

Be aware when you spare!



Spare Driver Protocol

There is no substitute for good preparation.

SPARE DRIVERS SAVE THE DAY!

Spare drivers can really save the day—covering shifts when colleagues are sick or delayed. And it's no easy gig to be sure! Spare drivers are called upon to transport students on short notice and with an often limited familiarity with the ins-and-outs of their passengers and route details. Because we rely on our spare drivers to jump to action in our time of need, we owe it to them to prepare them as much as possible, prior to taking the wheel.

Though time may be limited, it is important to review the route list, ensuring that spare drivers are made aware of route details and student needs. This can be particularly important for spare drivers of students with Special Needs, who may require special accommodations and who may have a more difficult time navigating the change to routine.

KEY POINTS FOR REVIEW:

- Pre-trip Inspection Process, including circle check and log book
- Kindergarten Drop-Off Procedures, ensuring that spare drivers are aware of their Kinder ridership and of all of the protocols around Kinder drop-off, including the Purple Band Program
- Life Threatening Emergency Medical Forms
- Loading and Unloading Procedures
- Student Behaviour Management Procedures
- Railway Crossing Procedures
- Emergency and Accident Procedures
- Child Check Procedures



It is good practice to encourage your spare drivers to take some time to introduce themselves to their riders, building rapport and emphasizing that they have the same expectations around safety and behaviour as their regular driver.

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Spare drivers are also encouraged to connect with school staff at drop-off and pick-up to determine if there are any special circumstances of which they should be aware.