

Purpose / Background

To outline responsibilities and requirements for the transportation of student. The division believes that the responsibility for providing safe student transportation is shared by employees, school bus contractors and their employees, parents, and students. The transportation of students in private vehicles is strictly prohibited.

Definitions

School Bus Operators Any Transportation Provider or RVS staff members authorized by the RVS Transportation branch, through written contract, and in accordance with the terms and conditions as outlined by Alberta Transportation, to provide transportation services to RVS students.

Procedures

1. Equipment

- 1.1. Contracted buses shall be maintained as per regulations stated in the School Bus Contract (Fleet) or School Bus Contract Operator Agreement.
- 1.2. School owned buses shall be maintained as per the Alberta Transportation guidelines and Rocky View Schools Fleet and Driver Safety Manual.
- 1.3. 15 passenger vans are strictly prohibited. They may not be used by either school division contractors or employees to transport students, staff or equipment.

2. Operators

- 2.1. Operators may be either an authorized school division employee or the employee of a contracted school bus provider.
- 2.2. School bus operators who transport students to division schools shall:
 - 2.2.1. Be licensed by the Alberta Solicitor General's Department, Motor Vehicles Branch;
 - 2.2.2. Complete (successfully) an "S Endorsement" class within six months of commencing service for the Division;
 - 2.2.3. Provide a drivers' abstract that reflects no driving related criminal convictions in the past three years; and
 - 2.2.4. Provide a clean criminal record check (free of crimes against persons) upon request of the school division, including the requirement for an annual declaration informing the School Division of any charges pending.
- 2.3. School bus operators / drivers shall operate their bus(es) in compliance with all federal, provincial or municipal legislation with respect to student transportation and school bus operation.
- 2.4. School bus operators shall operate their vehicles in compliance with Board policy and RVS Administrative Procedures.
- 2.5. School bus operators shall make students aware of safety procedures, as per the procedures supplied to them in writing by their employer and the Transportation branch.

2.6. School bus contractors shall develop plans to prepare operators and their passengers for emergency evacuation. To this end, they will have two school bus evacuations per year following established procedures.

2.7. The bus contractor shall accommodate medical conditions of passengers as needed.

3. Authority and Investigation

3.1. Reports of improper conduct of a bus operator shall be made to the Senior Manager of Transportation or to a Principal (who will relay this information to the Senior Manager of Transportation).

3.2. Complaints against a school bus operator shall be investigated by the Senior Manager of Transportation as appropriate. As part of this investigation, a Principal may be requested to gather information through interviews with students and/or parents.

3.3. School buses shall only convey passengers authorized by the division as outlined in Board Policy BP17.

4. Bus Stops & Routes

4.1. The Transportation branch sets the location for bus stops and bus routes in consultation with the contractors and the RVS Safety Coordinator.

4.2. Bus Routes are to be limited to public roadways unless it is determined that access to private property will:

4.2.1. enhances route efficiency by reducing kilometers and/or allowable run time; or

4.2.2. improves student safety as an existing or proposed location was unable to meet safety criteria.

4.3. Private property access requires approval of the Transportation branch before a property access agreement (AF5500-E) will be provided to the property owner for consideration.

References

i. External Legislation:

- Education Act Sections 33, 52, 53, 68, 85, 188, 196, 197, 204, 222, 225, 229.
- Traffic Safety Act
- Commercial Vehicle Safety Regulation 121/2009
- Student Transportation Regulation 250/98 (Amended A.R. 125/2005)
- Use of Highway and Rules of the Road Regulation 304/2002
- Vehicle Equipment Regulation 122/2009

ii. RVS Policies and Procedures:

- BP17

iii. RVS Forms:

- AF5500-A Application for Bus Service
- AF5500-B Special Transportation Review
- AF5500-C Transportation Parent Concern
- AF5500-D International Education School Bus Service

- AF5500-E Private Property Access
- iv. RVS Handbooks and Manuals
 - Private Property Access – Internal procedure
- v. Contact/Branch
 - Transportation branch (transportation@rockyview.ab.ca)