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Responsibilities of the School Bus Operator and the Drivers		1 of 4
Responsibilities		Date June 10, 2002 Revised January 18, 2017
Policy	School bus operators and bus drivers must abide by the terms and conditions of the Student Transportation Services Agreement and any other directed policy or procedure.	
Responsibilities of the School Bus Operators	<p>School bus operators shall:</p> <ol style="list-style-type: none"> 1. comply with the Sudbury Student Services Consortium’s policies and procedures; 2. comply with the terms and conditions of the transportation agreement; 3. adhere to the bus routes and schedules established by the Sudbury Student Services Consortium; 4. ensure that all drivers have the most current bus route schedule and passenger list; 5. notify the Sudbury Student Services Consortium of any delay of more than 10 minutes, using the Consortium’s transportation software; 6. maintain effective and open communication with the Sudbury Student Services Consortium in order for the Consortium to keep schools, parents and guardians informed of any delays in bus routes. Communication shall be maintained until the last student gets off the bus; 7. ensure that the necessary action is taken in the event of an accident, incident or collision, as specified in the Collision or Incident Policy; 8. maintain their vehicles and ensure that bus drivers operate them as required by the <i>Highway Traffic Act</i> and regulations, any other laws concerning school transportation vehicles and any transportation rules established by the Sudbury Student Services Consortium; 9. keep their vehicles clean and free of any hazards; 	

	<ol style="list-style-type: none">10. provide the Sudbury Student Services Consortium with the following documents:<ul style="list-style-type: none">• proof that the bus driver holds a valid Class B or Class E driver's license allowing him/her to drive a school bus;• proof of insurance;• Workplace Safety and Insurance number;• Commercial Operator Registration number with a Level 2 CVOR Record Search each September;• a copy of MTO Motor Vehicle Inspection A and B inspection reports for all vehicles annually;• proof that all bus drivers receive training to prepare them for their responsibilities;• list of drivers and vehicles;• confidentiality agreements11. forward any complaints about a bus driver from the school principal, parents and students, to the Sudbury Student Services Consortium;12. communicate all route deviations immediately to the Sudbury Student Services Consortium;13. communicate all breakdowns, mechanicals, incidents, etc. and receive prior approval of the Sudbury Student Services Consortium when unscheduled transfers or stops are required;14. respond to all complaints and input all incidents/collisions via the Operator Portal within 24 hours;15. not refuse transportation to an eligible student for any reason whatsoever. Student misconduct shall be reported to the school principal in an Infraction Report and/or via the Bill 157 on the Sudbury Student Services Consortium's portal. It will be the principal's duty to take the necessary disciplinary action;16. the Sudbury Student Services Consortium has the authority to remove a driver from a route in the event of improper conduct;17. in the event that a child is left unattended on a school bus because the driver failed to complete a routine inspection, the driver shall be disciplined by the bus company and notify the Consortium immediately.
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<p>Responsibilities of the School Bus Drivers</p>	<p>Bus drivers shall:</p> <ol style="list-style-type: none"> 1. obey all <i>Highway Traffic Act</i> regulations at all times; 2. adhere to the bus schedules established by the Sudbury Student Services Consortium; 3. pick up and drop off students only at the bus stops designated by the Sudbury Student Services Consortium; 4. follow the routes planned and approved by the Sudbury Student Services Consortium. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately; 5. make suggestions to the Sudbury Student Services Consortium concerning bus route changes through their operator. No changes are permitted without Sudbury Student Services Consortium's prior approval; 6. notify the Sudbury Student Services Consortium of any unsafe bus stops through their operator; 7. ensure that students are never left alone on a school bus; 8. advise the Sudbury Student Services Consortium through their operator, if the number of passengers on their bus exceeds the number of seats; 9. ensure that only students on the passenger list provided by the Sudbury Student Services Consortium are allowed to board the vehicle; 10. refuse any unauthorized persons to board the vehicle, and report any attempt by an unauthorized person to board the vehicle to the dispatcher immediately; 11. check at the end of each trip whether any students or personal objects are left on the bus. If there are, notify the dispatcher immediately; 12. keep their vehicles clean and free of any hazards; 13. use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language; 14. never put the bus in reverse without first ensuring that it is safe to do so; 15. notify the school principal in writing of any inappropriate or unsafe behavior on the appropriate form; 16. support any disciplinary action on the bus taken by the principal;
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	<ol style="list-style-type: none">17. avoid stopping or starting abruptly;18. cooperate with the principal when establishing a seating plan for the bus;19. always cooperate with the schoolyard supervisors;20. give students a signal to indicate when it is completely safe to cross the street, and wait for the students to finish crossing before pulling away;21. check their convex rear view mirrors and ensure that all areas are clear before moving the vehicle;22. ensure that students remain seated until the bus comes to a full stop at its destination;23. never leave the vehicle when the motor is running or there are students on board;24. notify the dispatcher in the event of a breakdown or an emergency;25. refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near school buses;26. drop off a junior or senior kindergarten student only if a responsible person is present;27. in the event of a collision involving the school bus, follow the procedure described in the Collision or Incident Policy;28. refrain from photographing the students or allowing them to be photographed;29. the use of a cell phone or other portable personal electronic device while operating a school vehicle transporting students, is prohibited - including while picking up and dropping off students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
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