



**FLEET  
SAFETY & MAINTENANCE  
PROGRAM MANUAL**

**Effective  
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**Fleet Safety & Maintenance Program  
developed cooperatively with**



*Kosabeck*  
*Consulting Services Inc.*

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## 1.0 INTRODUCTION

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This Safety & Maintenance Manual has been created as a guide to all persons involved in the operation and/or maintenance of Grande Yellowhead (GYPSD) fleet vehicles. GYPSD operates a fleet of school buses as a Provincially regulated commercial carrier. Under Provincial regulation, a Commercial vehicle is any vehicle (or vehicle combination, such as truck and trailer) with a gross vehicle weight in excess of 11,794 Kilograms or with a passenger capacity of 11 persons or more. Commercial vehicles operated under the GYPSD Safety Certificate include:

- School and, Commercial Buses,
- Multi-Function Vehicles, and
- Maintenance department fleet service vehicles,

The information and procedures contained in this manual are maintained and updated by the GYPSD administrative regulations, Provincial & Federal Regulations, and the National Safety Code. This manual is intended to function as a guide for Division school bus drivers, site administrators, volunteer drivers and individuals involved with vehicle maintenance.

### 1.1 STUDENT TRANSPORTATION OBJECTIVES

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The objectives to be strived for in the implementation of this policy are:

1. To provide a safe, efficient, and effective system of school bus transportation service for the students of GYPSD in accordance with established Board Policy and Alberta Education Student Transportation Regulations.
2. To provide assistance and support to families and students requiring special transportation services due to student disabilities.
3. To provide opportunities for the continual improvement of driver abilities through a system of driver training and safety education programs.

### 1.2 GYPSD PRIVACY COMMITMENT

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GYPSD is committed to safeguarding the personal information that is entrusted to the Division by parents, students, staff and the general public. Any personal information that is collected by the Division is managed in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. At the point of collection, individuals can receive information regarding:

- How personal information is being collected
- The purpose for which it is being collected, and
- An individual's rights to access their personal information once it has been collected.

GYPSD will take all reasonable measures to protect the data under its custody and control. Employees of GYPSD have the responsibility to ensure that the collection, use, and disclosure of information are undertaken in accordance with the FOIP Act.

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**Note:** For more information see Admin. Procedure 180 - FOIP.

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## BACKGROUND

The Division recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).

The purposes of FOIPP and Division administrative procedures are to:

1. Allow any person a right of access to the records in the custody or under the control of the Division subject to limited and specific exceptions as set out in the Act;
2. Control the manner in which a public body may collect personal information from individuals, to control the use that the Division may make of that information and to control the disclosure by the Division of that information;
3. Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the Division;
4. Allow individuals a right to request corrections to personal information about themselves that is held by the Division; and
5. Provide for independent reviews of decisions made by the Division under the Act and the resolution of complaints under the Act.

## PROCEDURES

1. The Superintendent has been named the Head of the Local Public Body for the purposes of this legislation.
2. The Assistant Superintendent-Business Services or designate shall act in the capacity of FOIPP Coordinator.
3. The Principal of each school shall be the site coordinator for the purposes of the Act. Site coordinators are responsible to ensure the protection of personal information at their schools and to direct inquiries about disclosure of information to the FOIPP Coordinator.
4. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of Alberta, as specified in Freedom of Information and Protection of Privacy Act Regulation 200/95, shall be confirmed as the rates used by the Division.
5. All persons making requests for the release of information shall be notified as to appeal provisions under this Act.

## PERSONAL INFORMATION

1. No personal information may be collected unless collection is specifically authorized by the School Act or the information relates directly to and is necessary for an operating program or activity of the Division.
2. The Division may use or disclose personal information only for the purpose for which it was collected or compiled or for a use consistent with that purpose, or if the individual the information is about has identified the information and consented to the use, or for purposes referred to in sections 40 or 41 of the Freedom of Information and Protection of Privacy Act.
3. The Division has a duty to maintain accurate and complete personal information is used to make decisions about the individual. Under the Act an individual has the right to request a correction when the applicant believes an error or omission has been made..



## 2.0 GENERAL INFORMATION

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Grande Yellowhead operates under a Provincial Safety Fitness Certificate. As such, no Grande Yellowhead fleet vehicles are permitted to travel outside the Province of Alberta. Any transportation needs that extend beyond Provincial boundaries must be met through a contracted charter service. No exceptions can be made.

### 2.1 GRANDE YELLOWHEAD TRANSPORTATION SERVICES

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Student Transportation Services is the responsibility of a number of Grande Yellowhead departments and personnel. Reporting relationships, primary functions and performance responsibilities are provided below:

#### 2.1.1 DIRECTOR OF TRANSPORTATION SERVICES

##### BACKGROUND

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Director - Transportation Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in Provincial statute, Alberta Education Policy, and Board Policy.

##### PROCEDURES

The Director - Transportation Services will have specific responsibilities for:

##### 1. Leadership Practices

- The Director - Transportation Services is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- Actively demonstrates and subscribes to the practice of leadership.
- Works to achieve goals approved by the CEO for the Department and the Division.
- Monitors the achievement of the goals established for the Department and the Division that are related to the duties of this position.
- Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- Works with the Superintendent to develop and implement strategies within the AEP/PERT planning process for enhancing student learning and building leadership capacity across the organization.
- Works with the schools and departments to implement strategies for enhancing student learning.
- As required, supports and advocates for implementing professional learning teams.
- Provides supervision, evaluation, and supports to individuals reporting to this position.
- Provides leadership in the planning and implementation of Occupation, Health & Safety and Emergency Preparedness.

##### 2. Transportation Services

- Plans and implements an efficient Transportation system.
- Directs that corrective actions be taken in the Transportation Department for outcomes that have not been achieved and monitors the corrective action.
- Develops transportation related Board policy and administrative procedures and implements Board policy and procedures

- Implements applicable Provincial and Federal Acts and Regulations pertaining to school bus operations in Alberta.
- 3. Personnel Management**
  - Manages Division Department of Transportation Services personnel.
  - Manages contracts with and supervises all transportation staff and contractors.
  - Plans and implements in-service and training programs for transportation personnel.
  - Works collaboratively with the Board through the Superintendent in negotiating collective agreements.
  - Administers collective agreements in accordance with Board mandate.
- 4. Fiscal Responsibility**
  - Plans, monitors, and directs the transportation budget.
  - Acquires, modifies, monitors and maintains the Division's transportation assets.
- 5. Emergency Preparedness**
  - Plans, coordinates and implements the Emergency Preparedness Plan for the safety of students and staff and preservation of property.
  - Plans and implements an efficient Emergency Preparedness plan for the Division.
  - Directs corrective actions be taken in the Emergency Preparedness Plan for outcomes that have not been achieved and monitors the corrective action.
  - Develops and/or assists in the development of Emergency preparedness related policy and administrative procedures and implements Board policy and procedures
  - Work collaboratively with Emergency Preparedness consultants to sustain staff training levels in division schools.
  - Work collaboratively with division schools to maintain Emergency Preparedness Plans.
  - Manage and maintain an Emergency Operations Centre.
  - Assign roles and responsibilities for Operations Chief, Planning Chief, Logistics Chief, Finance Chief, Information Officer and Agency Liaison Officer to appropriate ESC personnel.
- 6. Policy**
  - Provides leadership in the development of Board policies and administrative procedures, as assigned by the Superintendent.
- 7. Other Duties and Obligations**
  - Performs other duties and obligations as assigned by the Superintendent.

Reference: Admin. Procedure 485 - Director of Transportation Services Role & Responsibility Statement.

## **2.1.2 TRANSPORTATION SAFETY OFFICER**

### **PRIMARY FUNCTION**

The responsibility of the safety officer is given to the Director of Transportation Services.

### **DUTIES AND RESPONSIBILITIES**

- 1.** Hiring and termination of drivers.
- 2.** Safety training and orientation programs.
- 3.** Safety incentive program.

4. Meeting all transport related legislative requirements.
5. Holding safety meetings with specified attendance requirements.
6. Review driver's violations and incidents (collisions and near-misses) and prepare a report with recommendations.
7. Ensure driver files are complete and maintained with up-to-date information.
8. Update this safety plan when required but reviewed at least annually.
9. Conduct safety exercises.
10. Instruct all required staff in appropriate use of applicable safety equipment.
11. Review all applicable legislation that may affect the department and monitor effects of any amendments to this legislation.
12. Written and practical review of driver performance as required.
13. Ensure records required by AR314/2002 (Alberta Regulation) are maintained at the Principal place of business pending approval of permit to have divided record authority. Driver's records will be maintained for the current year and previous 4 years to ensure our compliance with AR314/02.
14. Ensure each school bus and commercial vehicle contains a current copy of the Safety Fitness Certificate and Operating Authority, vehicle registration, CVIP inspections and current insurance by Fall start up.
15. Obtain and review driver's abstracts annually. Violations will be reviewed to determine whether training or disciplinary action might be required.
16. Will obtain and review bi-annually the carrier profile. Violations will be reviewed and determined whether any training or disciplinary action might be required.
17. All drivers' licenses will be reviewed regularly to ensure that they are current.

### **2.1.3 PROFESSIONAL DRIVER INSTRUCTOR**

Under supervision of the Director of Transportation Services, provide Instruction and mentorship to all drivers and new employees. The driver instructor is responsible for training, classroom instruction, orientation and OH&S procedures to all employees of the Transportation Department.

#### **DUTIES AND RESPONSIBILITIES**

1. Coordinate, instruct, and present GYPSD Driver Programs.
2. Evaluate drivers as per the Training Program Requirements.
  - a) 1 year probationary reviews
  - b) In-bus reviews (every 3 - 5 years)
  - c) Follow up or post accident reviews
3. Remain current with Provincial and Federal regulations for the purpose of providing information for Instruction and regulations, to the drivers.
4. Present professional development programs to drivers as required.
5. Orientate drivers on various types of school bus equipment in the Division's fleet.
6. Ensure drivers are informed of Safety procedures while on GYPSD property or during the course of driver's duties as per the orientation outline.

7. Submit training records and documentation of instruction.
8. Coordinate, schedule and conduct Professional Development seminars.
9. Maintain updated driver training manuals and materials.
10. Adhere to all Occupational Health and Safety & GYPSD Health and Safety policies and regulations.
11. Actively encourage safe operating procedures.
12. Report to the Director of Transportation Services any unsafe actions or near miss incidents that may have compromised the safety of students and employees during the course of duty.
13. Offer suggestions for improvements and/or efficiencies within the training program.

## **2.1.4 FINANCIAL SERVICES**

### **PRIMARY FUNCTION**

- Distribute proof of insurance to all vehicle owners.
- Report all vehicle changes to the insurer.
- Report all vehicle incidents to the insurer.

## **2.1.5 BUS DRIVER**

Reports to the Director of Transportation Services and/or the Safety Officer

### **PRIMARY FUNCTION**

Drives a school or multi function activity bus; transporting students of the Board to and from school, curricular or non-curricular trips or during the time the driver is hired for a non school related trips; performs related duties as required;

### **DUTIES**

Operate a school bus in a safe effective manner according to all Provincial and Federal regulations, traffic laws, divisional policies and procedures including the School Bus Driver Improvement program

1. Drive a school bus to and from the school or other trip when for hire or as a volunteer driver
2. Maintain orderly control of passengers to ensure safe operations of the school bus. School bus rider rules are posted inside the bus and adhered to by all passengers
3. Perform daily Pre and post trip maintenance inspection tasks including the completion of all related documentation, as per schedule 2 of the Commercial Vehicle regulations
4. Report all mechanical defects or repairs to a mechanic as required under schedule 2 of the Commercial Vehicle Regulation. Drivers are required to deliver the bus for service or inspection when required
5. Ensure the school bus is in a safe and secure location when not in use
6. Document and maintain student records for all students registered or riding as a guest. Route changes must be reported by the end of each month in which the change has occurred.
7. Submit Route Assessment information annually or as required by Transportation Services.
8. Complete daily, weekly and monthly cleaning duties of the school bus as per Bus Wash Procedures

9. Make contact with parents on route to confirm student, stop location, time and contact information at the start of each school year or when new students are added to the route.
10. Communicate with parents when student behavior requires discipline. Inappropriate or abusive behavior must be reported to the school Administrator on the appropriate misconduct report. Report and document inappropriate student behavior.
11. Make every attempt to contact a replacement driver when time off is required and inform the Transportation office of the temporary driver hired for replacement.
12. Report absence from work on the appropriate form, prior to the date the employee will be away; whenever possible.
13. Report unsafe actions or behaviors of themselves or other motorists that may have compromised the safety of the school bus and/or its passengers.
14. Meet with school and /or parent at the request of the Director of Transportation Services designate.
15. Transport a passenger assigned to a wheelchair.

## **EMPLOYMENT STANDARDS**

The School Bus Driver is responsible for safe operation of the school bus including the safety and well being of the passengers. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security of passengers on the bus and obey all laws, regulations, and rules of conduct.

The School Bus driver must also deal with residents and members of the public in a courteous and respective manner. This includes receiving complaints about schedules and levels of quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

## **PERFORMANCE APPRAISAL**

1. Appraisal of the performance of commercial drivers evaluation is a responsibility of the Director of Transportation Services. In carrying out this responsibility, it is recognized that the employee is entitled to such a review in an objective, fair, and straightforward manner.
2. All bus drivers are encouraged to maintain an ongoing self-evaluation.
3. Any driver failing to comply with the rules as they are stated in this section will be subject to disciplinary actions.
4. Performance appraisals will include road monitoring, monitoring abstracts and profiles, client concerns or praise.
5. Driver seminars/safety meetings may include fire extinguisher training, student discipline training, regulation changes etc.

### **2.1.6 STUDENT CONDUCT ON REGULAR ROUTES**

Bus drivers are responsible for the conduct of students while they are being transported on the bus. Most behavioral problems can be handled effectively by employing low profile techniques that positively influence the rules of conduct on the bus. The following guidelines are meant to serve as a sample process for the handling of student behavioral problems:

1. Drivers should attempt to solve the problem by dealing directly with the student(s) involved in the incident.

2. Should verbal warnings fail, the driver may wish to try an alternate mode of discipline such as moving the student(s) to the front seat of the bus for a specific period of time. The driver must document all actions that have been taken beyond that of informal discussions.
3. Should the problem(s) persist the driver must contact the parent(s) to inform them of ongoing concerns on the bus.
4. If student behaviour does not improve after contacting the parent, the driver must report further behaviour problems to the school Principal using the misconduct report.
5. School buses are an extension of the classroom and all policies and regulations regarding student conduct in the classroom apply to buses.
6. Only the Principal of the student's school has the authority to suspend bus riding privileges.

### **2.1.7 BUS RIDER RULES**

1. Students should be at the bus stop 3–5 minutes before scheduled pickup time and be appropriately dressed for weather conditions.
2. Wait for the bus to come to a complete stop before getting out of your seat or on/off of the bus. Students must not leave their seat while the bus is in motion.
3. Cross the road 3 meters in front of the bus. Do not cross the road until the Bus Driver signals you to do so.
4. Go directly to the seat assigned to you and sit facing forward with your feet in front of you.
5. Do not put arms, hands or head out the window. Place all garbage in the trash container. DO NOT throw garbage/objects out the window or on the floor.
6. Loud or noisy behavior is prohibited as this is distracting to the Bus Driver.
7. Articles NOT permitted on the bus; Skis, Snowboards, Skateboards, Animals, Firearms, Explosives, Combustible materials or anything of a dangerous nature that might endanger the lives or safety of others. Check with the Bus Driver before taking sports equipment or band equipment on the bus.
8. Electronic audio equipment with adequate sound retention headphones may be used by passengers, at the discretion of the Bus Driver.
9. The aisle of the bus must be kept clear at all times. No article may block or extend into the aisle or emergency exits.
10. Permission from a caregiver/school is required before a passenger may be dropped off at another stop. Please inform the Bus Driver when you will not be on the bus.
11. Guest riders require written permission from a caregiver or the school. Arrangements should be made with the Bus Driver, prior to the guest riding.
12. The School Bus Driver is responsible for passenger safety. Follow the direction of the Bus Driver at all times.
13. Profanity, Abusive language/behavior or possession/use of drugs, tobacco or alcohol, on the school bus, will not be permitted. Incidents will be reported to the Principal immediately.
14. Any violation of the rules or damage to the bus will be reported to the Principal. The passenger or their guardian may be charged with the cost of repair for any damages.

### 2.1.8 PARENTS OF STUDENT PASSENGERS

1. Parents should assure that students are dressed appropriately for the weather. If, in the opinion of the bus driver, a student is not dressed appropriately for the weather conditions, the matter may be reported to the Principal for appropriate action.
2. Parents should inform the driver when their students are to be absent the bus.
3. Parents shall ensure that their students are at the bus stop 5 minutes prior to pick up time.
4. Parents will be responsible for any damage to a bus by their children.
5. Parents will encourage students to obey all traffic rules and regulations.
6. If a student is causing a problem on the bus, parents may be contacted to assist the Principal and the bus driver to correct the problem.
7. Parents will accept responsibility for the proper conduct of their students prior to boarding a bus, during the daily trips, and upon discharge.

## 2.2 MONITORING PROGRAM (INTERNAL AUDITING)

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Grande Yellowhead must ensure an ongoing adherence to the requirements contained within the **Fleet Safety & Maintenance Program**. All aspects of driver performance, driver records, vehicle maintenance and inspection, vehicle records, safety, and emergency preparedness must be strictly adhered to. In an effort to ensure that Grande Yellowhead remains compliant with Provincial requirements, the following monitoring program will apply to all sites.

### 2.2.1 RESPONSIBILITY OF THE SAFETY OFFICER

The **Safety Officer** must ensure that the Division demonstrates proficiency in a Provincial audit. As such, semi-annual internal audits based on Provincial standards will be conducted to ensure the following matters related to Division **fleet** vehicles remain compliant:

- Driver qualifications
- Driver files
- Driver training
- Safe driving habits
- Vehicle inspections
- Vehicle Maintenance
- Vehicle files
- Record Retention
- Safe work habits, and
- Emergency preparedness

The Safety Officer will investigate and document non-compliant events. Recurrent or significant instances of non-compliance will be forwarded to the Superintendent or his/her designate for immediate attention.

An annual internal evaluation of the Fleet Safety & Maintenance Program will be completed as per Directive - 3.2 Inspections, Audits and Driver Evaluations following the guidelines of Requirement to Complete Carrier Profile Reviews - page 22.

### 2.2.2 RESPONSIBILITY OF THE SUPERINTENDENT

All drivers of Division **fleet** vehicles are responsible for their conduct and the use of Division **fleet** vehicles. In accordance with EECA.AR - Operation and Maintenance of Division **Fleet** Vehicles, the inappropriate use of Division **fleet** vehicles or significant instance of non-compliance will be subject to disciplinary or legal action as determined by the Superintendent.

## 2.3 PROGRAM SCOPE

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The commercial operation of the School Division includes a fleet of school commercial and MFV buses, located at schools throughout the Division, including a number of commercially rated fleet vehicles.

The Safety Officer for Grande Yellowhead has the responsibility to ensure the maintenance of the commercial vehicles and the required documentation for these vehicles are in place as per the National Safety Code, and Vehicle Safety Fitness requirements.

All record keeping (i.e., driver files, vehicle maintenance files, and all other documents relative to the vehicle operation) is the responsibility of the *Safety Officer* or someone under their immediate supervision including the day-to-day maintenance of the vehicle trip inspections, annual inspections (CVIP), and semi-annual inspections (CVIP).

