Report Form