

Drivers Responsibilities:

- a) Make a thorough circle check, prior to first student pick-up, of the school vehicle each day, and complete the driver's daily logbook.
- b) Adhere to school vehicle accident procedures.
- c) Ensure that the ignition is turned off and the key is removed when the driver is required to leave the school vehicle.
- d) Abide by the Highway Traffic Act to ensure that the rules of the road are followed.
- e) Be considerate and courteous to other motorists, pedestrians, parents, students and all school staff.
- f) Report license status to the operator as well as maintain proper class of license.
- g) Report potentially dangerous situations such as unsafe stops, difficult turn-arounds, detours, etc. to the operator immediately for consideration by STEO.
- h) If a student requires the use of crutches or has a leg cast that could cause a safety issue/concern, your immediate supervisor is to be notified. STEO will be notified and alternate transportation arrangements may be made.
- i) Stop the school vehicle on the traveled portion of the roadway when picking up or discharging passengers.
- j) Ensure that the passenger door is closed at all times and students are seated while the school vehicle is in motion.
- k) Check the school vehicle upon arrival at school and immediately after the last drop-off, as soon as it may be done safely, to ensure all students have disembarked, check for any objects left on the vehicle by students and for any damage caused to the vehicle.
- l) Ensure that the school vehicle be kept clean, inside and out, at all times.
- m) Must maintain a clean, neat and professional appearance while transporting students for STEO. Inappropriate attire includes halter tops, short shorts, bathing suits, midriff tops, muscle shirts, t-shirts with offensive slogans or pictures, see-through or mesh clothing, ragged, torn or dirty clothing. Costumes at Halloween or Christmas are permitted as long as they do not interfere with the driver's ability to drive, example handling of the steering wheel, braking or obstructing his/her vision.
- n) Remain on the school vehicle while students are on board.
- o) Maintain good order and conduct of students in accordance with the "Transportation Information and Guidelines for Students and Parents" handbook.
- p) Provide direction to students in regards to safe school vehicle riding rules.
- q) Ensure that pickup and drop off of students occurs at their designated stops. Any changes to the stops must be reported to STEO for approval.
- r) Ensure that there is a responsible caregiver at the designated stop when dropping off Junior and Senior Kindergarten students. In the event that no responsible caregiver is at the stop, the driver is instructed to:
 - contact the dispatcher who will attempt to contact the school, parent/guardian and/or STEO.
 - continue on his/her run with the student(s) when notified by dispatch that no parent/guardian is available.
 - follow instructions of dispatch when no one is available at the school to receive the child.
- s) Submit a completed school vehicle misconduct report to the school principal if a student fails to follow safe riding practices.
- t) Follow any other rules or procedures that the operator requires.
- u) Ensure that you have read and understood STEO's policies, procedures, regulations and guidelines for student transportation.
- v) Operate a vehicle free of any impairment due to alcohol, drugs etc.
- w) No smoking on the school vehicle or school property.
- x) All "Life Threatening Medical Alert" forms should be kept in a binder or folder and located close to the driver's station on the school vehicle. These forms must be kept confidential and visible by the driver only. The forms must be removed from the vehicle at the end of the work day.
- y) Discretion should be used as to the type of music/radio station that is played while transporting students; it should be appropriate for all age groups.
- z) Drivers must review the "Rules and Regulations for Specialized Transportation" document (see Appendix G) prior to transporting students with transportation disabilities.

- aa) Eating and drinking is not allowed on the school vehicle at any time to protect students/driver that might be anaphylactic.
- bb) All anaphylactic incidents must be reported to the school administration, operator and STEO.
- cc) Ensure that you conduct all communications with the public, STEO staff, Board staff, parents and students in a positive and professional manner.
- dd) Due to environmental concerns and issues, drivers should turn off the engines while loading students at the school - exceptions very cold winter days.
- ee) Test drive your route prior to the start of school and report any issues (for example: stops too close, unsafe stops, pickup times, etc.) to your supervisor.
- ff) Ensure that you have read, completed and signed the “Agreement for the Use and Non-Disclosure of Personal and Confidential Information” (see Appendix E). Return the completed form back to your Employer for filing in your Employee file.
- gg) Ensure that you have completed and signed the “Annual Offence Declaration Form” prior to the start of the school year (see Appendix F). Return the completed form back to your Employer for filing in your Employee file.
- hh) Ensure that when seat belts are required the students are buckled in and the seat belt is properly fastened at all times.

Drivers Shall Not:

- a) Suspend a student’s riding privileges or administer any form of corporal punishment.
- b) Smoke in the vehicle or on school property at any time.
- c) Operate a vehicle under the influence of alcohol, drugs or while emotionally disturbed or upset.
- d) Add fuel while students are on board.
- e) Have pre-school children in the school vehicle while-performing their duties unless permission from the operator is granted. STEO must be advised and approval granted.
- f) Use obscene language.
- g) Transport unauthorized passengers.
- h) Change the routes or stops unless authorized by the operator.
- i) Wear headphones on the school vehicle.
- j) Use cell phone and/or send-receive text messages while the school vehicle is in motion.
- k) Solicit students, parents/guardians with petitions pertaining to anything to do with transportation of students.
- l) Discuss the availability of school vehicle seats/unauthorized transportation arrangements with parents or students. All inquiries should be directed to STEO.