The required liability and general protection insurance for all commercial vehicles is provided by Grande Yellowhead.

Authorized drivers for school, commercial or, MFV buses, and fleet vehicles are employees of Grande Yellowhead.

All authorized drivers are required to meet all standards as directed by this Fleet Safety & Maintenance Program and must cooperate and comply with the requirements of meeting and maintaining the requirements of being an authorized driver as per:

- Their individual driver file as per Driver's File Requirements - Commercial Vehicles - page 13,
- Program compliance as per Regulation Compliance & Driver Qualifications - page 16,
- Driver Qualifications and Requirements - page 20,
- Trip inspections as required according to Requirement to Complete a trip inspection - page 22,
- Regular driver evaluations as per Requirement to Complete Driver Evaluations - page 23,
- Training requirements as per Training Requirements - page 25, and
- Hours of Service Regulations as discussed in Procedure 4.1 - Hours of Service Regulation & Driver Duty Records - page 34.

## 2.4 SAFETY AND MAINTENANCE POLICY

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### **Our Fleet Safety & Maintenance Program will involve:**

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of Safety and Maintenance inspections to find and eliminate unsafe vehicle components, to control health & safety hazards, and to comply fully with the Safety and Maintenance standards.
- Training all drivers in good Safety and Maintenance practices.
- Providing necessary personal protective equipment and instruction for its use, maintenance, and care.
- Developing and enforcing Safety and Maintenance rules and requiring that drivers and other employees cooperate with these rules as a condition of employment.
- Investigating every incident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not happen again.

### **We recognize the responsibilities for Health and Safety are shared:**

- The employer accepts the responsibility for leadership of the Fleet Safety & Maintenance Program, for its effectiveness and improvement, and for providing the safeguard required to ensure safe conditions.



- Supervisors are responsible for developing the proper attitudes toward Health and Safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the Health and Safety of all personnel involved.
- Employees are responsible for wholehearted, genuine cooperation with all aspects of the Fleet Safety & Maintenance Program, including compliance with all rules and regulations, and for continually practicing Health and Safety while performing their duties.

The Safety and Maintenance information in this policy does not take precedence over applicable government legislation, with which all drivers must be familiar.

Gail Prokopchuk - Safety Officer

August 1, 2014

## 2.5 NATIONAL SAFETY CODE COMPLIANCE

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In Canada, regulations governing commercial vehicles, drivers and motor carriers are based on the Canadian National Safety Code (NSC) standards. The NSC is a code of minimum performance standards, applying to all persons responsible for the safe operation of commercial vehicles. There are 15 NSC standards, ranging from commercial driver licence requirements to carrier facility audits.

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**Note:** A description of the 15 NSC standards is available on-line at <http://www.ccmta.ca/english/produstandservices/publications/publications.cfm#NSC>.

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The sections that follow reflect, in part, the requirements of the NSC. Additional NSC compliance requirements are discussed in the SAFETY & MAINTENANCE REQUIREMENTS - page 15, specifically:

- Regulation Compliance & Driver Qualifications - page 16,
- Inspections, Audits and Driver Evaluations - page 22,
- Training Requirements - page 25,
- Personal Protective Equipment - page 29, and
- Commercial Vehicle Collision Evaluation - page 31.

## 2.6 DRIVER LEGISLATION

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All drivers authorized to operate Grande Yellowhead commercial vehicles are required to comply with the Fleet Safety & Maintenance Program policies, procedures and rules. This shall include:

- Authorized drivers,
- Mechanics who test drive or drive part-time, and
- Anyone else authorized to operate a Carrier vehicle.

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**Note:** To become listed as a Grande Yellowhead authorized driver, the driver shall meet the Driver's File Requirements - Commercial Vehicles - page 13 and Driver Qualifications and Requirements - page 20 before being permitted to drive a Grande Yellowhead commercial vehicle.

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- Drivers operating Grande Yellowhead 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,
  - i) the Act (*Traffic Safety Act*) and regulations made under the Act;

- ii) 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 subclauses (i) and (ii).
- All drivers are required to comply with all Municipal, Provincial and, Federal Bylaws, Acts, Regulations and, Statutes. This will include, but is not limited to:
- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.
- Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.
- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid incident producing situations by practicing and by promoting safe defensive driving skills.

### **2.6.1 ALBERTA LEGISLATION**

All drivers, vehicles and roadways within the Province of Alberta fall under the *Traffic Safety Act* and the related regulations.

The regulations that primarily affect commercial carriers include:

- Use of Highway and Rules of the Road Regulation, AR304/2002
- Operator Licensing and Vehicle Control Regulation, AR320/2002
- Driver Training and Driver Examination Regulation, AR316/2002
- Vehicle Equipment Regulation, AR122/2009
- Vehicle Inspection Regulation, AR211/2006
- Commercial Vehicle Certificate and Insurance Regulation, AR314/2002
- Commercial Vehicle Dimension and Weight Regulation, AR315/2002
- Driver's Hours of Service Regulation, AR317/2002
- Bill of Lading and Conditions of Carriage Regulation, AR313/2002
- Commercial Vehicle Safety Regulation, AR 121/2009

### **2.6.2 FEDERAL LEGISLATION**

The following Federal Acts and Regulations govern the Carrier:

- Motor Vehicle Transport Act, 1987, T-6 RSA 2000
- Motor Vehicle Safety Fitness Certificate Regulation, SOR/2005-180

## **2.7 DRIVER'S FILE - LEGISLATED REQUIREMENTS**

Section 41(1) of the *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* states that the registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must maintain, for each of that owner's drivers, a driver file.

### **2.7.1 OBTAINING DRIVER ABSTRACTS**

Transportation Services is responsible for securing driver abstracts within 30 days of hire and on an annual renewal basis. In order to obtain abstracts, drivers are required to complete a driver abstract consent form and submit as directed on the form.

Once the electronic Abstract Consent Form is completed, the Safety Officer will forward the form to Divisions authorized Alberta Registry Agent (Alberta Service Bureau). Electronic copies of the completed abstracts will be returned to the Transportation office.

All abstracts are to be retained in the driver's file in accordance with the section 2.8 Retention Of Records.

## 2.7.2 DRIVER QUALIFICATIONS

All drivers of commercial or fleet vehicles shall meet the requirements of 3.1 - Regulation Compliance & Driver Qualifications - page 16 before being authorized to drive Grande Yellowhead vehicles.

## 2.7.3 DRIVER'S FILE REQUIREMENTS - COMMERCIAL VEHICLES

The driver's file must contain the information as noted below:

- The driver's completed application form for employment with the registered owner;
- The driver's employment history for the 3 years immediately preceding the time the driver started working for the carrier (this requirement is to be included in the employment application submission by the driver);
- The driver's abstract consent form;
- Canadian Police Information Check (CPIC);
- Child Welfare Records Check (CWRC);
- A copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of the employment or hire;
- Annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- A record of driving violations and collisions to record the following:
  - A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
  - A record of any administrative penalty imposed on the driver under safety laws;
  - A record of all collisions involving a commercial motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside of Alberta;
- A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- A copy of a current medical certificate for the driver or, a copy of the driver's valid operator's licence that requires a medical certificate;
- A record of all duty hours for the preceding 6 months. See 3.1.3.2 Hours of Service - page 21 for clarification of these records.

## 2.8 RETENTION OF RECORDS

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Regulatory requirements specify that Grande Yellowhead must retain records in a centralized location for a specified time period. Files for drivers and vehicles will be collected and retained in paper format, referred to as SOURCE documents which will be stored on site as noted below and then destroyed in accordance with retention guidelines.

### 2.8.1 COLLECTION AND RETENTION OF COMMERCIAL VEHICLE DRIVER FILES

All Commercial vehicle driver paper documents will be collected in accordance with Driver's File Requirements - Commercial Vehicles - page 13. Source documents need to be collected in clearly labeled file folders. File folder labels **must clearly indicate** the driver's full name (last, first), the Division site.

If driver is deemed **ineligible** to drive a Division vehicle based on the driver's abstract or other documentation collected, **all** documents collected must be immediately destroyed and **not** retained.

### 2.8.2 DRIVER FILE CHECKLIST - TRANSPORTATION

#### Driver File Checklist: Transportation



Driver \_\_\_\_\_ Date \_\_\_\_\_

SCHOOL BUS  MFV  MFASB  FLEET

**APPLICATION PROCESS** (prior to commencement of training)

- Completed application form including a record of 3 years employment history
- Commercial Driver's Abstract & Consent (10 year abstract)
- Canadian Police Information Check (CPIC) - Record of all convictions and penalties
- Child Welfare Record Check (CWC) – Child Welfare Intervention Check
- Interview Questions
- Reference Checks

**HIRE PROCESS** (To be complete, when applicant has passed class 2 road test)

- Student Training Logs
- Trip Inspection Evaluation
- On Road Evaluation
- Copy of current Training Certificates
- Copy of the Driver's Licence
- Direct Deposit - TD1 & TD1AB – ASEBP payroll
- FOIP Consent
- Hire Memo – Transportation Services
- GYPSD Email/PSW/MY OTF Account setup

**DRIVER ORIENTATION**

Date \_\_\_\_\_

- GYPSD Email Account – Notices, reminders, newsletters & communication
- My OTF Training – Trip Inspections/Hours of Service
- Public School Works Login – Orientation/OHS/Admin Procedures/MHIMIS/Load Securement
- Site Safety       Fuel Card       PPE       Keys/Fob

**TO BE RETAINED ON THE EMPLOYEE FILE – Transportation**

- Record of all training (see Training Requirements for detailed list)
- CDA - Driver's abstract dated within 30 days of hire (retain for 5 yrs)
- Driver Time Records and Log sheets
- Documentation and driver evaluations
- Record of all collisions involving any motor vehicle

*Section 41 of the Commercial Vehicle Certificate of Insurance Regulation, AR314/200 states; the above information be retained on file for each person who is authorized to drive.*

## **3.0 SAFETY & MAINTENANCE REQUIREMENTS**

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The following directives are included in this section:

- 3.1 - Regulation Compliance & Driver Qualifications - page 16,
- 3.2 - Inspections, Audits and Driver Evaluations - page 22,
- 3.3 - Training Requirements - page 25,
- 3.4 - Driver Conduct and Discipline - page 27,
- 3.5 - Personal Protective Equipment - page 29, and
- 3.6 - Commercial Vehicle Collision Evaluation - page 31.

## **3.1 - REGULATION COMPLIANCE & DRIVER QUALIFICATIONS**

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### **PURPOSE**

The following outlines regulations and qualifications for commercial and fleet drivers.

#### **3.1.1 DRIVER REGULATIONS**

All drivers of Division vehicles are to comply with both Federal & Provincial regulations that pertain to the carrier's operations. Additionally, NSC standards govern carrier and driver operation - See NATIONAL SAFETY CODE COMPLIANCE - page 11.

Additionally, the following are required of drivers:

- Grande Yellowhead requires all drivers to adhere to their responsibilities and job description as described beginning on page 6;
- Drivers must immediately report to the maintenance department or, alternately the safety officer, all major defects observed during the trip inspection and must not operate the vehicle if the defect renders the vehicle unsafe to operate;
- All other defects are to be reported to the maintenance department in a timely manner
- Drivers are to comply with the carrier rules as provided below.

#### **3.1.2 CARRIER RULES**

Grande Yellowhead Transportation Department rules are made available to all drivers. All drivers must know and comply with all rules listed below as a condition of employment. The Carrier rules are listed in three groups:

1. General Rules beginning on page 16,
2. Operating Rules beginning on page 17, and
3. Health and Safety of Passengers Rules beginning on page 19.

### **GENERAL RULES**

#### **GENERAL REQUIREMENTS**

Drivers will always carry their driver's license and driver duty records, as well as ensure that the vehicle permits, insurance and registrations are in the vehicle at all times. Defensive driving habits must be utilized at all times and will include the following:

- Notify the Safety Officer when:
  - a driver determines they will not be compliant with the Hours of Service Regulations,
  - a driver feels they are not fit to drive as per the Fatigue Management Due Diligence (FMDD) practice,
  - a Division vehicle cannot or should not be operated.
- Ensure that driver duty hour records or Drivers Daily Log Book are completed as required (see Hours of Service Regulation & Driver Duty Records - page 34).

### **RESPONSIBILITY**

The driver is responsible for providing a service. The Health and Safety, comfort and well-being of the passengers shall be the primary concern of the driver. Safety of the public (pedestrians, cyclists, and other motorists) must also be a concern of a Grande Yellowhead driver.

## **CONDUCT WHILE ON DUTY**

All drivers must demonstrate tolerance, patience, consideration and self-control when dealing with passengers and public.

## **SAFETY MEETINGS**

All drivers are required to attend three safety meetings per year as directed by the Safety Officer. Safety meetings may be held as a Division-wide meeting or as local group meetings.

## **OPERATING RULES**

### **DRIVING GRANDE YELLOWHEAD COMMERCIAL VEHICLES**

No driver shall operate or permit any other person to operate a Grande Yellowhead commercial vehicle unless they are authorized by Grande Yellowhead to do so. Grande Yellowhead vehicles shall only be used on/for Division business.

### **DEFENSIVE DRIVING**

Vehicles must be driven in a defensive manner. Drivers should be professional and courteous and be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

### **LICENCES**

Grande Yellowhead authorized drivers are to comply with the Alberta Operator License requirements and have the appropriate license for the vehicle they drive. Also see Regulation Compliance & Driver Qualifications - page 16 for operator license requirements for Grande Yellowhead drivers.

Drivers must carry their driver's license with them at all times while on duty driving. If the license becomes lost, stolen or destroyed, Grande Yellowhead must be notified immediately. A duplicate license must be obtained before the driver may continue driving.

Drivers must report any suspension of their driving privileges immediately to the safety officer.

### **SPEED LIMITS**

Speed limits are established for optimum driving conditions. All posted speed limits must be obeyed and speed must be reduced according to road, weather, visibility conditions and vehicle type. If driving conditions are not at their optimum, drive at a lower speed accordingly. Any speed which is unsafe under the prevailing conditions is illegal. Driving over the posted speed limit is strictly prohibited.

In the operation of a school bus the speed must not exceed 90 km/hr.

A driver of a Commercial Vehicle shall not drive the vehicle at a speed greater than the posted speed limits.

#### **The vehicle speed must be reduced:**

- If the vehicle is traveling on the same side of the highway as a stopped emergency vehicle or tow truck.
- If the vehicle is passing a stopped emergency vehicle or tow truck when its flashing lamps are operating.
- If the vehicle is traveling through school playground or construction zones. Obey all posted speed limits.
- If the vehicle is traveling on unfamiliar roads or in inclement weather.

## RIGHT OF WAY

Right of way must be yielded in the following circumstances:

- To all emergency vehicles showing red revolving/flashing lights.
- When in doubt yield the right of way. Drive defensively at all times.

## FOLLOWING DISTANCE

Bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds or 1 to 1 ½ blocks ahead. Due to the size and weight of a bus, it requires a considerable distance to bring it to a full stop. Under ideal conditions when a driver is following another vehicle the “4 second” rule shall be used to determine a safe and acceptable following distance. Under adverse conditions or inclement weather conditions the 4 second following distance shall be increased.

## SEAT BELTS

If a bus is equipped with seat belts for the driver and passengers, the following must be done:

- The driver must wear the complete seat belt assembly.
- The passengers must wear the complete seat belt assembly.

It is the driver’s legal responsibility to ensure that all passengers under the age of 16 are properly secured.

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**Note:** *If the Multi-Function Activity Vehicle is equipped with seat belts, children weighing less than 18 kilograms (40 pounds) and children that are under six years of age must be transported in an approved child safety seat.*

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## AUTHORIZED PASSENGERS

Non-school Division students, parents or staff shall not be transported on Grande Yellowhead school bus routes unless approval is obtained from the Superintendent or designate.

## DRIVER’S COMPARTMENT

Keep the front part of the vehicle neat and tidy. Any papers should be kept in the proper place. Garbage cans, brooms, etc., must be placed and secured so they will not interfere with the safe operation of the vehicle. Items on a bus must not block the entrance stairwell or the emergency exits. Students must not be allowed to stand in order to use the garbage cans while the bus is in motion.

Keep the stairwell clean. In the winter, remove any build up of snow and ice with the broom. Do Not use salt.

## PARKING A BUS

Buses must be parked in a legal and safe place, preferably off the street. Buses should be closed up and locked as best you can to prevent vandalism. Make sure all switches and lights are off before turning off the ignition. Remove the ignition key and then complete post-trip vehicle check. The rear doors that are locked must be unlocked before beginning a trip.

## EQUIPMENT CHECKS

Drivers must make sure that the safety equipment required is available in the vehicle and in good operating condition. If this is not the case, drivers must report this to the Safety Officer or a mechanic. (See “Inspection Schedule” on page 60 for additional information).



## **SAFETY OF PASSENGERS RULES**

The Safety of the driver, passengers and the public is a primary concern. All drivers are required to exercise constant care to prevent injury to persons or property damage and, in all cases of doubt, to take the safe way.

## **USE OF VEHICLES IN EMERGENCIES**

Under normal driving conditions Grande Yellowhead vehicle drivers must obey all traffic regulations, even in emergencies. Call 911 to obtain emergency services, if required. No privileges shall be taken which might involve the breaking of established laws or that might endanger staff members, students, the general public, and/or other road users.

## **EMERGENCY DRILLS AND EVACUATIONS**

Drivers of buses must be familiar with emergency evacuation of passengers. Drivers and passengers must be aware of the location of emergency exits, evacuation procedures, and emergency equipment contained on the vehicle. As the person in charge of the bus, it is a driver's responsibility to orientate all passengers in emergency and evacuation procedures. In an incident, a driver may be injured and be unable to assist and a mature passenger may need to take charge of the evacuation of passengers. See Emergency Bus Evacuations - page 49 for more information.

## **LEAVING THE BUS**

Never leave passengers unattended for any reason. The driver is responsible for the safety of all passengers under their care.

As well, drivers are not to leave the bus unsecured.

Section 30 as part of the Commercial Vehicle Safety Regulation (AR 121/2009) states:

When a school bus is used for a purpose under section 19, the driver of the school bus shall not leave the school bus unless

- a) The engine and ignition are turned off,
- b) The ignition key is removed, and
- c) The parking brake is set

## **STANDING IN A BUS OR MULTI-FUNCTION VEHICLE (MFV)**

Section 30 as part of the Commercial Vehicle Safety Regulation (AR 121/2009) states:

When a school bus is used for a purpose under section 19, no person shall

- a) Stand in the school bus,
- b) Get up from that person's seat in the school bus, or
- c) Load onto or unload from the school bus while in motion.

No person is permitted to stand, get up from a seat or get on or off the bus while it is moving.

## **HEAD LIGHTS**

All Grande Yellowhead vehicles will use headlights and clearance lights, if installed. Headlights and clearance lights must always be used together and be on at all times.

## **EMERGENCY EXITS - BUS**

Drivers must make sure that the emergency exits are not blocked or locked in any manner and that the doors can be easily opened from inside or outside of the bus. Proper door function must be checked before every trip. All buzzers and other warning devices must be operational.

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**Note:** *If emergency devices are not in working order, the bus may not be operated as this is considered a major defect of emergency equipment.*

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## **DOORS**

No driver shall drive for any distance with any door, including the emergency exit, open or unsecured.

## **EQUIPMENT ON THE VEHICLE**

Where it is not practical to carry luggage, equipment or tools other than in the interior of the bus they may be carried if they

- a) Are stored under the seats where possible,
- b) Do not block the aisles or emergency exits, and
- c) Are stored, lodged or secured in such a manner so that they cannot be dislodged or move about when the brakes of the bus are applied, during acceleration of the bus or in the event of an accident involving the bus.

The person operating the bus shall ensure that any luggage, equipment or tools carried on the school bus are transported in accordance with this section.

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**Note:** *All drivers are required to complete training on load and passenger securement.*

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## **PROHIBITED MATERIALS**

While transporting passengers it is prohibited to carry the following in or on the bus:

- Animals
- Firearms
- Explosives
- Flammable materials or substances
- Fuel other than in the fuel system and fuel tank of the Multi-Function Activity Vehicle
- Anything of a dangerous or objectionable nature or that might endanger the lives or safety of the passengers.

### **3.1.3 DRIVER QUALIFICATIONS AND REQUIREMENTS**

Drivers of commercial vehicles must meet the following qualifications and requirements before being considered to operate Grande Yellowhead vehicles.

#### **3.1.3.1 COMMERCIAL VEHICLES**

The following are the qualifications and requirements for individuals wishing to operate Commercial Vehicles for Grande Yellowhead.

#### **LEGISLATED REQUIREMENTS**

Grande Yellowhead will apply this directive when considering an employee or volunteer as a driver. The driver applicant must:

- Possess a minimum Class 5 license and be competent to complete required training.
- Meet the requirements of the Driver's File Requirements - Commercial Vehicles - page 13
- Demonstrate competency in the completion of the Trip Inspection and an on-road evaluation.
- By reason of experience, training, or both, is able to safely operate the type of vehicle to which he/she may be assigned.

## **GRANDE YELLOWHEAD REQUIREMENTS**

Additionally, before a prospective driver is given authorization to operate a Grande Yellowhead vehicle the following operator qualifying steps will be followed:

- Completion of the Driver File Checklist - Transportation - page 14,
- Meet the requirements of or, be scheduled to meet the requirements of 3.3 - Training Requirements - page 25,

### **3.1.3.2 HOURS OF SERVICE**

- All Grande Yellowhead drivers are to comply with Procedure 4.1 - Hours of Service Regulation & Driver Duty Records - page 34). Excerpts from the Drivers' Hours of Service Regulation, and
- All drivers of Commercial Vehicles are to record their duty hours as required in Procedure: 4.1 using the Driver Time Record - page 37.

Additional duty hours for work other than Grande Yellowhead duty shall be reported on the Driver's Time Record or the log book.

### **3.1.3.3 DRIVER FINES - MOVING TRAFFIC VIOLATIONS**

Drivers of Grande Yellowhead Vehicles (Division and personal) when receiving a fine for a traffic violation shall:

- Report it within three (3) working days to the Safety Officer,
- Make a copy of the traffic violation and submit the copy to the Safety Officer for retention in the driver's file, and
- Be responsible for the payment of the fine.

## **3.2 - INSPECTIONS, AUDITS AND DRIVER EVALUATIONS**

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### **PURPOSE**

The purpose of this Directive is to provide a safe work place for its drivers and those whose Safety may be affected by Grande Yellowhead Fleet Safety & Maintenance Program and the hazards associated with Grande Yellowhead work.

The following elements constitute the requirements of this section:

### **3.2.1 REQUIREMENT TO COMPLETE A TRIP INSPECTION**

#### **INTENT**

The purpose of vehicle trip inspection is to ensure Grande Yellowhead vehicles are safe to operate and all maintenance concerns are reported.

#### **REQUIREMENTS**

Trip inspections are to be completed as per Procedure 4.5 - Trip Inspection - page 44.

### **3.2.2 REQUIREMENT TO COMPLETE THREE-MONTH INTERVAL INSPECTIONS**

This inspection is generally completed at the Edson shop as directed by the Maintenance Program. This inspection is described in Three-Month Interval Preventive Maintenance Inspection - page 60.

### **3.2.3 REQUIREMENT TO COMPLETE ANNUAL (SUMMER) INSPECTIONS**

This inspection is generally completed at the Edson shop during the summer recess (July & August) as directed by the Maintenance Program. This inspection is described in 5.3.4 Summer Inspection - page 61.

### **3.2.4 REQUIREMENT TO COMPLETE COMMERCIAL VEHICLE INSPECTIONS**

Depending on the type of vehicle, commercial vehicle inspections (annual or semi-annual) are to be completed by a licensed mechanic at the Edson shop.

#### **SEMI-ANNUAL INSPECTIONS**

This inspection requirement is directed by the Maintenance Program and is described as per Six Month Commercial Vehicle Inspection - page 60

The original CVIP certificate is to be maintained in the vehicle and a copy of the CVIP certificate is to be placed within the vehicle file; a CVIP decal is to be placed on the door of the bus.

### **3.2.5 REQUIREMENT TO COMPLETE CARRIER PROFILE REVIEWS**

#### **Intent**

A semi-annual review of the carrier profile will ensure that the Grande Yellowhead safety fitness rating is maintained at an acceptable level.

#### **Carrier Profile Review**

A carrier profile report will be requested from Carrier Services twice annually by the Safety Officer.

The review will examine:

- Conviction information to ensure that drivers have reported all convictions and that all reported convictions are accurate;
- CVSA Inspection information to ensure that drivers are routinely submitting the inspection reports, all infractions are addressed and that trip inspections are being completed properly;
- Collision information to ensure that all vehicle collisions have been reported by drivers, that all collision information is accurate and the collisions evaluated for preventability;
- Violation information to ensure that all violations have been reported by drivers and that all infractions (i.e., documentation, mechanical defects, etc.) have been corrected; and
- Monitoring information to ensure the Grande Yellowhead Safety Rating (R-Factor) does not exceed an acceptable threshold.

Any non-compliance items noted in the carrier profile reviews shall be the responsibility of the Safety Officer to develop an action plan to mitigate.

If the non-compliance item relates to an approved driver and is considered a breach of the terms of the Fleet Safety & Maintenance Program requirements or procedures, a written record shall be placed in the driver file. Such non-compliance items shall be addressed as per 3.4 - Driver Conduct and Discipline - page 27.

### **3.2.6 REQUIREMENT TO COMPLETE DRIVER ORIENTATIONS**

#### **INTENT**

The purpose of a driver orientation would be to provide an opportunity for Grande Yellowhead to review with the applicant, key elements of the Fleet Safety & Maintenance Program.

#### **DRIVER ORIENTATIONS**

A driver orientation is to be done prior to the applicant performing any carrier assigned duties including driving.

In addition to the orientation, all drivers will be required to complete training as per 3.3 - Training Requirements - page 25.

### **3.2.7 REQUIREMENT TO COMPLETE DRIVER EVALUATIONS**

#### **INTENT**

The purpose of the driver evaluation would be to provide an opportunity for Grande Yellowhead to evaluate the driver's performance and driving skills with the objective of continual refresher of drivers skills and knowledge.

On a regular basis a series of *Evaluations* will be completed for each driver. Any areas of concern will be noted, discussed confidentially with the driver, have an action plan developed if required. A copy of the evaluations will be retained in the driver's file.

The driver's evaluation will be completed as follows:

#### **ON-GOING EVALUATIONS FOR DRIVERS**

On-going evaluations will be completed for all drivers every 3-5 years using the following:

1. Driver File Checklist - Transportation - page 14,
2. Training Requirements - page 25,
3. Commercial Vehicle Driver Evaluation,
4. Trip Inspection Evaluation, and

## 5. On-Road Evaluation.

### **PRE-QUALIFICATION EVALUATION**

Applicants for Grande Yellowhead will be evaluated using the following:

#### **1. Driver File Checklist**

This portion of the evaluation ensures the driver's credentials and file requirements are in place.

#### **2. Trip Inspection Evaluation**

Each new driver will be required to successfully complete the trip inspection evaluation with a GYPSD driver instructor.

This portion of the evaluation will be completed using the Trip Inspection Evaluation.

#### **3. On-Road Evaluation**

The new driver will be required to successfully complete the on-road evaluation with a GYPSD driver instructor, before the new employee will be permitted to operate a vehicle.

This portion of the evaluation will be completed using the On-Road Evaluation.

If the applicant is not to be considered for driver authorization, the evaluation form shall be destroyed immediately.

### **GENERAL INFORMATION**

- a) Completing driver evaluations of drivers is a responsibility of the Director of Transportation Services. In carrying out this responsibility, it is recognized that the bus driver is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the school system.
- b) The evaluation shall focus primarily upon the responsibilities of the bus driver as outlined.
- c) Drivers on a probationary period will receive a probationary review within their first year of driving.
- d) All school bus drivers will be required to obtain the "S" Endorsement on their license within the first year of driving a school bus.
- e) All bus drivers are encouraged to maintain an ongoing self-evaluation.
- f) Any driver failing to comply with the rules as they are stated in this section will be subject to disciplinary actions.

### **DRIVER EVALUATIONS**

Evaluation of the driver's ability to properly complete the trip inspection and on-road evaluation will be completed:

- Probationary, during the first year of driving,
- Every 3 - 5 years, and
- Returning to work after an extended leave of one year or more.

### **FOLLOW-UP**

Upon completion of any evaluation:

- The evaluation will be reviewed and discussed with the driver, and
- The original copy of the driver's evaluation will be maintained in the driver's file.

### **3.3 - TRAINING REQUIREMENTS**

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#### **PURPOSE**

To clarify Grande Yellowhead responsibilities for the training requirements of all Grande Yellowhead drivers and vehicle service personnel.

#### **CARRIER RESPONSIBILITIES**

- Under the direction of the Professional Driver Instructor (see page 5) who will arrange for and provide training required.
- The Professional Driver Instructor is responsible for supervising the driver training program for all drivers, which includes, but is not limited to, reviewing driver training records to ensure they are current and valid.

#### **3.3.1 SAFETY TRAINING**

In addition to the training shown in the following table, the Safety Officer will complete additional training in:

- Close Call & Incident Investigation,
- Conducting Safety Observations, and
- Hazard Identification, Assessment & Control.

### 3.3.2 REQUIRED TRAINING SUMMARY

Training required by Carrier personnel is explained in the table below:

Programs	Course Title	School Bus Driver	MFV Driver	Fleet Driver	Safety Officer Instructor	Transp Staff	Delivery	Venue
		Cl. 1 or 2	Cl. 4	Cl. 5				
<b>GYPSD Driver Orientation</b>	Fleet, Safety & Maintenance Program overview includes: NSC & Provincial regulations	Y	Y	Y	Y	Y	Online	PSW
<b>GYPSD Safety Orientation</b>	GYPSD Policy/Admin Procedures/OH&S & Hazard Assessment	Y	Y	Y	Y	Y	Online	PSW
<b>MFV Training Program</b>	Introduction, orientation and training specific to the MFV. This program includes on road and in bus practical training. <b>3 Yr. Refresher required</b>	N	Y	N	Y	N	Classroom	GYPSD In House
<b>School/MFASB Training Program</b>	Introduction, orientation and training specific to a school or commercial bus (MFASB). This program includes on road and in bus practical training	Y	N	N	Y	N	Practical	GYPSD In House
<b>S Endorsement Certification</b>	Certification - Classroom Instruction with On Road and Trip Inspection Test	Y	N	N	Y	N	Classroom	GYPSD In House
<b>S Refresher</b>	Required every 3-5 years after receiving the S Certification	Y	N	N	Y	Y	Classroom	GYPSD In House
<b>Q Endorsement</b>	Air Brake Certification is required for all drivers of the school bus	Y	N	N	Y	N	Classroom	Service Provider
<b>First Aid</b>	Emergency Level	Y	Y	N	Y	Y	Classroom	GYPSD In House
<b>Hours of Service</b>	Step by step guidelines to regulations and completing driver time records and logs	Y	Y	Y	Y	Y	Online	MY OTF
<b>Trip Inspections</b>	"How To" video and overview of trip inspection requirements. Includes Air Brake procedures	Y	Y	Y	Y	Y	Online	MY OTF
<b>Load Securement</b>	Requirements for load securement when transporting passengers, tools or equipment	Y	Y	Y	Y	Y	Online	PSW
<b>Personal Protective Equipment</b>	Requirements on PPE and how to stay safe in the workplace	Y	Y	Y	Y	Y	Online	PSW
<b>WHMIS</b>	Information regarding the handling and transport of hazardous materials	Y	Y	Y	Y	Y	Online	PSW
<b>Transportation - Inclusive Supports</b>	Specialized training for drivers who may transport students with severe needs	Y	N	N	N	N	Classroom	GYPSD In House
<b>Defensive Driving</b>	Defensive Driver Certification	N	N	Y	Y	Y	Classroom	Service Provider

\*PSW – Public School Works

\*MyOTF – Online Training Facility



## 3.4 - DRIVER CONDUCT AND DISCIPLINE

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### Purpose

Grande Yellowhead believes that safe operation of Division owned vehicles is essential. Drivers are expected to practice good driver conduct and demonstrate due diligence in the application of the Fleet Safety & Maintenance Program at all times.

### Good driver conduct will include:

- To safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- Drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- Keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- Be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- Remain current with semi-annual bus evacuation drills
- drivers must report all significant events on road including, violations, near misses, etc.

### Procedure

Based on the seriousness of the driving violation, the Safety Officer may take the appropriate disciplinary actions. This action may include a variety of approaches up to and including termination. In all cases where disciplinary action is being considered the Safety Officer must contact HR Staff Relations.

Factors to be considered in disciplinary actions include:

- The number of offences involved,
- The seriousness of the offence,
- The time interval and driver response to disciplinary action(s), and
- Previous employee Health and Safety history.

As appropriate, actions may include:

- Written warnings,
- Re-training,
- Suspension of driving privileges,
- Termination or driving privileges or employment

### 3.4.1 SAFETY OFFICER RESPONSIBILITY

Disciplinary procedures to be followed by the Director of Transportation Services will include but not limited to:

1. First Offence: A verbal warning with documentation provided by the Director of Transportation Services and placed in the driver's file. Refresher training will be provided as required.
2. Second Offence: Notification in writing by the Director of Transportation Services with documentation placed in the driver's file. Refresher training will be provided as required.
3. Third Offence: The driver will be referred to administration for further disciplinary action and possible suspension.

The Safety Officer will review driver's file for conduct issues annually.

### 3.4.2 SUSPENSION OF DRIVING PRIVILEGES

The Safety Officer or, the Superintendent may suspend driving privileges if:

- A driver operates a Grande Yellowhead motor vehicle contrary to the Division Fleet Safety & Maintenance Program or;
- A driver abstract shows more than six (6) demerit points or more than three (3) moving traffic violations in the previous three (3) years or;
- A driver is suspended, disqualified or prohibited from operating a motor vehicle by the Registrar of Motor Vehicles in any Canadian Province or;
- A driver fails to meet the minimum licensing or operating requirements for any Grande Yellowhead vehicle or equipment or;
- A driver demonstrates any unsafe or careless act while operating a Grande Yellowhead motor vehicle.

Administrative penalties, including suspension of driving privileges, will be documented and retained in accordance with Retention Of Records - page 13. Documentation will include:

- a clear description of the issue / offense including dates and chronology
- the conditions under which driving privileges will be re-instated (if applicable)

---

**Note:** A record of any of these actions is to be retained in the driver's file.

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### Appeals

An appeal of a suspension or termination decision by the Safety Officer can be made to the Superintendent. Any appeal must be in writing and presented to the Superintendent within 30 days of the decision being appealed.

### 3.4.3 REINSTATEMENT OF DRIVING PRIVILEGES

Following a review by the Safety Officer driving privileges may be reinstated:

- a) Following the completion of remedial driver training and an evaluation.
- b) When demerit and violation counts have been reduced below the maximum limit.
- c) Canada Safety Council Defensive Driving Course certificates may be presented to an Alberta Registry Agent, within two (2) years of course completion, for a three demerit point reduction.
- d) Upon administrative reinstatement by the Registrar of Motor Vehicles in any Canadian Province or Territory or in the United States if previously suspended due to an administrative or criminal conviction.

Upon reinstatement, the individual responsible for reinstating driving privileges will update driver documentation related to the initial suspension of driving privileges to indicate:

- The date that the reinstatement of driving privileges takes effect
- Any conditions related to the driver moving forward
- Any conditions under which driving privileges will be removed again in the future

### 3.4.4 EXPIRED DRIVERS' LICENSES

Drivers are expected to renew their driver's licenses as required and advise their supervisors when renewal periods cannot be met. The Safety Officer must ensure that drivers with expired licenses are not operating Grande Yellowhead vehicles.

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**Note:** Drivers must also comply with the requirements of Admin. Procedure 550 - Transportation Safety - page 71.

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## 3.5 - PERSONAL PROTECTIVE EQUIPMENT

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### PURPOSE

Grande Yellowhead recognizes that provision of and proper training in the use and maintenance of personal protective equipment can significantly reduce incidents or injuries from incidents.

### PROCEDURES

1. PPE means equipment or clothing worn by an employee, student, contractor or visitor to protect him/her from health or safety hazards associated with working conditions at a work site.
  - PPE does not reduce the hazard itself nor does it guarantee permanent to total protection from the hazard.
2. The following provides a summary of the area of the body to be protected when warranted by a hazard assessment and the Personal Protective Equipment to be used:

To protect the...	Personal Protective Equipment
<b>Head</b> from falling objects	Industrial protective headwear that complies with CSA standard
<b>Eye</b> from exposure to radiant energy (welding flash) and flying objects	Properly fitting eye protective equipment appropriate to the work being done and the hazard involved that complies with CSA standards
<b>Hearing</b> for sudden loud noise and exposure as described in schedule 3 of the OH&S regulations (attached)	Hearing protection that complies with CSA standards
<b>Hand and body</b> from motion causing scrapes, abrasions or punctures; hazardous chemicals, biological contaminants and any source of electrical power; asbestos or similar agent	Properly fitting hand, arm or body protective equipment appropriate to the work being done and the nature of the hazard
<b>Foot</b> from impact, compression, punctures and hot material	CSA approved and properly fitted safety foot wear
<b>Respiratory system:</b> asbestos, toxic or disease producing contaminants	Respiratory protection that complies with CSA standards
<b>Body</b> from falls	Fall arresting device
<b>Body</b> from fire and work processes	Highly visible clothing that provides appropriate protection for the hazard associated with the particular work practice

3. Grande Yellowhead Public School Division will provide appropriate training for each PPE prior to a new employee or student using the personal protective equipment.
  - Employees are required to refresh their training on the appropriate use of their PPE.
4. Employees, students, contractors and visitors must wear PPE where required. Grande Yellowhead Public School Division will provide or will ensure that all employees, students, contractors and visitors exposed to hazards are provided with or purchase their own PPE prior to start of work or classes.
5. Employees and students must care for their PPE. They are responsible to ensure PPE is clean and in good repair. Grande Yellowhead Public School Division will reimburse each employee as follows:

<b>Head</b> protective equipment where deemed necessary by supervisory staff	Division reimburses employee
<b>Eye</b> protection where deemed necessary by supervisory staff	Division will reimburse employee up to \$350 prescription safety glasses every two years. Non-prescriptive protective eye wear is provided
<b>Hearing</b> protection where deemed necessary by supervisory staff	Division will provide adequate CSA ear protection for staff and students
<b>Hand and body</b> protection where deemed necessary by supervisory staff	Division provides adequate hand protective equipment, three sets of reflective coveralls annually, one set of reflective winter coverall every five years for transportation shop personnel, smocks, coveralls, and gloves as required for maintenance and technology sta
<b>Foot</b> protection where deemed necessary by supervisory staff	Division will reimburse employees up to \$200 per year for CSA compliant steel toed footwear or CSA compliant toe protection
<b>Respiratory system</b> where deemed necessary by supervisory staff	Division provides as necessary
<b>Body</b> from falls	Division provides fall arresting device

6. Employees and their supervisors will review hazards and the applicable PPE annually. Any person not wearing PPE as required may be subject to disciplinary action.
7. The PPE needs to match the hazard. Each hazard may require PPE to be worn and a hazard may require multiple PPE. Employees and supervisors are encouraged to evaluate the PPE and where practicable implement engineering or administrative controls.
8. Principals, their designates, Supervisors, Directors and the Deputy Superintendent are to provide direction necessary to ensure that an effective PPE program is in place and adhered to.

## 3.6 - COMMERCIAL VEHICLE COLLISION EVALUATION

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### Purpose

The following Directive outlines vehicle collision evaluation requirements as directed by Alberta Transportation, Carrier Services.

### Regulations

The following regulations constitute the Company requirements of this policy:

#### 3.6.1 ALBERTA TRANSPORTATION COLLISION EVALUATION

Collisions requiring to be reported to the police or requiring an insurance claim will be subjected to a collision evaluation by Alberta Transportation. The following information is provided from Alberta Transportation on the process of collision evaluations. The collision evaluation will be under the direction and guidance of the Safety Officer or their designate.

The following excerpt can be viewed on-line at <http://www.transportation.alberta.ca/656.htm>.

#### Excerpt

*Under the department's monitoring program, carriers may request that a collision be evaluated to determine if it was non-preventable. Collisions evaluated through an approved process and deemed to be "non-preventable" will not be held against a carrier and will be displayed as a "non-preventable" collision on their carrier profile.*

*Alberta Transportation has entered into an agreement with the Alberta Motor Transport Association (AMTA) to perform collision evaluations. A committee administered by AMTA, comprised of trained motor transport industry personnel, will review the application and evaluate the collision for "preventability". The evaluation may be subject to an administrative fee.*

*A carrier may request a collision evaluation at any time. No collision will be displayed on a carrier's profile until 45 days after the collision occurred. This allows carriers the option to have all collisions evaluated prior to the event being displayed on their Carrier Profile. **In all cases it is the carrier's responsibility to request an evaluation.***

*Carriers wishing to have a collision evaluated for preventability under Alberta's NSC program must complete this form and submit all other information requested to the Manager of National Safety Code and Operating Authority. AMTA will contact applicants directly if an application fee is required. For more information contact Carrier Services at (403) 340-5430. For further information regarding the National Safety Code program visit our web site at [www.transportation.alberta.ca](http://www.transportation.alberta.ca) select Commercial Transportation, then Bus/Truck Certificates and Monitoring.*

#### 3.6.2 COLLISION REPORTING

When a collision occurs, the driver and/or other competent first-hand witnesses are to gather relevant information concerning the collision.

#### MINOR COLLISIONS WITHOUT INJURY

- Quickly assess the situation and evacuate passengers if necessary and required,
- Contact Transportation Services,
- Summon the assistance of Transportation Services, and/or emergency response personnel as required. Transportation Services will inform the school administrators of the situation and any anticipated delays in student arrivals. Transportation Services will arrange for another bus to complete the route as required.
- Obtain the particulars of all other drivers involved in the accident, and

- Make a full report of the collision to the Director of Transportation Services.

## MAJOR COLLISIONS

The severity of the collision will determine the order in which a driver must proceed. The most important job of the bus driver is to remain calm and maintain order by helping to calm others. As soon as possible summon the assistance of the police or Transportation Services.

Whether a minor or major collision, the steps above should be followed and a full report is required.

## DUTIES OF THE DIRECTOR OF TRANSPORTATION SERVICES

1. Attend to each scene and complete an internal investigation and report.
2. Contact schools with details of students involved and provide a brief assessment of the situation.
3. Follow-up with parents to inform them of the incident.
4. Ensure that students are taken to the school as soon as possible.
5. Complete accident report forms and follow-up with the driver.

### 3.6.3 COLLISION REPORTING

In the event of a collision involving a Grande Yellowhead vehicle, the driver of the vehicle is responsible to do the following:

- If the collision is expected to have damage greater than \$2000, or there are passengers on board, the collision must be reported to the local police;
- As soon as reasonably possible, report the accident to the safety officer or Transportation Services (contact information on page 86).
- Gather the details of the collision using the 'Grande Yellowhead Collision Reporting Kit' as their reporting tool;

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**Note:** Every effort should be made to gather information requested by the Collision Reporting Kit while still at the scene of the collision.

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### 3.6.4 FOLLOW-UP ACTION

Following an investigation or collision review, management must, without undue delay undertake any corrective action required to prevent recurrence of similar incidents.

As soon as is reasonably practicable, management shall prepare a report of the incident, the action(s) taken, and any hazard alert that is applicable and communicate these to all Grande Yellowhead drivers.

## 4.0 SAFETY & MAINTENANCE PROCEDURES

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The following procedures are provided in this section:

- Procedure 4.1 - Hours of Service Regulation & Driver Duty Records - page 34,
- Procedure 4.2 - Emergency Equipment - page 39,
- Procedure 4.3 - Fueling Vehicles - page 42,
- Procedure 4.4 - Distracted Driver Legislation - page 43,
- Procedure 4.5 - Trip Inspection - page 44,
- Procedure 4.6 - Vehicle Breakdowns - page 46,
- Procedure 4.8 - Emergency Bus Evacuations - page 49,
- Procedure 4.9 - Two-Way Radio Use - page 50,
- Procedure 4.10 - Strobe Light Use - page 51,
- Procedure 4.11 - Video Monitoring - page 52,
- Procedure 4.12 - Field Trip Procedures - page 55, and
- Procedure 4.13 - Bus Cleaning Procedures - page 57.

## **PROCEDURE 4.1 - HOURS OF SERVICE REGULATION & DRIVER DUTY RECORDS**

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### **PURPOSE**

To ensure the driver of a commercial vehicle will properly complete a daily log for Driver's Hours of Service when required as required by the 'Drivers' Hours of Service Regulation (317/2002).

### **GENERAL INFORMATION ON HOURS OF SERVICE**

Grande Yellowhead will educate drivers and staff in hours of service regulations, **as required**. A record will be maintained on each driver's file showing that the training has been delivered and understood.

Grande Yellowhead will review all daily logs for proper completion.

#### **4.1.1 DRIVER DISCLOSURE OF OTHER DUTY HOURS**

As per Regulation Compliance & Driver Qualifications - page 16, Drivers are required to advise Grande Yellowhead if they perform additional duty hours with another carrier or carriers and/or perform any other duties outside of work with Grande Yellowhead that may contribute to driver fatigue.

Drivers must record on-duty hours from all employers whether as a volunteer or paid.

#### **4.1.2 FATIGUE MANAGEMENT DUE DILIGENCE (FMDD)**

The hours of service regulations are in place to ensure drivers have sufficient rest and are fit to drive when required to. Driver fatigue is responsible for many 'driver error' accidents in the commercial vehicle industry.

When drivers are required to drive a Division vehicle they must to consider their fitness to drive as it relates to fatigue. The back page of the driver duty record provides duty hour limits and a fatigue statement for the driver to consider before they drive. These statements include:

- I have had a full 8 hours of off-duty time prior to commencing my shift,
- I will not exceed 15 hours of on-duty time or 13 hours of driving time during the trip, and
- I am well rested and feel confident I am fit to drive at this time.

#### **4.1.3 WHEN A DAILY LOG IS NOT REQUIRED - RADIUS SYSTEM**

The Driver's Hours of Service Regulation (317/2002) states a driver must complete a daily log (graphed log) (see a sample on page 38) for each day of their employment (includes days they are off-duty). The regulation provides an exemption from completing the driver daily log; this is referred to as the Radius System.

Section 12 of the Driver's Hours of Service Regulation states that the driver does not require a daily log when ALL of the following conditions are met:

1. The driver does not operate beyond **160 kilometre** radius of the home terminal;
2. The driver returns to the home terminal (start and end at the same location);
3. The driver is released from work within **15 hours** from the start of the work shift;
4. Grande Yellowhead will, for each driver employed, 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).

This requirement means that an accurate record of the hours worked (duty hours) is maintained and covers at minimum the previous 6 months.



For example, if a teacher is an occasional driver, a daily record of their teaching, coaching, bus driving hours, and any other paid or volunteer hours must be recorded on the driver duty record or daily log.

---

**Note:** *If any one of the conditions listed above ceases to exist, then the driver must complete a **daily log** and record the total number of on-duty (driving and not driving) hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.*

---

#### **4.1.4 DRIVER DUTY RECORD COMPLETION**

The following information must be completed on the duty record (see a sample on page 37) or log:

- Driver's full name,
- Month and year of the record,
- Start and end of work shift for every day including weekends and holidays,
- Total on-duty hours for each day,
- A brief description of the driver's activities while on-duty,
- The unit number or name of the vehicle being driven during that day,
- Fatigue Management Due Diligence statement by checking the box if the driver determines they meet the requirements of being fit to drive at that time (see Fatigue Management Due Diligence (FMDD) - page 34).

#### **4.1.5 DRIVER DAILY LOG COMPLETION**

If a driver daily log is required, the following are the requirements for trips.

The following information must be entered in a daily log:

- A graph grid in the form set out in the schedule;
- The date;
- The odometer reading at the commencement of driving;
- The total number of kilometres or 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 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 enter the name of city, town or village or highway location and name of Province;
- Record the name of city, town or village or highway location when fueling 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.

**REQUIRED FORM**

Drivers completing a driver daily log shall use the driver daily log form available from the Transportation office.

**RETENTION OF RECORDS (DAILY LOGS) BY GRANDE YELLOWHEAD**

Section 16 (Retention of Records) states that Grande Yellowhead is to place the original duty record in the driver’s file within 30 days of that daily log being written and will retain them for 6 months from the date they were written.

The daily logs are to be retained in a neat and orderly manner (expected to be in chronological order).

**RETENTION OF RECORDS (DAILY LOGS) BY THE DRIVER**

Section 17 states that the driver will retain a copy of each daily log at their personal residence for a period of 6 months from the day they were written.

The duty records and daily logs are to be retained in a neat and orderly manner (chronological) at the residence of the driver. If requested by a peace officer, the driver will be required to produce a duplicate of daily logs within 7 days.

### 4.1.6 DRIVER TIME RECORD

Carrier Name and Address:  
 Grande Yellowhead Public School Division No. 77  
 3656-1 Ave  
 Edson, Alberta  
 T7E 1S8

**DRIVER'S TIME RECORD**



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

**NOTE:** All calendar days must be accounted for. If you had no on-duty time for the period covered by this Time Record, please write "OFF" over the above dates and submit this time record as specified below.

Month / Year: \_\_\_\_\_ / \_\_\_\_\_

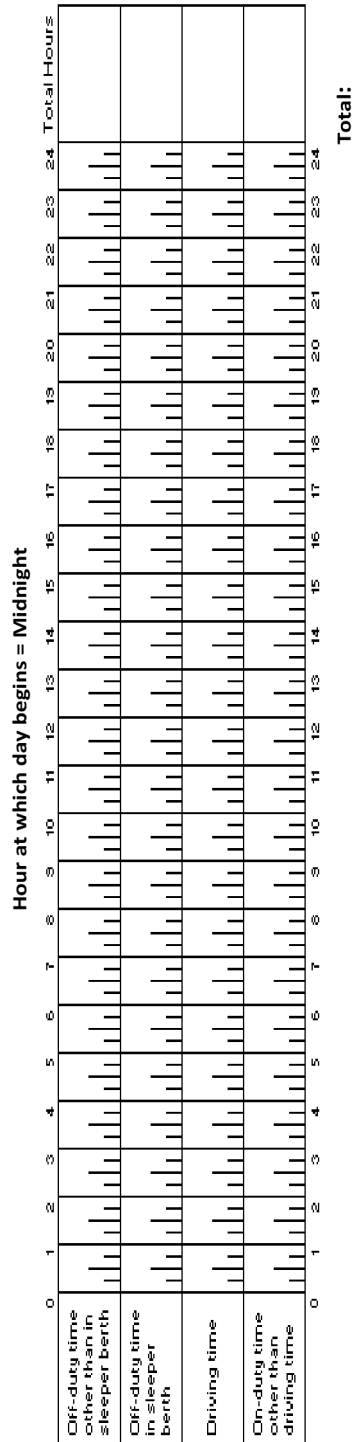
Driver's Name (Print): \_\_\_\_\_ Driver's Signature: \_\_\_\_\_

THIS TIME RECORD MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT IMMEDIATELY FOLLOWING THE LAST DAY OF THIS MONTH

White Copy - Office      Yellow Copy - Driver

### 4.1.7 DRIVER'S DAILY LOG (SAMPLE)

<b>Driver Daily Log</b>			
<b>Carrier:</b> Grande Yellowhead Public School Division	Date: March 29, 2014		
<b>School:</b> Name of School	Vehicle Unit/Lic. No. DGV-654	Odometer Finish: 1100	
<b>Home Terminal Address:</b> Address of School	Cycle 1 (7 days)	Odometer Start: 1000	Total Distance Driven Today: 100 km.



Daily Deferral Used: \_\_\_\_\_ Day 1 \_\_\_\_\_ Day 2 (check one)

**Personal Use of Commercial Vehicle (record odometer reading below)**

Start Odometer: \_\_\_\_\_ End Odometer: \_\_\_\_\_

<b>Previous Days' Time Records</b>							
Previous Day (first = 1)	1	2	3	4	5	6	7
Total Hours On-Duty							
Total Hours Off-Duty							

Teacher Driver  
Printed Name of Driver

*Teacher Driver*

\_\_\_\_\_  
Signature of Driver (Certified True and Correct)

## PROCEDURE 4.2 - EMERGENCY EQUIPMENT

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### PURPOSE

Prevent damage to property and/or injury to yourself or others through the knowledge of which emergency equipment to use and how to use it.

The emergency equipment discussed in this procedure includes:

- Fire Extinguisher - page 39,
- Approved Highway Warning Devices - page 41, and
- Hazard Warning Lights - buses - page 41.

### 4.2.1 FIRE EXTINGUISHER

#### General Information

Drivers will be trained on the use of approved fire extinguishers to be in each Grande Yellowhead Commercial vehicle. The fire extinguisher must meet all requirements as specified in the *Commercial Vehicle Safety Regulation (AR 121/2009)* Section 17 of Schedule 1.

Training in emergency equipment and their use is covered in the driver training program (see page 25).

A record of the training given and the date the training was provided will be retained on the driver's file.

Your vehicle will be equipped with at least one adequately pressurized, dry chemical-type fire extinguisher bearing the label of a recognized testing agency and showing a rating of not less than a 2A, 10 B:C. This fire extinguisher will be located in the area of the driver's compartment. You should be aware of its capabilities and proper use **before** attempting to fight a fire with it. **Do not** attempt to put out a fire if it is beyond the capability of yourself or your extinguisher. Remember, depending upon the type and size of the extinguisher, you may only have 8 to 10 seconds of chemical discharge.

#### TYPES OF FIRES

Class/ Symbol	Materials	Recommended Extinguisher	Fighting the Fire
<b>A</b>	Wood, paper, rags, rubbish & other ordinary combustible materials	Water from a hose, pump type water can or pressurized extinguisher & soda acid extinguisher	Soak the fire completely – even the smoking embers
<b>B</b>	Flammable liquids, oil & grease	ABC units, dry chemical, foam and carbon dioxide extinguishers	Start at the base of the fire & use a swinging motion from the left to right, always keeping the fire in front of you
<b>C</b>	Electrical equipment	Carbon dioxide & dry chemical (ABC units) extinguishers	Use short bursts on the fire. When electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electric are ignited
<b>D</b>	Combustible metals such as sodium, magnesium and potassium	Dry powder	Follow manufacturer's instructions

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

---

**Note:** *As part of the trip inspection operators are to inspect the fire extinguisher ensuring it is fully charged and in good working order. A monthly inspection of the fire extinguisher is also required. Drivers shall initial the fire extinguishers tag (attached to the fire extinguisher) after a complete inspection, on the last operating day of each month.*

---

### GENERAL PRECAUTIONS

- Fire extinguisher caps shall not be interchanged
- Water or water extinguishers shall not be used on electrical fires
- Dry chemicals recharge materials shall be stored in a dry location
- Dry chemical shall be blown from the extinguisher hose after use, by turning the extinguisher upside down and squeezing control lever.
- A straight stream of water shall not be directed towards hot oil, steam lines or, other hot surfaces.
- All extinguishers shall be inspected at regular intervals and shall be tagged with the date of inspection and/or refill
- All extinguishers shall be promptly refilled after use
- The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with sweeping motion
- All instructions of the manufacturer as to the recharging of the extinguisher and it's maintenance shall be followed

### FIRE EXTINGUISHER OPERATION

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

- Remove the fire extinguisher from the bracket,
- Pull the safety pin by breaking the seal,
- Approach the fire from upwind if possible,
- Hold the extinguisher in an upright position,
- Point the discharge apparatus (hose, horn, nozzle) at the base of the fire,
- Squeeze the handle,
- Continue to use until fire is out and extinguisher is fully discharged, and
- Ensure all discharged fire extinguishers be replaced with a fully charged one.

#### Remember the word **PASS**:

- **P**ull - pull the safety pin by breaking the seal;
- **A**im - aim the nozzle, horn or hose at the base of the fire;
- **S**queeze - squeeze the handle;
- **S**weep - sweep from side to side moving carefully toward the fire.

Keep the fire extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

---

**Note:** *A fire extinguisher that has been discharged must be immediately reported to Transportation Services/Mechanic and a replacement will be issued. A driver may not operate the bus without a fully charged fire extinguisher.*

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## 4.2.2 APPROVED HIGHWAY WARNING DEVICES

All of Grande Yellowhead vehicles shall carry certified highway warning triangles and drivers must be able to produce them on the demand of a Peace Officer.

If a vehicle must be stationary on the highway between the time period of sunrise and sunset outside the limits of a city, town or village:

- The driver must activate the flashing emergency hazard warning lights and place approved warning devices on the highway in line with the vehicle at a distance of approximately 30 meters (100 feet) in front of the vehicle as well as approximately 30 meters (100 feet) behind the vehicle.
- If a vehicle must be stationary on the highway between the time period of sunset and sunrise or at anytime when there is not sufficient light to clearly see persons or vehicles on the highway at a distance of 150 meters (500 feet):
- The driver must activate the flashing emergency hazard warning lights and within 10 minutes of becoming stationary place approved warning devices on the highway in line with the vehicle at a distance of approximately 75 meters (250 feet) in front of the vehicle as well as approximately 75 meters (250 feet) behind the vehicle.

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**Note:** *If necessary, get assistance from the police to prevent possible incidents.*

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## 4.2.3 HAZARD WARNING LIGHTS - BUSES

When involved in a collision or other emergency situations, you must use the hazard warning lights on your bus as a further warning device to alert other motorists. These are your hazard lights and not your alternately flashing amber or red lights.

## 4.2.4 REFLECTIVE SAFETY VESTS

All GYPSD drivers are provided with a reflective safety vest which they are required to wear when working outside the vehicle (i.e., for breakdowns, fueling, trip inspections, cleaning, etc.)

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## PROCEDURE 4.3 - FUELING VEHICLES

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### PURPOSE

To minimize the potential for incidents, both personal and environmental, through safe and proper vehicle fueling procedures.

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**Note:** *Fueling is illegal with students on board - fueling should be done between the morning and afternoon run.*

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### 4.3.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Rubber gloves suitable for protection from petroleum products, and
- Reflective safety vest.

### 4.3.2 FUELING

During fueling, the driver must:

- Shut off engine;
  - Not smoke;
  - Check for fuel leaks;
  - Not overfill the tank;
  - In the event of a minor spill, immediately apply an accepted absorbent material;
  - In the event of a major spill, immediately notify the proper person or agency;
  - Not leave nozzle unattended;
  - Not dispense fuel in proximity to electrical sparks or open flame, and
  - Replace filler cap when finished fueling.
- 

**Note:** *The driver of a commercial vehicle used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR121/2009) shall not allow any person other than the driver, in the bus when it is being fueled.*

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**Note:** *Under any circumstance fuel of any type must not be transported inside the passenger compartment of the vehicle.*

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**Note:** *A link to the Commercial Vehicle Safety Regulation (AR 121/2009) is provided on page 74.*

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## PROCEDURE 4.4 - DISTRACTED DRIVER LEGISLATION

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### PURPOSE

To provide information to help protect drivers and passengers from injuries associated with activities that may distract the operator of a Grande Yellowhead vehicle while driving.

### 4.4.1 APPLICATION

Alberta Distracted Driver legislation restricts drivers from:

- Using hand-held cell phones
- Texting or e-mailing
- Using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
- Entering information on GPS units
- Reading printed materials in the vehicle
- Writing, printing or sketching, and
- Personal grooming

### 4.4.2 CELLULAR TELEPHONE USE - DRIVER RESPONSIBILITY

1. Drivers may not use their cell phone to send/receive messages or calls regarding student absences, while operating a bus.
2. If a driver driving a vehicle must make or receive a phone call, the vehicle must be parked and in a safe location before using the cellular phone.
3. If making an emergency call (911) the vehicle should be safely parked before making the call.
4. A "Hand-Free/Bluetooth" device should be used once a vehicle is stopped to allow free hand movement.
5. Ensure cellular phones are turned off at all times while fuelling gas powered vehicles and equipment.

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**Note:** *Drivers are permitted to use a two-way radio in an emergency while operating the vehicle.*

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## PROCEDURE 4.5 - TRIP INSPECTION

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### PURPOSE

Drivers or other competent persons are required by current legislation to complete a trip inspection of the commercial vehicle before it is used. This procedure provides guidance in the completion and reporting of the inspection.

### Legislation

Section 10 of the Commercial Vehicle Safety Regulations (AR 121/2009) requires that the driver, or other persons authorized by Grande Yellowhead, must complete a trip inspection on each commercial vehicle during the 24 hour period and prior to its use.

### 4.5.1 INSPECTION & REPORT REQUIREMENTS

1. A completed trip inspection report is valid for a maximum of 24 hours and can be used by another person using the same vehicle during the 24 hour period.
2. The trip inspection report is to be completed using the trip inspection report form provided by Transportation Services.
3. Trip inspections are to be completed based on the terms of Schedule 2 (buses) of Part 2 of the National Safety Code Standard 13. A copy of the appropriate Schedule is to be kept on the commercial vehicle at all times and must be produced if requested by a Peace Officer.
4. Required information to be recorded on the trip inspection report are:
  - License plate number, and unit number or Vehicle Identification Number (VIN),
  - Odometer or hubmeter reading,
  - Name of the carrier operating the vehicle,
  - Name of the municipality or highway location where the inspection was completed,
  - Identify defects of every item or state that ‘no defect was found’,
  - Time and date of the inspection report,
  - Name of the person completing the inspection,
  - Signature of the person completing the report, and
  - If a person other than the driver completes the inspection, the name and signature of this person is to be recorded on the trip inspection report.
5. The trip inspection report must:
  - be in a legible written format, and
  - must state or record all information as listed above.

#### 4.5.1.1 RECORD RETENTION

Trip inspection records shall be:

- Retained in the inspected vehicle for the day of the inspection,
- Delivered to Transportation Services within 20 days of completing the report and then retained in the vehicle file for 6 months after completing the report or after the report is received (whichever is longer).
- Retained as per Summary - Retention of Vehicle Records - page 67

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**Note:** Trip inspection reports that record defects will be retained in the vehicle file as a maintenance record for a period of 5 years from the date the trip inspection report was completed.

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## 4.5.2 POST-TRIP INSPECTION

The bus driver is to perform a post-trip inspection of the school bus after each trip. Any defects and service requirements must be reported to the mechanics as explained below.

## 4.5.3 REPORTING DEFECTS

Defects are to be reported to the Transportation Services or, alternately to the Safety Officer as required:

1. Defects considered minor and do not cause the vehicle to be unsafe to drive are to be reported by the end of the day in which the defect was noted, and
2. Defects considered major and cause the vehicle to be unsafe to drive must be immediately reported to a mechanic. A vehicle with a major defect may not be driven.
  - The trip inspection report for the current day is to be kept on the vehicle and be produced to a peace officer if requested.
  - The driver shall continue to record defects until they are repaired,
  - Trip inspection reports are to be forwarded to Transportation Services or, alternately the Safety Officer within 20 days where they will be retained in the vehicle file.
  - Completed trip inspection books shall be returned to Transportation Services.

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**Note:** *The driver may report defects to a mechanic by phone or in person.*

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## PROCEDURE 4.6 - VEHICLE BREAKDOWNS

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### PURPOSE

In the event of a vehicle breakdown, proper procedures will result in improved safety to passengers and less damage to vehicles.

### 4.6.1 PROCEDURE

Whether a drive stops during the day or night, the Highway Traffic Act requires that warning triangles be set out if the driver is going to be stopped on the shoulder of the road for more than 10 minutes.

Drivers should notify Transportation Services if they have a breakdown and await further instructions or a replacement bus if necessary. Be prepared to provide the following information regarding the breakdown:

- Type of failure,
- Can the unit be moved and how fast,
- What is the location of the breakdown,
- Is the vehicle loaded,
- Are passengers on board,
- What was the destination,
- Is a repair shop necessary,
- Is a tow truck necessary, and
- What parts are required if it can be determined.

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**Note:** *The safest location for passengers is within the vehicle unless the vehicle position is deemed unsafe.*

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## **PROCEDURE 4.7 - INCLEMENT WEATHER PROCEDURES**

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### **PURPOSE**

In the event of inclement weather proper procedures consistently applied will result in improved safety to passengers and drivers with less damage to vehicles.

### **4.7.1 PROCEDURE**

1. The Director of Transportation Services (or designate) will begin to check weather, road condition and temperature in Grande Cache, Hinton, Lobstick, and Edson areas at 5:00 am.
2. If the temperature is – 36 C or colder or inclement weather conditions are in effect, the Director of Transportation Services may suspend bus service in areas affected.
3. In the event there is a wind chill factor of -45 or more, the Director of Transportation Services may suspend bus service in areas affected.
4. The Director of Transportation Services will source temperature, road and weather information by radio, TV and websites such as Environment Canada and The Weather Network and;
5. Drivers in each area assigned to the driver fan out, will contact the Director of Transportation Services with area temperatures and road reports, when inclement weather conditions are in effect.

### **4.7.2 CANCELLED OR DELAYED BUS ROUTES**

1. Drivers shall report route cancellations and delays in excess of 10 minutes, to the Transportation Department or the Director of Transportation Services.
2. Transportation Services will post delays and cancellations at [www.schoolbusstop.ca](http://www.schoolbusstop.ca).
3. Local Radio stations will broadcast bus status reports as posted on the website.
4. School Bus Cancellations will be for the AM only. If weather conditions are predicted to worsen or last throughout the day the Director of Transportation Services may cancel bus service for the entire day.

### **4.7.3 DRIVER FAN OUT**

1. Drivers should communicate with the designated driver in their area when considering the decision to cancel their school bus route.
2. The designated driver will source information from other drivers in their area and report to the Director of Transportation Services assisting with compilation of weather and road information for the entire Division.
3. The designated driver in each area will contact the Director of Transportation Services or designate if the temperature is – 36 C or colder or if weather/road conditions are extreme in their area.
4. The Director of Transportation Services may utilize the Driver Fan-Out for the communication of route and /or inclement weather related information.

#### 4.7.4 SCHOOL BUS DRIVERS

If the school bus driver believes it is unsafe to operate a school bus, they may cancel their morning bus route or any portion thereof. Before cancelling their route the driver should:

1. Contact other drivers in their area or parents along the route, to discuss current conditions.
2. Make attempt to obtain weather and road information before cancelling.
3. Drivers shall contact their designated driver if the temperature at their home is -36 or colder or if weather/road conditions are extreme in their area.
4. If the driver has begun the morning bus route and conditions warrant termination of the route, the driver shall contact Transportation Services or the Director of Transportation Services before returning students to their residence.
5. All parents must be duly notified to ensure access to the residence is available.

#### Early Dismissal due to Deteriorating Weather Conditions

1. When weather or road conditions deteriorate during the day, the Director of Transportation Services, in consultation with School Principals (or designate) may authorize any or all busses to leave the school prior to regular dismissal time,
2. In the event of early dismissal the school and bus driver will make every attempt to contact parents and ensure adequate access to the residence is available.

#### Field Trip Considerations during Inclement Weather

1. Field Trips should not operate in areas where inclement weather conditions are in effect or school bus cancellations have been posted due to inclement weather and road conditions.
2. School Administrators or their designate, shall confirm weather and road conditions before permitting a field trip to depart from the school.
3. If a driver is scheduled to operate a field trip in areas where inclement weather conditions are in effect, prior to departing they should contact Transportation Services or the school, to confirm if the field trip has been cancelled.

**Transportation Services office hours are 7:00 a.m. – 5:00 p.m.**

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**Note:** After hours contact the Director of Transportation Services at 780-723-8053.

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The above procedures have been compiled using current Transportation Services protocols in effect and referencing:

- AP 131 Emergency Closure of Schools and/or School Bus Transportation
- AP 550 Transportation Safety

## **PROCEDURE 4.8 - EMERGENCY BUS EVACUATIONS**

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### **PURPOSE**

To ensure safe and proper evacuation of passengers from a bus in the event of an emergency where the safety of passengers is at risk by remaining on the bus.

### **4.8.1 SCHEDULE OF DRILLS**

School bus drivers are to complete school bus evacuation drills at minimum of twice per school year.

### **4.8.2 PROCEDURE**

A school bus evacuation drill is to be completed using the training skills provided in the 'S'-Endorsement course and viewing the Evacuation video or attending a Safety Evacuation presentation at the school.

### **EVACUATION OF THE BUS**

Usually the safest place for the passengers is to remain in the bus during an emergency. But all of the following three situations will require you that you evacuate the bus:

1. Fire
2. Danger of fire
3. Unsafe position

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**Note:** Refer to "S" Endorsement manual for more information on these requirements.

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## PROCEDURE 4.9 - TWO-WAY RADIO USE

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### PURPOSE

Every Grande Yellowhead school bus is equipped with a two-way radio for communicating with the Transportation Services office.

### 4.9.1 INFORMATION AND PROCEDURES

Two way radio communication cannot receive and transmit simultaneously. If you are listening to a message, you cannot speak or interrupt until the other person has stopped transmitting.

1. The microphone should be held in the palm of the hand and the **transmit** button pushed with either the thumb or forefinger.
2. Speak slowly and clearly in a normal speaking voice **across** the microphone. (not into it). It is not necessary to raise your voice any more than normal.
3. Keep your transmissions as short as possible.
4. Send 5 to 10 words at a time, release the button, and wait for the receiver of your message to prompt you to send some more.
5. Finish each transmission with the word "Over". This will tell the other person that you are waiting for his/her reply.
6. Finish your last transmission with the word "Out". This will tell the other party you are finished and expect no further messages.
7. Remember, that in an emergency, time on air is vital for others as well as yourself.
8. Two-way radios are to be on at all times the bus is being operated during the school year.
9. The radio is to be used strictly for School Division business (in cases of emergencies, help with specific decisions, and contact with central base stations and/or other school bus drivers.

### 4.9.2 IN CASE OF EMERGENCY

- Remain calm during an emergency transmission. Do not raise your voice, because this could interfere with the recipient's ability to understand what you're saying.
- Begin an emergency transmission by repeating the word "**EMERGENCY**" three times at the beginning of your message. Then proceed to deliver the message according to standard protocol.
- Use the word "security" in place of "emergency" if you are faced with an urgent situation that is not a life-or-death matter.



## PROCEDURE 4.10 - STROBE LIGHT USE

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### PURPOSE

Proper use of strobe lights increases the visibility of the bus to other motorists during low visibility conditions.

### 4.10.1 INFORMATION

Section 73 of Alberta's *'Use of Highway and Rules of the Road Regulation (AR 304/2002)'* states the operator of a school bus should activate the white flashing strobe lamp when operating in adverse atmospheric and visibility conditions, including fog, blizzard and smoke, and to allow its use whenever increased visibility is desirable.

### 4.10.2 STROBE LIGHT USE

Suggested distance will come into play when the visibility is down to 400 meters or less.

If visibility improves to a distance of 400 meters or greater, the strobe light must be turned off.

As stated above, do not use the strobe light when operating within a urban community.

Drivers are reminded:

- The strobe light shall only be used in poor visibility conditions, and
- To turn the strobe light off when entering 'urban/Town' communities.

## PROCEDURE 4.11 - VIDEO MONITORING

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### BACKGROUND

The Division has a responsibility to provide a safe environment, to protect Division owned or leased property from theft or destruction and to assist in dealing with student or staff discipline matters.

The use of video surveillance equipment on Division owned or leased property and in school busses is permitted in accordance with these procedures.

The Division recognizes both its legal obligation to provide appropriate levels of supervision in the interest of student safety and the fact that students have privacy rights that are reduced but not eliminated while under the supervision at school. A recorded tape or digital recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### PROCEDURES

#### 1. Use of Audio/Video Monitoring

- Audio/Video Monitoring includes the use of video only or audio/video monitoring.
- Video/audio recordings of actions by student(s) or staff may be used as evidence in any disciplinary action brought against an individual arising from conduct on or about division property or with regard to student transportation.
- Video/audio recordings may be used to detect or deter criminal offenses. They may also be used for inquiries and proceedings relating to law enforcement, research, deterrence and discipline.
- Video/audio recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy (FOIPP) Act, and any rules or regulations there under.
- Video monitoring shall not be used for other purposes unless expressly authorized by or under an Act or under an enactment.

#### 2. Operation in Division Owned or Leased Facilities

- Video cameras owned by the Division may be installed and used to monitor and/or record at any division owned or leased facility.
- Video surveillance camera locations must be authorized by the Principal or Director of Facility Services in consultation with the Superintendent or designate.
- Before video surveillance is introduced at a site consideration must be given to less invasive alternatives.
- Video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms).
- The following sign or something similar must be posted at the main entrance of the division owned or leased facility and other areas subject to video surveillance:

*“VIDEO MONITORING IS IN USE IN THIS BUILDING FOR EVIDENCE UNDER THE SCHOOL ACT”*

For information on the collection of personal information contact:

Assistant Superintendent - Business Services

3656 1st Avenue, Edson, Alberta T7E 1S8

780-723-4471 OR 800-723-2564

### 3. Operation in GYPSD or Contract School Buses

- Video cameras owned by the Division may be installed and used to monitor and/or record on all school buses.
- Video surveillance camera locations must be authorized by the Director of Transportation Services in consultation with the Superintendent or designate.
- Before video surveillance is used on a school bus consideration must be given to a less invasive alternative.
- The following sign or something similar will be posted on every bus that is adapted to have a video camera:

*“THIS BUS IS EQUIPPED WITH INTERIOR AND/OR EXTERIOR VIDEO MONITORING EQUIPMENT FOR EVIDENCE UNDER THE SCHOOL ACT”*

For information on the collection of personal information contact:

Assistant Superintendent - Business Services

3656 1st Avenue, Edson, Alberta T7E 1S8

780-723-4471 OR 800-723-2564

### 4. Security of Video Monitoring Equipment and Recordings

- Only a designated staff member or agent of the Division will install video cameras. Only designated staff members or agents shall have access to the key that opens the camera boxes. Only these staff members or agents shall handle the cameras, video recordings, or digital recordings.
- Video recordings not in use shall be securely stored in a locked area at the respective school/department receptacle. Digital recordings shall be stored on computers with restricted access.
- Video recordings and digital recordings may never be publicly viewed or distributed in any other fashion except as provided by this administrative procedure and appropriate legislation.
- Video and digital recordings not used as evidence are not to be retained for more than 60 days.

### 5. Viewing of Video Recordings and Digital Recordings

- Video monitors used to view video recordings or digital recordings shall not be located in a position that enables public viewing. Recordings may only be viewed by the designated staff members or by parents/guardians and students. (Note. 5.2 below), or by staff members or agents responsible for the technical operations of the system (for technical purposes only).
- If a staff member or student is facing any disciplinary action, he may authorize his union representative or advocate to also view the recording.
- Parents/guardians requesting to view a segment of a recording that includes their student may do so. Students may view segments of a recording related to themselves, if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student or parent/guardian viewing must be done in

the presence of an administrator. A student or parent/guardian has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Freedom of Information and Protection of Privacy Act.

- Parents/guardians may be asked to view a segment of a recording in the presence of the Principal or Director of Transportation Services.
- 6. Retention of Video recordings and Digital Recordings used as Evidence**
- Where an incident raises a prospect of the legal claim against the Division, the recording, or a copy of it, shall be sent to the Division's insurers.
  - Video recordings and digital recordings shall be erased unless they are being retained at the request of the Principal, Superintendent or designate, staff member, parent/guardian of student for documentation related to a specific incident, or are being transferred to the Division's insurers.
  - Video recordings and digital recordings retained under 6.2 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
- 7. Access and Review**
- Each Principal is responsible for the proper implementation and control of the video surveillance system at their school.
  - The Director of Transportation Services is responsible for the proper implementation and controls of video cameras on school buses.
  - The Director of Facility Services is responsible for the proper implementation and controls of video cameras at all other locations.

Reference: AP 182 - Audio-Video Monitoring

## **PROCEDURE 4.12 - FIELD TRIP PROCEDURES**

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The following guidelines have been developed to ensure the safe operation of buses operating on curricular and extra-curricular trips (field trips). Management of Division field trips are the responsibility of the Transportation Department.

### **4.12.1 TRIP PERMITS**

1. Permit numbers are required for all trips (with passengers) and are issued by Transportation Services.
2. Trip Permits must be requested at least one week in advance of the trip.
3. The "Requester" shall complete the "Field Trip Permit" and fax or scan/email to [transportation@gypsd.ca](mailto:transportation@gypsd.ca).
4. Permit # and driver (if required) will be assigned by Transportation Services and a completed copy of the permit will be returned to the requester.
5. Completed permit shall be retained at Transportation Services and at the school.
6. Permits shall be signed by the School Principal or Director of Transportation Services.
7. The Trip Permit must remain in the bus at all times during the trip and produced on demand from a Peace Officer.

### **4.12.2 SCHOOL REQUIREMENTS**

1. The School Principal shall be responsible to ensure a Permit has been assigned for the trip and a copy is available for the driver, at the school.
2. Park Entrance passes are available at the school and are the trip requester's responsibility to ensure they have, before departing on the trip.
3. Schools will be billed for use of the bus and driver wages as per the schedule of rates in effect at the time of the trip.

### **4.12.3 TRIP SCHEDULES**

1. Drivers must adhere to the departure times as indicated on the trip permit.
2. Trip requesters may be required to provide a written itinerary for overnight trips and schedules may be reviewed by the Safety Officer to ensure hours of service regulations are not violated.
3. Transportation Services must be informed of any changes to the permit once it has been issued.

### **4.12.4 BUS DRIVER**

1. Drivers are required to fuel, sweep and remove garbage from the bus upon completion of the trip.
2. Before departing on a trip, drivers must ensure they are familiar with Municipal bylaws and regulations en-route to, and at their destination.
3. Drivers are responsible for the care and operation of the bus and shall have authority over all passengers and supervisors.
4. The bus driver will explain bus rules and safety information prior to departure and will ensure all rules are adhered to.

#### **4.12.5 DRIVER DUTY TIME**

"ON DUTY" - Drivers who are required to stay with the group during the trip are considered "On Duty" and should not leave the group unattended.

"OFF DUTY" - Drivers may be considered "Off Duty" when they are not required to stay with the group between the pickup and return times of the trip.

#### **4.12.6 TOTAL ON DUTY TIME**

Drivers may be on duty for a maximum of 15 hours and drive for no more than 13 hours in a day (24 hrs). Drivers riding in a seat, volunteering during the trip or performing duties other than driving, are considered ON DUTY.

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**Note:** A driver is considered "ON DUTY" the entire time they are with the group and may not be booked "OFF DUTY" unless they are able to return home or to their hotel accommodation

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#### **4.12.7 CANCELLATION OF TRIPS**

If the trip is cancelled within 24 hours of the scheduled departure time, the school may be billed the minimum two hour pay for the driver.

For trip procedures during inclement weather refer to Procedure 4.7 - Inclement Weather Procedures - page 47.

#### **4.12.8 PROVINCIAL REGULATION**

1. Only approved drivers may operate a bus on field trips.
2. Transportation Services Department is responsible for the management of commercial driver records and driver training requirements for the Division.
3. All buses are required to report to vehicle inspection stations when directed.
4. GYPSD carries Provincial Operating Authority and trips outside Alberta are not permitted.

## PROCEDURE 4.13 - BUS CLEANING PROCEDURES

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### DIVISION VEHICLE CLEANING SCHEDULE

Vehicle cleanliness is critical to road safety and GYPSD requires all drivers of division vehicles to maintain the following cleaning schedule. A clean bus/vehicle is also a requirement of the Commercial Vehicle Compliance Regulation in which the employer is required to ensure employees maintain a clean and sanitary bus or commercial vehicle.

Drivers are required to maintain the cleanliness of the assigned school bus, spare school bus, MFV, MFASB or Fleet vehicle and shall follow the cleaning requirements listed below;

#### 4.13.1 SCHOOL BUSES

##### DAILY

1. Swept, driver's area & windshield free of dust and clutter, garbage is removed.
2. Exterior touch up may be required on a daily basis ensuring the lights and signs on the school bus are clean and visible to other motorists.

##### WEEKLY

1. Exterior washed.
2. Driver's area wiped of dust, free of clutter and interior windows cleaned.
3. Interior passenger windows, seats, walls and ceiling wiped where needed.
4. Debris between seats and wall is removed.
5. Floors are swept and mopped.

##### BI-ANNUALLY (JUNE - DECEMBER)

The school bus shall be thoroughly cleaned on the interior including driver's area, windows, walls, seats, floors and ceiling, twice annually, once being before parking the bus at the end of June.

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**Note:** A driver using a spare bus is responsible to ensure the bus is swept, fueled, garbage removed and all defects noted during the trip inspection are reported to a mechanic.

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#### 4.13.2 MFV AND MFASB

1. Driver's area and interior windshield is clean, free of dust and all clutter and garbage is removed from the vehicle at the end of the trip.
2. Interior driver and passenger areas shall be wiped down and interior windows kept in clean condition.
3. Exterior shall be cleaned as needed ensuring lights, windows and mirrors are clean.
4. Floors must be mopped and the exterior washed as needed ensuring the bus is kept in clean condition.

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**Note:** Upon completion of trip, the driver is responsible to ensure the bus is swept, fueled, garbage removed and all defects noted during the trip inspection are reported to a mechanic.

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### 4.13.3 DIVISION FLEET VEHICLES

1. Driver's area and windshield are free of dust, clutter and garbage is removed daily.
2. Interior driver and passenger areas shall be wiped down and interior windows cleaned weekly.
3. Exterior shall be cleaned as needed ensuring lights, windows and mirrors are clean.
4. Drivers of Division vehicles shall ensure the interior and exterior of the vehicle is kept in clean condition at all times.

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**Note:** *Water hoses may not be used on the interior of the bus or other Division vehicle*

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**Note:** *The interior windows and mirrors should be kept free of dust to reduce the sunlight glare*

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## 5.0 FLEET PREVENTIVE MAINTENANCE & INSPECTION

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The preventive maintenance and inspection program will address the following areas:

- Trip inspections,
- Repairs,
- Routine scheduled maintenance,
- Semi-annual and annual CVIP inspections, and
- Record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

Regular vehicle maintenance is necessary for safe use and effective work programs. Vehicles will be maintained according to the inspection and maintenance guidelines provided below:

- Fleet Maintenance Components - page 59,
- Inspection Schedule - page 60,
- Vehicle Maintenance Schedule - page 61,
- CVIP Inspection Station & Mechanic - page 65, and
- Vehicle Maintenance Files - page 66.

### 5.1 PROGRAM RESPONSIBILITY

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It is the responsibility of the *Safety Officer* or their designate to ensure the maintenance and inspection components of this program are implemented.

Grande Yellowhead drivers shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

No person shall change, reconstruct or modify the body or seating capacity of a bus or activity van without the written approval of the register.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

Copies of the Grande Yellowhead Fleet Safety & Maintenance Program will be kept at the Edson Division office as well as school locations commercial multi-function vehicles (MFV) or fleet vehicles. A copy of the Fleet Safety & Maintenance Program shall be made available to each driver and any person who carries out the duties of the maintenance and inspection program.

### APPLICATION

Vehicles registered to Grande Yellowhead are required to comply with the maintenance and inspection program policies and procedures, including all school, MFV, commercial and fleet vehicles registered to Grande Yellowhead.

### 5.2 FLEET MAINTENANCE COMPONENTS

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The Grande Yellowhead maintenance program shall cover at least all of the components as listed in Schedule 2 buses and MFVs (NSC Standard 13, Part 2).

**Note:** A complete copy of the *Commercial Vehicle Safety Regulation (AR 122/2009)* is maintained at the transportation office and is available to review on-line at the following website: (<http://www.transportation.alberta.ca/525.htm>).

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## 5.3 INSPECTION SCHEDULE

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A variety of vehicle inspections are required and completed to maintain a safe and efficient fleet of Grande Yellowhead vehicles. As well these inspections are Commercial by NSC and Provincial legislation.

### 5.3.1 TRIP INSPECTIONS - COMMERCIAL VEHICLES

All bus drivers, or another competent person shall complete a 'trip inspection' each 24 hour day the vehicle is operated. The inspection shall include all items as identified on Schedule 2 of NSC Standard 13, Part 2 and be recorded on the trip inspection form.

The trip inspection forms are available from Transportation Services.

The completed trip inspection report for the day of travel shall be kept on the vehicle until the next checklist is completed.

A copy of NSC Standard 13 - Trip Inspections, Schedule 2 (buses & MFVs) shall be maintained on the vehicle at all times and available to a Peace Officer upon request.

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**Note:** For assistance in the completion of the Commercial Vehicle trip inspection and reporting see *Inspection & Report Requirements - page 44.*

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### 5.3.2 THREE-MONTH INTERVAL PREVENTIVE MAINTENANCE INSPECTION

All **school buses and MFV buses** will be subject to a three-month interval inspection as a preventive maintenance strategy;

- The three-month Bus Inspection will be conducted by or under the supervision of a GYPSD licensed mechanic;
- The inspection will be reported on and include all vehicle components as listed on the Three-Month Interval Inspection Report.
- Any defects or repair requirements will be corrected as soon as practical after the inspection is completed.

A copy of the Three-Month Inspection Report shall be retained in the vehicle file for the current year and 4 previous years.

The shop foreman shall maintain a written schedule ensuring that all buses and MFVs receive the Three-Month Inspection Report and subsequent required servicing in a timely manner.

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**Note:** *If the Three-Month Interval inspection schedule for a bus coincides with the scheduled semi-annual (CVIP) inspection requirement, the semi-annual inspection will replace the Three-Month Interval Inspection.*

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### 5.3.3 SIX MONTH COMMERCIAL VEHICLE INSPECTION

All **school, commercial and MFV buses** will be subject to a semi-annual Commercial Vehicle Inspection as required by Alberta Infrastructure and Transportation:

- The 6 month Bus Inspection will be conducted by or under the supervision of a mechanic licensed to do the inspection;
- The inspection will include all vehicle components as required by Alberta Infrastructure and Transportation to achieve the 'Bus Inspection Certificate; and
- Upon completion of the inspection, an Alberta Infrastructure and Transportation 'Bus Inspection Certificate' shall be completed and distributed as required by regulations;

A copy of the Alberta Infrastructure and Transportation 'Bus Inspection Certificate' shall be:

- retained in the vehicle file for the current year and 4 previous years; and
- retained in the respective commercial vehicle for the period for which it is valid.

The Safety Officer or their designate shall maintain a written schedule ensuring that all buses receive the Six-Month Inspection and subsequent required servicing in a timely manner.

### **5.3.4 SUMMER INSPECTION**

All **school buses and MFVs** will be subject to an annual inspection completed during the summer recess as a preventive maintenance strategy:

- The Annual Summer Inspection will be conducted by or under the supervision of a GYPSD licensed mechanic;
- The inspection will be reported on and include all vehicle components as listed on the Three-Month Inspection Report; and
- Any defects or repair requirements will be corrected as soon as practical after the inspection is completed.

A copy of the inspection report shall be retained in the vehicle file for the current year and 4 previous years.

The Maintenance Supervisor shall maintain a written schedule ensuring that all buses receive the Annual summer inspection and subsequent required servicing in a timely manner.

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**Note:** *If the annual summer inspection schedule for a bus coincides with the scheduled semi-annual (CVIP) inspection or the Three-Month Interval Inspection requirement, the semi-annual inspection or the Three-Month Interval Inspection will replace the annual summer inspection.*

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## **5.4 VEHICLE MAINTENANCE SCHEDULE**

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### **5.4.1 REQUIREMENT TO REPAIR, CORRECT AND REPORT DEFECTS**

No Grande Yellowhead employee shall allow a driver to drive and no driver shall drive a Grande Yellowhead vehicle with any uncorrected or existing major defects (see Schedule 2 for a description of a major defect),

### **5.4.2 OIL CHANGE, LUBRICATION & GENERAL MAINTENANCE PROGRAM**

- All commercial vehicles are to have the engine oil changed within a minimum distance interval as described on the Inspection and Maintenance Schedule Summary - page 64.
- All buses and activity vans are to have a mechanical equipment/component lubrication service completed within a distance interval as described on the Inspection and Maintenance Schedule Summary.
- Records of oil changes, lubrications and general repairs are to be maintained in the vehicle file as per the requirements of Vehicle Maintenance Files - page 66.

### **5.4.3 DAY TO DAY MAINTENANCE**

- As required by the trip inspection form, and observations while operating the vehicle, drivers are to make requests for repairs of defects and general maintenance to a mechanic as required;
- The maintenance request is to be recorded on the trip inspection report, and reported to a mechanic;

- All service requests submitted are to be repaired within a reasonable time as determined by the mechanic; and
- A copy of all maintenance requests shall be retained in the vehicle file located at the Transportation shop office as per Collection and Retention of Vehicle Files requirements.

#### **5.4.4 PREVENTATIVE MAINTENANCE SERVICE**

The following preventative maintenance service will be completed as listed in the Inspection and Maintenance Schedule Summary - page 64.

##### **SERVICING - BUSES**

Servicing of all buses is scheduled as described in Inspection and Maintenance Schedule Summary - page 64 and will include:

- Oil and Oil filter change,
- Component lubrication, and
- Brake slack adjuster is checked for brake push-rod travel and is adjusted as required.

##### **SERVICING - NON-COMMERCIAL VEHICLES**

Servicing of all non-commercial vehicles is scheduled as described in Inspection and Maintenance Schedule Summary - page 64 and will include:

- Oil and Oil filter change, and
- Component lubrication.

##### **FUEL SYSTEM - FUEL FILTER**

Annually fuel filters are routinely replaced on all buses as a preventive maintenance strategy.

##### **WHEEL BEARINGS & WHEEL SEALS**

Every two years the wheels are removed from buses and the wheel bearings and wheel seals are inspected and replaced as required.

##### **AIR BRAKES**

Annually the air drier cartridge is routinely replaced as a preventive maintenance strategy.

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**Note:** All work will be recorded on work orders and maintained in vehicle files.

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#### **5.5 INSPECTION RESPONSE & MAINTENANCE**

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Any deficiencies discovered in the course of a regular inspections, or general observations are to be submitted to the maintenance department or designated service personnel without delay in the case of major defects and as soon as possible in the case of all other defects.

All service records are to be maintained in the respective vehicle file with a vehicle file retention system to meet the "Commercial Vehicle Maintenance Standards Regulation (118/89) as discussed in Collection and Retention of Vehicle Files - page 66.

### 5.5.1 DEFECTS OBSERVED DURING OPERATION

If a driver or person authorized by Grande Yellowhead to conduct trip inspections believes or suspects there is a safety defect in the vehicle, that driver or person shall record the safety defects in the trip inspection report or otherwise in a written document and report that defect to a mechanic as follows:

- a) Minor defect - by the end of the day in which the defect was noted;
- b) Major defect - must be reported to a mechanic immediately. The bus may not be operated until the major defect is repaired.

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**Note:** *Drivers will continue to record the defect until it is repaired.*

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**5.5.2 INSPECTION AND MAINTENANCE SCHEDULE SUMMARY**

Inspection Type	Vehicle Type	Inspection Interval	Comments
Trip inspections	School Buses or MFV	Every day (24 hr) vehicle used	Complete using the form provided by Transportation Services. Report all defects and document all repairs.
Vehicle Preventive Maintenance Service	Diesel Powered School Buses	12 000 kms	Service as described in Preventative Maintenance Service - page 62 Maintain service records in the vehicle file (see Vehicle Maintenance Files - page 66)
	Gas Powered School Buses	9 000 kms	
	Multi-Function Activity Buses (diesel)	7 000 kms	
	Non-commercial Vehicles	7 000 kms	
Three-Month Interval Inspection	Diesel Vehicles Gas Vehicles	3 months	Complete using the Three-Month Inspection Report Retain service records in the vehicle file (see Vehicle Maintenance Files - page 66)
Annual Summer Inspection	Diesel Vehicles Gas Vehicles	Annually	Complete using the Three-Month Inspection Report Retain service records in the vehicle file (see Vehicle Maintenance Files - page 66)
CVIP Inspections	School Buses MFV	Semi-annually (180 days) Semi-annually (180 days)	Required every 6 months before next CVIP expires and is to be completed by a Certified CVIP Station Copy of current and past CVIP reports to be retained in the vehicle file.
Fuel Filters	All buses	Annually	Completed during a scheduled preventive maintenance inspection. Retain service records in the vehicle file (see Vehicle Maintenance Files - page 66)

Inspection Type	Vehicle Type	Inspection Interval	Comments
Wheel Hubs	All buses	Two-year interval	Wheel hubs removed to inspect wheel bearings and wheel seals & repair as required. Retain service records in the vehicle file (see Vehicle Maintenance Files - page 66)
Air Drier Cartridge	All buses	Annually	Air drier cartridge is replaced routinely. Retain service records in the vehicle file (see Vehicle Maintenance Files - page 66)
Non-Commercial Preventive Maintenance -	All school Division owned vehicles	Annually	Complete using the Three-Month Inspection Report Retain service records in the vehicle file (see Vehicle Maintenance Files - page 66)
Day to Day Repairs	All vehicles	As required	Maintain service records in the vehicle file (see Vehicle Maintenance Files - page 66)

### 5.5.3 CVIP INSPECTION STATION & MECHANIC

The CVIP inspections shall be completed by an approved licensed inspection mechanic.

#### Inspection Station

Grande Yellowhead completes the commercial inspections (semi-annual & annual) at the school Division's approved licensed repair facility (#10048) at the Education Service Centre, 3656-1ST Avenue, Edson, AB.

#### Licensed Mechanics

The following individuals are licensed to service and inspect GYPSD commercial vehicles:

- Bob Tuftin, License A0101,
- David Cornelius, License B3909, and
- Kevin Wilson, License A4897.

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**Note:** See *Grande Yellowhead - Transportation Services - page 86* for mechanic contact information.

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## 5.6 VEHICLE MAINTENANCE FILES

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### 5.6.1 COMMERCIAL VEHICLES

All authorized to operate Carrier Commercial Vehicles will have individual maintenance files as indicated below:

#### VEHICLE MAINTENANCE FILE REQUIREMENTS

As per the Commercial Vehicle Maintenance Standards Regulation (AR 118/89) each Vehicle Maintenance File shall contain the following information:

##### IDENTIFICATION

The file for each vehicle registered to Grande Yellowhead must contain at least all of the following information about the vehicle:

- Manufacturer's serial number, and vehicle unit number or identifying mark,
- Vehicle make; and
- Year of the vehicle manufacture.

##### DOCUMENTATION

The file for each vehicle shall contain:

- Records of all scheduled maintenance inspections, repairs, and lubrications, with each record displaying the nature of the inspection, vehicle identification, the date, and odometer reading of the vehicle,
- Copies of the current annual or semi-annual Safety inspections (CVIP),
- All trip inspection forms for the previous 6 months, and
- Notice of recall from the vehicle manufacturer and corrective action(s) taken regarding the notices.

### 5.6.2 COLLECTION AND RETENTION OF VEHICLE FILES

Required paper (SOURCE) vehicle documents will be collected in accordance with the type of vehicle. Source documents need to be collected in clearly labeled file folders and retained at the Edson facility as per Summary - Retention of Vehicle Records - page 67.

In the event a documented defect identified during a daily inspection was repaired, both the record of repair, together with the signed daily inspection report noting that the defect was repaired must be retained together.

Trip inspection reports will be stored as part of the vehicle file folder for a period as stated in Summary - Retention of Vehicle Records - page 67.

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**Note:** *If a trip inspection report records a defect and the repair, that inspection report is to be attached to the work order and retained as a repair record for the current year and four previous years.*

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### 5.6.3 SUMMARY - RETENTION OF VEHICLE RECORDS

A quick reference of retention requirements is provided below:

Type of Record	Retention Time Required
Vehicle maintenance and repair records	Current year plus 4 previous years
Regularly scheduled inspection reports	Current year plus 4 previous years
<p style="text-align: center;">trip inspection Reports</p> <hr/> <p><b>Note:</b> *Trip inspection reports that record defect(s) and the repairs necessary to correct the defect(s) are to be retained as vehicle maintenance &amp; repair records.</p> <hr/>	*6 months
Retired (obsolete or sold) vehicle records	6 months from date vehicle declared obsolete or sold

#### Vehicle Inspection, Raper & Maintenance Records

Vehicle records shall be retained as per Section 38 of the Commercial Vehicle Safety Regulation (AR121/2009). All individual vehicle files are to be retained for the current calendar year and the four previous years.

#### Trip Inspection Records

Trip inspection records shall be retained as per Section 38 of the Commercial Vehicle Safety Regulation (AR121/2009) for 6 months after completion of the report.

## 6.0 APPENDICES

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The following items are included in this section:

- Appendix I - GYPSD Policy and Administrative Procedures - page 68,
- Appendix II - Transportation Services Forms List - page 74, and
- Appendix IV - Emergency Communication - page 86 and page 87.

### 6.1 APPENDIX I - GYPSD POLICY AND ADMINISTRATIVE PROCEDURES

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This section provides a copy of the following Policy and Administrative Procedure:

- Policy 17 - Student Transportation Services - page 69, and
- Admin. Procedure 550 - Transportation Safety - page 71.

### 6.1.1 POLICY 17 - STUDENT TRANSPORTATION SERVICES

In order to provide students with equal access to educational opportunities, the Board's aim is to provide a safe, effective and efficient transportation system for students.

#### SPECIFICALLY

1. Eligible Students – are defined as
  - a) a student who resides 2.4 kilometers or more from their designated school or;
  - b) a student that has been assessed and identified as having a severe disability and requires transportation to and from school.
  - c) All distance measurements shall be made in accordance with Section 2 of the Student Transportation Regulation.
  - d) Instead of providing transportation for an eligible student, the Board may enter into an agreement with the parent(s)/guardian(s) of the student(s) within the provisions of Section 52 of the School Act.
2. Ineligible Students – are students who reside less than 2.4 kilometers from their designated school.
  - a) Transportation for Ineligible students will be provided only if the ineligible student:
    - Meets the bus at an existing bus stop along the route; and
    - There is no diversion of the bus from the regular route; and
    - There is seat space available on the school bus; and
    - The fee for transportation services has been paid.
  - b) If the Superintendent or designate determines that traffic conditions or other conditions impact the safety of ineligible students walking to and from school, the Board may enter into an agreement with the parent(s)/guardian(s) of the student(s) to provide transportation.
  - c) School of Choice – if a student is enrolled in a school pursuant to Student Transportation Regulation and does not reside within the attendance area for that school, the student or the parent of the student shall provide transportation of the student:
    - To and from the site of the school; or
    - To and from an existing stop, on a school bus route within the designated attendance area for that school.
3. Transportation may be provided for eligible students attending a school of choice in accordance with the requirements of the Superintendent or if:
  - There is space available on the school bus; and
  - There is no diversion of the bus from the regular route; and
  - Parents agree to meet the bus on route, at an existing stop, each morning and afternoon at the pre-determined time of the student loading and unloading; and
  - There is space in the receiving school and permission has been received from the Principal for the student to attend.
4. Cooperative Bussing – The Board may enter in an agreement to provide transportation service for students who are eligible resident students of another Board or school jurisdiction.
5. Out-of-jurisdiction transportation is transporting students outside of geographic boundaries of GYPSD. This will only occur if there is a current agreement between GYPSD and the neighbouring school authority.

6. After the accommodation of eligible students the allocation of available seat spaces for ineligible students will be made on a “first-come, first-served” basis.
  - To manage the number of seat spaces available on a route, ineligible students will not be registered on more than two separate school bus routes, at any given time.
  - At the end of each school year, all ineligible students will be removed from the bus route and parents will be required to re-register each year, if the ineligible student requires school bus transportation for the upcoming school year.
  - If seating spaces held by ineligible students are required for eligible students, the ineligible students shall give up their seating space in the following sequence:
    - The oldest ineligible student on the route who resides closest to the school he/she attends shall relinquish his/her seat first.
7. Students may occasionally use school buses for personal reasons within the conditions defined by the Superintendent or designate.
  - The request of a student wishing to ride a bus for personal reasons shall be considered only if space is available on the bus.
  - The parent(s)/guardian(s) of a student wishing to ride a bus for personal reasons shall obtain permission from the driver, Transportation Services or school administration.
  - The driver shall be assured of the consent of the parent or guardian by a telephone call or signed note from the parent(s)/guardian(s) or school administration.
  - The bus shall not deviate from its normal route or time nor shall it make special stops for pick up or drop off.
8. All transportation fees are set annually by the Board to pay for the funding shortfall due to the difference between the budgeted costs incurred by the Board for regular route operations and Alberta Education transportation grants.
  - Transportation fees are determined each year by Board resolution.
  - The student transportation fee is applicable to all regular students accessing Board transportation services at any time between September 1 and June 30.
  - To support parents who encounter financial hardship, the division can reduce the fee required. Transportation fees may be reduced upon confidential application (Form 1012) to the Assistant Superintendent – Business Services, with documentation demonstrating financial difficulty. Reductions will be prorated based on the prior year’s total taxable household income which falls within  $\pm 10\%$  of the Statistics Canada Low Income Cut-off for 5 person households, in urban areas under 30,000 people.
  - No refunds will be made except in cases where the student no longer rides the bus. The refund will be paid on a pro-rated basis until April 15, after which no refunds will be made.
  - Transportation fees collection will be consistent with school fees. Transportation fees are as follows:
    - Ineligible Student - \$200.00 per student (Family Max. - \$600.00).
9. The Superintendent or designate may establish rules and procedures for the issuance of bus passes for ineligible students.

Legal Reference: Section 51, 52, 53, School Act

Student Transportation Regulation 250/98 (Amended A.R. 231/2012)

AP 505 – School Fees

## 6.1.2 ADMIN. PROCEDURE 550 - TRANSPORTATION SAFETY

### BACKGROUND

The Division believes that it has a responsibility to ensure that Transportation Services provided for students are safe.

### PROCEDURES

1. The ability of the bus operator is the prime factor in providing a safe transportation system.
  - All Division Bus Operators and all Contract Bus Operator shall be approved by the Director - Transportation Services.
  - The Director - Transportation Services shall be responsible for granting and/or revoking approvals of operators of Division-owned buses.
  - All Division and Contract Bus Drivers will ensure that they are not under the influence of any substance which could affect performance of their duties during hours of work. Without restriction, the foregoing "substance" includes alcohol, legal or illegal narcotics or other drugs, and also includes any prescription or non-prescription medication which carries a warning of the possibility of drowsiness, reduced vision, decrease in hand-eye coordination or other motor functions as a result of the use of the said medication.
  - If a driver requires a substance that will adversely affect performance of duties, the Grande Yellowhead Public School Division No. 77 Transportation office shall be notified as soon as possible so that a spare driver can be dispatched.
  - If a driver is found under the influence of any substance which affects performance of duties, the Director - Transportation Services will take appropriate action.
  - If a driver is found to have violated any National or Provincial Highway Statutes or Board policies or administrative procedures, the Director - Transportation Services will take appropriate action.
2. Satisfactory student conduct and discipline is essential to safe student transportation.
  - The operator of a bus shall be responsible for maintaining satisfactory discipline on a school bus.
  - Operators shall immediately report a student who is a persistent or serious discipline problem to the Principal of the school the student attends, and to the Director - Transportation Services. The operator can recommend to the Principal that the student be suspended from riding the bus.
  - The operator may refuse to transport any student who he/she feels will present a threat to the safety and welfare of the student him/herself, or to the other students on the bus. When this does occur, the operator shall inform the student's parents, the Principal, and the Director - Transportation Services as soon as possible.
  - If, at any time, the operator finds the behavior of a student to be uncontrollable, he/she is to use the mobile radio or go to the nearest telephone, and inform the Director - Transportation Services, who will inform the Principal of the school involved in the situation. In extreme cases or where no other assistance can be obtained the RCMP may be called in. He/she is to remain with the students until such a time as relief arrives. The operator shall not put a student off the bus between home and school for disciplinary reasons.
  - If the Director - Transportation Services becomes aware of a student who is frequently a discipline problem on the school bus, he may recommend to the Principal that the student be suspended from riding the bus.
3. The condition and maintenance of the bus fleet is vital to a safe transportation system.

- A bus accident is defined as any incident in which a Division bus or a Contractor's school bus is involved in injury or damage to: a student, a second vehicle, a building, property, other persons, or objects.
  - Each and every bus accident involving a Division Bus Operator or a Contract Bus Operator, no matter how minor, MUST be reported as soon as possible to the Director - Transportation Services as well as to the appropriate police authority.
  - Failure to report a bus accident to the office of the Director - Transportation Services will be considered a serious offense, and will result in suspension and/or recommendation for dismissal of the School Bus Operator or Contractor as determined by the Director - Transportation Services.
  - The Director - Transportation Services will conduct an investigation into each bus accident and may file a written report, with a copy to the Division Bus Operator or Contractor concerned.
  - When the investigation of a bus accident involving a Division Bus Operator or Contract Bus Operator reveals that the accident involved potential or actual injury to a student, and that the Bus Operator was either charged and convicted of a driving offense and/or deemed by the Director - Transportation Services to be primarily or totally responsible, the Director - Transportation Services will take appropriate action.
  - Bus accidents where there is no potential for student injury will also be investigated by the Director - Transportation Services and the response to the operator will be at the discretion of the Director - Transportation Services.
4. The reduction of hazards due to climatic conditions is important to transportation safety.
- During periods of inclement weather, and/or hazardous road conditions, the school bus transportation provisions of Administrative Procedure 130 – Emergency Closure of Schools and/or School Bus Transportation shall apply.
  - When a bus does not operate on any school day, the operator shall contact as many parents as possible by telephone and advise the Principals of the receiving schools that the bus is not running. The Director - Transportation Services will inform a radio station so that the appropriate announcement can be made.
  - The operator's remuneration shall not be reduced as a result of a decision not to operate a school bus due to inclement weather and/or hazardous conditions if the Director - Transportation Services is satisfied that such conditions did in fact exist.
  - In the event that circumstances dictate early departures of bus students from school, bus coordination must be arranged with the Director - Transportation Services prior to the departure of the bus.
  - Operators shall ensure that they arrive at their first receiving school not more than twenty (20) and not less than five (5) minutes before school opening time, except as where otherwise directed by the Director - Transportation Services.
  - In the afternoon, operators must be at their first school of pick-up not later than five (5) minutes before the school's dismissal.
  - Operators shall not depart from a school until seven (7) minutes after the school dismissal time unless the bus load is complete.
  - If an operator is early at a pick-up without prior notice, he/she must wait until the regular pick-up time. Students are expected to be at their bus-stop 5 minutes before their regular pick-up time. Operators must use their discretion when determining how long to wait for tardy students. If a student is within sight, the operator is to wait. Students who are frequently tardy shall be reported to the Principal, who shall warn the students. If they continue to be tardy, they can expect to be suspended from the bus.

- In the event of an emergency situation, students may be taken to school or be taken home, by any satisfactory conveyance available, at the discretion of the operator or the Director - Transportation Services.
  - Students riding on a school bus must be properly dressed during the winter season. The bus driver may refuse to transport a student to school who does not have appropriate footwear, head-gear, coat and gloves or mitts.
  - Before refusing to take a student because of inappropriate attire on a morning pick-up, the driver must contact the parent and/or the Principal to explain the reason the child will not be picked up in the future when inappropriately dressed. No student shall be left at school because of improper dress on an afternoon run from school to home.
5. The reduction of hazards due to equipment is important to transportation safety.
- To provide reasonable safety to passengers and driver, while allowing accessibility to school programs to all students, the operator of the bus shall determine what articles can or cannot be transported on a bus.
  - Musical instruments may be transported on a daily basis, providing that:
    - Instruments are enclosed in cases;
    - Instruments are stored safely under the seats, or held firmly on the passenger's lap;
    - Failure to observe these rules may result in denial of the privilege of carrying musical instruments on the bus.
  - Skates may be transported on a daily basis, but MUST be equipped with guards at all times or carried in a closed equipment bag.
  - Hockey sticks may be transported only at the start and end of the hockey program at the student's school.
  - A new hockey stick may be transported on an occasional basis.
  - Hockey sticks must be stored away under the bus seats.
  - Where luggage or equipment is being transported in connection with trips authorized under these procedures and provision cannot be made outside of the passenger area, the luggage or equipment shall be distributed throughout the bus, preferably under the seats, in such a manner that it will not:
    - Block the aisles or emergency exits or
    - Be dislodged to move about the bus in case of an accident, application of the brakes, or acceleration.
  - Ball gloves, clothing, books and school lunches may be transported on a daily basis, but must be handled in a responsible manner so as not to jeopardize the safety of other students on the bus.
  - For the safety of all students on the bus, other items, especially of a heavy, sharp, or solid nature, shall not be transported at any time.
  - Transportation of animals, with the exception of a "seeing eye dogs" on the bus is forbidden.

Reference:Section 45, 51, 60, 61, 113 School Act

Traffic Safety Act

School Bus Operation Regulation

## 6.2 APPENDIX II - TRANSPORTATION SERVICES FORMS LIST

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The following forms are available for driver use. Forms are available by contacting Transportation Services:

- BUS DRIVER ABSENCE FORM 407-2
- DIVISION DRIVER MONTHLY TIMESHEET
- DRIVER'S TIME RECORD BOOK
- EXPENSE REIMBURSEMENT CLAIM FORM 517-1
- INCIDENT REPORT
- INCLEMENT WEATHER GUIDELINES (HANDOUT FOR PARENTS)
- NOTICE OF LOSS AUTOMOBILE - LLOYD SADD
- PARENT NOTICE OF SCHOOL BUS EVACUATION
- ROUTE ASSESSMENT CHECKLIST - ALBERTA TRANSPORTATION
- SCHOOL BELL TIMES
- SCHOOL BUS EVACUATION DRILL
- SCHOOL BUS RIDER RULES
- SEATING PLAN
- TRIP INSPECTION BOOK



## 6.3 III - RESOURCE INFORMATION

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This section provides:

- Alberta Operator License Information, and
- Glossary of Terms (page 77)

### 6.3.1 ALBERTA OPERATOR LICENSE INFORMATION

License Class	Description
<b>Class 1</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"> <li>* Any motor vehicle, or combination of vehicles, other than a motorcycle</li> <li>* Class 6 type vehicles, for learning only</li> </ul> <p>The minimum learning or licensing age is 18.</p>
<b>Class 2</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"> <li>* Any motor vehicle, or combination of vehicles, that the holder of a Class 3, 4 and 5 operator's licence may operate</li> <li>* Any bus</li> <li>* Class 1 and 6 type vehicles, for learner only</li> </ul> <p>The minimum learning or licensing age is 18.</p> <p>Requirements: vision screening, written and road test, and medical report, airbrake certificate for vehicle with airbrakes.</p> <p>Vehicle for road test: a bus with a seating capacity exceeding 24 including the operator.</p>
<b>Class 3</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"> <li>* Any motor vehicle, or combination of vehicles that the holder of a Class 5 operator's licence may operate</li> <li>* A single motor vehicle with three or more axles</li> <li>* A motor vehicle with three or more axles towing a trailer with one or more axles, if the trailer is not equipped with airbrakes</li> <li>* Class 2 and 4 type vehicles without passengers</li> <li>* All motor vehicles included under Class 1, 2 and 6, for learning only</li> </ul> <p>No holder of a Class 3 operator's licence shall operate a motor vehicle:</p> <ul style="list-style-type: none"> <li>* That has a seating capacity of more than 15, while that vehicle is transporting any person in addition to the operator</li> <li>* To transport passengers for hire</li> </ul> <p>The minimum learning or licensing age is 18.</p> <p>Requirements: vision screening, written and road test, airbrake certificate if the vehicle is equipped with airbrakes.</p> <p>Vehicle for road test: Any single motor vehicle having three or more axles.</p>

License Class	Description
<b>Class 4</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"> <li>* A taxi, ambulance or bus (including school or kindergarten buses) where seating capacity is not over 24, excluding the operator</li> <li>* All motor vehicles included under Class 5</li> <li>* All motor vehicles included under Class 1, 2, 3 and 6, for learning only</li> </ul> <p>The minimum learning or licensing age is 18.</p> <p>Requirements: vision screening, written test, medical report, road test required if operator does not hold a class 1, 2, or 3 licence.</p> <p>Vehicle for road test: any two axle motor vehicle, excluding a motorcycle.</p> <p>Bus with no more than seating for 24 passengers Note: considered by AR 320/2002 Alberta Licensing and Control Regulation to be the minimum class for teachers driving student transport vehicles.</p>
<b>Class 5</b>	<p>Permits an operator to drive:</p> <ul style="list-style-type: none"> <li>* A two axle single motor vehicle, excluding a motorcycle</li> <li>* A two axle motor vehicle towing a trailer with one or more axles, if the trailer is not equipped with airbrakes</li> <li>* A recreational vehicle or any combination of a recreational vehicle and a trailer, if the trailer has not more than two axles and is not equipped with airbrakes</li> <li>* A moped</li> <li>* Class 1, 2, 3, 4 and 6 type vehicles, for learning only</li> </ul> <p>No holder of a Class 5 operator's licence shall operate a motor vehicle:</p> <ul style="list-style-type: none"> <li>* That has a seating capacity of more than 15, while that vehicle is transporting any person in addition to the operator</li> <li>* To transport passengers for hire</li> </ul> <p>The minimum learning age is 14.</p> <p>The minimum licensing age is 16.</p> <p>Requirements: road test.</p> <p>Vehicle for road test: any two axle motor vehicle excluding a motorcycle.</p>

### 6.3.2 GLOSSARY OF TERMS

The following terms are defined as they apply to the context of the Company Health and Safety program. Each term is defined as accurately as possible and is provided to clarify the intent of various statements, policies, and procedures contained in the program document:

#### **ADMINISTRATIVE PENALTY**

A financial penalty imposed by the Registrar for failing to comply with regulatory legislation. Details identified in *Traffic Safety Act* Section 143.

#### *Carrier*

A person or corporation who is the registered owner, leases or is responsible for the operation of a commercial vehicle in respect of which a certificate is issued or who holds or is required to hold a certificate.

(Also see “Federal Carrier” and “Provincial Carrier”.)

#### **CARRIER PROFILE**

A “report card” for a carrier that reports on the carrier’s on-road compliance, and its drivers, much like a Driver’s Abstract. It contains information on convictions, regulatory violations and collisions reported in Alberta and by other agencies, provinces and territories. Written requests for a copy of your Carrier Profile in Alberta can be faxed to 403-340-4806. Questions regarding CCMTA points on your Carrier Profile can be directed to 403-755-6111. Carrier Profiles are covered in Module 9.

#### **COMMERCIAL VEHICLE**

A commercial vehicle operated on the highway that excludes private passenger vehicle but which includes:

1. Trucks, tractors and trailers or combinations, registered with a gross vehicle weight of 11,794 kilograms or greater that operate in Alberta only.
2. Trucks, tractors and trailers or combinations, registered with a gross vehicle weight of more than 4,500 kilograms which operate outside of Alberta, (this includes farmers).
3. Mounted Mobile Service Rig equipped with a mounted mobile service rig or equipped with equipment that is directly used in the operation or transportation of a mobile service rig.
4. Commercial buses which transport passengers for compensation or a private bus used for no compensation. These are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers including the driver.
5. School buses described in the CSA Standard D250-00 “School Buses” as a Type A, B, C, or D and which are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
6. Commercial school buses used as commercial buses but not operated as a school bus and described in the CSA Standard D270-07 “School Buses” as a Type A, B, C, or D and which can include a private bus used for no compensation. They are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
7. Motor coaches are types of buses commonly known in the transportation industry as a motor coach, for example, MCI, or Prevost. They are designed and used for the transportation of passengers with a manufactured seating capacity of 11 or more passengers, including the driver.
8. These above may also be known as a National Safety Code (NSC) vehicle.

**COMMERCIAL VEHICLE INSPECTION PROGRAM (CVIP)**

This is a mandatory annual or semi-annual inspection program required for all NSC vehicles. It must be done at an “approved” facility that checks vehicles for mechanical fitness. A vehicle with a gross weight of 11,794 kilograms or more or a bus originally designed to carry 11 or more passengers cannot be operated on a highway without a valid CVIP inspection. This would apply to all Provincial carriers.

**COMMERCIAL VEHICLE INSPECTION REPORT (CVR (OLD) OR CVIR (NEW))**

This is the name of a form used to record the information obtained from a CVSA inspection conducted by authorized enforcement staff.

**COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA)**

A non-profit organization of federal, Provincial, territorial, and state government agencies and representatives from private industry in the United States, Canada, and Mexico dedicated to improving commercial vehicle safety. More information is available on the internet at: [www.cvsa.org](http://www.cvsa.org).

**COMPETENT**

Properly qualified, suitably trained and with sufficient experience to perform the required tasks with limited supervision.

**COMPLIANCE INVESTIGATOR**

The Alberta Transportation staff responsible for conducting facility audits and investigations on the commercial trucking and busing industry.

**CONDITION ENDORSEMENT (OPERATOR’S LICENCE)**

Codes imposed by the Driver Fitness and Monitoring Branch and shown on either the Driver Abstract and/or on the operator’s licence.

These endorsements identify specific conditions imposed on the driver, and include:

Condition Code A – Adequate Lenses. This code is placed on a driver’s licence when vision does not meet the minimum vision requirements without corrective lenses.

Condition Code B – Special Conditions. This code is placed on a driver’s licence when one or more of the following conditions exist:

- Special mechanical devices are required to operate the vehicle;
- The operating area is restricted;
- The operating speed is restricted;
- The same type of vehicle is required on the road test.

Condition Code C – Periodic Medical. This code is placed on a driver’s licence when a medical condition of the driver may affect the safe operation of the motor vehicle.

Condition Code D – Periodic Vision Report. This code relates to a driver’s degenerative eye conditions which may affect the safe operation of the motor vehicle. This code does not appear on the operator’s licence.

Condition Code E – Periodic Driver Examination. This code relates to a driver’s degenerative medical conditions or borderline driving habits which affect the ability to operate a motor vehicle. This code does not appear on the operator’s licence.

Condition Code F – Licence Valid Without Photo. This code is placed on a driver’s licence for persons who are temporarily out of the Province of Alberta. Drivers with this code must apply for a photo within 14 days after returning to Alberta.

Condition Code G – Licence Valid Without Photo. This code is placed on a licence when the driver is a member of a recognized religious organization that is exempted by the Registrar from obtaining a photo.

Condition Code H – Daylight Driving Only. This code is placed on a licence when the driver's vision does not meet minimum vision requirement, but is able to attain the vision standards for daylight driving only.

Condition Code J – Both Outside Mirrors. This code is placed on a licence when a person has restricted neck movement to the point where they are unable to shoulder check or has a total loss of hearing.

Condition Code K – Automatic Transmission. This code is placed on a licence when a person has limited or no use of one or more limbs.

Condition Code L – Adequate Hand Controls. This code is placed on a licence when a client has lost the use of one or both legs.

Condition Code M – Under Transportation Safety Board Review. This condition exists when the Alberta Transportation Safety Board has reinstated a person's licence, but continues to monitor the person's driving. This code does not appear on an operator's licence.

Condition Code N – Excludes Class 2 and 4 Operation. This code is placed on a licence when the driver has a medical condition that normally would preclude them from obtaining a Class 2 or Class 4 licence.

Condition Code Q – Air Brake Endorsement. This code is placed on a licence when a driver successfully completes an air brake course through an authorized agency and presents an Air Endorsement Certificate dated after May 1, 1985.

Condition Code S – School Bus Endorsement. This code is placed on a licence when a client successfully completes the School Bus Driver Improvement

Program through an authorized agency and presents "A Notice of Driver Education Course Completion" form.

Condition Code T – Special Medical. This condition is imposed at the request of a Medical Review Board. This code does not appear on the operator's licence.

Condition Code U – Completed Driver Education Course. This condition identifies a driver who successfully completes a Driver Education Course through an authorized agency and presents "A Notice of Driver Education Course Completion" form. This code does not appear on the operator's licence.

## **CVSA INSPECTION**

This is an inspection of a driver and/or vehicle done at Vehicle Inspection Stations or on the roadside by Alberta Transportation enforcement staff, RCMP, or other police agencies. These inspections are used to check vehicles and drivers for road worthiness and compliance.

The inspections are recorded in different level types:

- Level 1 - Full inspection;
- Level 2 - Walk around driver/vehicle inspection;
- Level 3 - Driver only inspection;
- Level 4 - Special inspections (e.g. brakes only);
- Level 5 - Vehicle only inspection (e.g. carrier's yard).

**DAILY TIME RECORD OR DUTY RECORD**

Is a written record required by the Hours of Service regulations of what a driver did during the course of the work day. A daily record may consist of a driver's daily log or a record of the start and end times of a driver's work shift.

**DIVIDED RECORD AUTHORITY**

Written authority granted to a carrier by the Registrar to keep specific records at a location other than at the carrier's Principal Place of Business. Records may include vehicle maintenance, driver information, hours-of-service information and so on.

**DRIVER FILE**

A file kept and maintained by EPSB on all full and part time drivers who are authorized to operate the registered owner's (carrier's) NSC vehicles. This file illustrates the procedures EPSB used to ensure that the drivers hired are adequately licensed and trained to do the job for which they were hired. For a list of the Commercial requirements of a driver's file, see Driver's File Requirements - Commercial Vehicles - page 13.

**DRIVER'S ABSTRACT**

Is a summary of a driver's moving violations referred to in section 8(3) of the *Traffic Safety Act*.

**DRIVER'S DAILY LOG**

Is a record, including a graph grid, that records changes to the daily duty status of a driver. See Driver Daily Log Completion - page 35.

**DRIVING TIME**

As defined by the *Driver's Hours of Service Regulation*, means the period during which a driver is occupying the position in the vehicle that is normally occupied by a person driving a vehicle and the vehicle is in motion.

**DUE DILIGENCE**

Due diligence is the level of judgment, care, prudence, determination and activity that a person would reasonably be expected to do under particular circumstances. Apply to occupational health and safety, due diligence means that employer shall take all reasonable precautions, under the particular circumstances, to prevent injuries or incidents in the workplace.

**HAZARD**

The source of danger.

**HOME TERMINAL**

The location where a driver normally reports for work.

**HOURS OF SERVICE (HOS)**

Hours of-service is related to the legislation governing the number of hours that a driver is legally allowed to drive an NSC vehicle. This is legislated by each federal, Provincial and territorial jurisdiction.

**INCIDENT**

Incident includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease;

**INTRA-PROVINCIAL CARRIER**

An Alberta based carrier which operates exclusively within the borders of Alberta.

**MAINTENANCE PROGRAM**

A Maintenance Program, also referred to as “Preventive Maintenance Program”, is written by or for EPSB and covers the maintenance requirements of EPSB. It applies to EPSB, to EPSB’s contractors, to drivers and to maintenance personnel who are responsible for maintaining the commercial vehicles registered to EPSB.

It must address regular inspections and demonstrate that the commercial vehicles are maintained to the legislated minimum requirements. The program should be written clearly enough that all of the people responsible for maintaining the commercial vehicles know exactly what to inspect and what to do if vehicle defects are found. EPSB must keep a record of each inspection for the current year and 4 prior years.

Carriers that exceed the defined threshold performance values for their operation type (truck or bus) or fleet size are identified and contacted. These performance thresholds are identified as Monitoring Stages 1 to 4 (*with Stage 4 being the highest safety risk*). Also see “Risk-Factor Monitoring”.

**MOTOR CARRIER**

See Carrier

**MOTOR VEHICLE IDENTIFICATION NUMBER (MVID)**

A unique number given to a person who has an Alberta driver’s licence or a vehicle(s) registered in Alberta. This number can be found on the vehicle’s registration or driver’s licence. A single carrier may have more than one MVID.

**NATIONAL SAFETY CODE (NSC)**

A group of 16 safety standards developed by the CCMTA group including the federal, Provincial and territorial governments, along with the trucking industry, labour, safety groups and other interested parties. The Code is built upon existing safety standards and practices, with additions in specific key areas. One objective of the NSC program is the adoption of uniform national safety standards across Canada in the form of legislation passed by each government authority.

**NOTABLE NEAR MISS**

A situation where, under slightly different circumstances, injury to people, damage to equipment or harm to the environment could have occurred. Close call should be investigated to a level of 1, 2 or three depending on the realistic perception of what the result may have been if contact had been made.

**NORTH AMERICAN OUT-OF-SERVICE CRITERIA**

A set of vehicle inspection standards, published by the Commercial Vehicle Safety Alliance (CVSA), which lists critical vehicle and driver circumstances which may render the highway operation of a vehicle unsafe. Also see Commercial Vehicle Safety Alliance (CVSA).

**NSC VEHICLE**

A commercial vehicle that meets one of the following criteria:

1. Trucks, tractors or trailers or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta;
2. Buses with a manufactured seating capacity of 11 persons or more, including the driver;
3. Trucks, tractors or trailers, or a combination of these vehicles operated outside of Alberta that have a registered gross weight greater than 4,500 kilograms.

**ON-DUTY TIME**

As defined by the Alberta *Driver's Hours of Service Regulation* (AR317/2002) on-duty time for a driver means the time between reporting ready for work and finishing the assigned work or being relieved of the job responsibilities by EPSB. This includes the time spent by the driver:

- Checking in or preparing reports at the beginning or end of a work shift;
- Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
- Driving a commercial vehicle;
- Traveling as one of two drivers, except the time that the driver spends resting on route in a sleeper berth;
- Participating in the loading or unloading of a commercial vehicle;
- Inspecting or checking the load of a commercial vehicle;
- Waiting at the request of the carrier for a commercial vehicle to be serviced, loaded or unloaded;
- Waiting for a commercial vehicle or load to be checked at customs or at a weighing check-point;
- Traveling, as a passenger in a commercial vehicle at the request of EPSB, to a work assignment when the driver has not had eight consecutive hours of off-duty time immediately prior to departure;
- Waiting at an en-route point because of a collision involving the vehicle or because of another unplanned event; or
- Performing any other work assigned by GYPSD.

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**Note:** For additional information on driver duty hours, see *Procedure 4.1 - Hours of Service Regulation & Driver Duty Records - page 34.*

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**OUT OF SERVICE (OOS)**

A vehicle or driver may be placed Out-Of-Service (OOS) if one of the following is found during a CVSA inspection:

1. The driver of an NSC vehicle is found to be in violation of the Driver's Hours of Service legislation, federal or Provincial, not having a Dangerous Goods Training Certificate, when required; or
2. The vehicle is found to have one or more defects listed in the North American Standard CVSA Out-Of-Service criteria; or
3. Invalid or suspended operator licence.

**POLICY**

A senior management statement which guides the program administration processes, reflects management's attitudes and commitment, and defines the authority and respective relationships required to accomplish the company's goals and objectives.

**PPE**

Personal Protective Equipment, which includes high visibility vests, safety glasses, chainsaw pants, hardhats, hearing protection, gloves, proper footwear, etc.



**PPE - SPECIALIZED**

Personal protective equipment, which is not standard issue to all levels of workers. Examples of this are cartridge style respirators, SCBA units, chemical sniffers and chemical resistant clothing. By definition, specialized PPE requires that the worker received training in the equipment (such as fitting, testing, etc.).

**PRINCIPAL PLACE OF BUSINESS**

EPSB's main office or corporate head office location, where EPSB runs the daily business and makes essential business decision such as: booking loads; shipping/receiving; and maintaining vehicles. All of EPSB's NSC records must be kept at this location unless EPSB has been granted a written Divided Record Authority.

**PRIVATE BUS**

Is a type of operating authority where a bus is used to transport:

1. Employees of the person who owns the bus or members of an organization that owns the bus;
2. Other persons authorized by the Registrar.

The owner does not receive any financial support from any level of government.

The Registrar may issue an Operating Authority Certificate for a private bus upon application.

**PROCEDURE**

A procedure is defined as the established, accepted criteria which serve as support for the methods or manners to fulfill a function or task. An example of this is a cellular phone SOP, which delineates when and how cellular phones may or may not be used and under what conditions.

**PROVINCIAL CARRIER**

A Carrier with a Provincial Operating Status. See "Provincial Operating Status".

**PROVINCIAL OPERATING STATUS**

A "Provincial" Operating Status authorizes the operation of commercial vehicles **ONLY** within Alberta and applies to commercial trucks registered for a weight of 11,794 kilograms or more, or a commercial vehicle with a seating capacity of 11 or more persons including the driver.

**RADIUS DRIVER**

Is a driver operating under the Hours of Service Regulation who does not drive beyond a 160 kilometre radius of where they normally report for work (home terminal), and who meets the other requirements outlined in section 12 of the *Alberta Driver's Hours of Service Regulation* (AR 317/2002) or Section of the *Federal Commercial Vehicle Driver's Hours of Service Regulation* (SOR/2005-313).

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**Note:** For more information, see *When a Daily Log is Not Required - Radius System - page 34*.

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**COMMERCIAL VEHICLE**

A Division commercial vehicle is any vehicle (or combination of units such as a truck and trailer) with a GVW of 11,794 kgs or designed to carry 11 or more persons (including the driver). An individual is considered a 'driver' of a Commercial vehicle if they have operated a Commercial vehicle one or more times.

A non-Commercial Division fleet vehicle is any vehicle with a GVW less than 11,794 kgs or with a capacity of less than 11 persons (including the driver) and not used to transport passengers for hire.

**REPORTABLE COLLISION**

A collision involving a vehicle that is required to be reported to a peace officer in Alberta. This includes collisions when there is a total damage of \$2,000 or more, an injury or a fatality. **RISK**

A weighting up the possibility of an incident occurring.

**ROOT CAUSE**

The most basic cause (or causes) that can reasonably be identified that management has control over to fix, and when fixed, will prevent (or significantly reduce the likelihood of) the problem's recurrence. A root cause usually identifies a deficiency that goes beyond the actions of an individual, such as job or system factors.

**SAFETY EQUIPMENT**

A carrier must ensure that their Safety Program includes clear written instruction on the use of safety equipment such as; respirators, fire extinguishers, flags, flares or highway warning devices, first aid kits, chock blocks, goggles and hard hats. If any other safety equipment is used or required by EPSB, then there should be instructions on how and when to use each.

**SAFETY FITNESS CERTIFICATE (SFC)**

A Safety Fitness Certificate is issued to a carrier by the Registrar in Alberta, identifying a National Safety Code (NSC) number and Safety Fitness Rating. Carriers may hold a Safety Fitness Certificate (or equivalent) from any Provincial, territorial or United States government bodies that authorize the use of NSC vehicles. In Alberta, carriers must make application to the Registrar for a Safety Fitness Certificate.

**SAFETY FITNESS RATING**

In Alberta, all carriers operating an NSC vehicle receive a Safety Fitness Rating. The rating gauges a carrier's overall compliance with current safety laws and the National Safety Code. The possible ratings are:

1. Excellent;
2. Satisfactory;
3. Satisfactory Unaudited;
4. Conditional;
5. Unsatisfactory.

**SAFETY LAWS**

Defined in the *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* as laws that govern:

1. The *Traffic Safety Act* and regulations made under the Act;
2. The *Dangerous Goods Transportation and Handling Act* and regulations made under the Act; and
3. The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those Commercial or controlled by the laws referred to in sub-clauses (i) and (ii)

**SAFETY OFFICER**

The safety officer is a person designated as responsible for maintaining and implementing EPSB's Fleet Safety & Maintenance Programs and ensuring compliance with the safety laws. The safety officer is responsible for coordinating all policies, information, and training relating to safety.

Furthermore, the safety officer must be aware of all critical items that affect their company so that problems can be addressed before or as they arise.

**SAFETY PROGRAM**

The registered owner of every commercial vehicle who operates the vehicle under the authority of a Safety Fitness Certificate.

**SENTINEL EVENT**

An unexpected occurrence involving death or serious physical injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase "or the risk thereof" includes any process variation for which a re-currents would carry a significant chance of a serious adverse outcome. Such events are called "Sentinel" because they signal the need for an immediate and in-depth investigation and response.

**SUPERVISOR**

An individual who is tasked with the command and control of another individual or individuals and directs work of these people. As supervisor can also be an individual who controls the work aspect of a contractor or subcontractor. In the school environment, the Principal or assistant Principal would be considered to be a supervisor.

**SUPPORTING DOCUMENTS**

Any document that can be used to support the information written on a Driver's Daily Log. These documents are related to the driver, vehicle, or load. Examples of these include: fuel receipts; invoices; weigh slips; dispatch records; bills of lading; hotel receipts; inspection records; payroll records; time cards; driver call-in records; gate record receipts; weigh scale tickets; toll receipts; fuel tax agreement receipts; port of entry receipts; delivery receipts; lumber receipts; interchange and inspection reports; lessor settlement sheets; over/short damage reports; agricultural inspection reports; CVSA inspection reports; incident reports; on board computer reports; border crossing reports; customs declarations; record of violations/permits; charter orders; and, any other records relating to the shipping and transportation of goods and/or passengers.

**WORKER**

A worker in this document specifically means an individual engaged as an employee by the company to conduct work on its behalf.

## 6.4 APPENDIX IV - EMERGENCY COMMUNICATION

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### 6.4.1 GRANDE YELLOWHEAD - TRANSPORTATION SERVICES

Contact Person	Contact Information
Transportation Services	Cell: (780) 723-6170
Gail Prokopchuk Director of Transportation Services	Cell: (780) 723-8053 Email: gailprok@gypsd.ca
Charlene Riecke - Secretary	Office: (780) 723-6170 Email: charriec@gypsd.ca
Heidi Ahlefeldt - Secretary	Office: (780) 723-6170 Email: heidahle@gypsd.ca
Transportation Shop - Reporting	Office: (780) 723-4471, ext. 123 Email: transhop@gypsd.ca
Robert Tuftin - Shop Foreman	Cell: (780) 712-1192 Email: robetuft@gypsd.ca
David Cornelius - HD Mechanic	Cell: (780) 723-0342 Email: robetuft@gypsd.ca
Kevin Wilson - HD Mechanic	Cell: (780) 712-9336 Email: keviwils@gypsd.ca
Bouke Bangma, Apprentice - HD Mechanic	Cell: (780) 728-8443 Email: boukbang@gypsd.ca

### 6.4.2 ALBERTA CARRIER SERVICES

Telephone Fax Email	(403) 755-6111 or toll-free in Alberta by first dialing 310-0000) (403) 340-4811 carrier.services@gov.ab.ca
Address	#401, 4920-51 Street Red Deer, AB T4N 6K8
Requests for Collision Evaluations	Manager of National Safety Code & Operating Authority Alberta Transpor- tation Room 401, Provincial Building 4920 – 51 St Red Deer, Alberta T4N 6K8 Fax (403) 340-4806

**6.4.3 EMERGENCY SERVICES TELEPHONE NUMBERS**

<b>Contact Agency</b>	<b>Contact Person or Location</b>	<b>Contact Number</b>
Police	All areas	911
Ambulance	All areas	911
Fire Department	All areas	911
AB Infrastructure & Transportation	Province Wide	780-427-2731
Workplace Health & Safety (24 hrs)	To report an incident or immediately dangerous situation	1-866-415-8690 (Toll-free within AB)
Worker's Compensation Board	Calgary Regional Office	403-517-6000
Poison Center	All of Alberta	800-332-1414