



## **Appendix A – Roles**

### **Role of the Transportation Manager/Assistant Transportation Manager**

- Overall supervision and design of the system's bus routes.
- Hiring and supervision of all bus operator employees, bus contractors, and support personnel.
- Supervision of all garage operations (if applicable).
- Authorization of all major repairs to buses and ensure that warranty work is performed.
- Performing other duties required by the Board of Education.
- Tendering and purchasing of all buses.
- Arranging in-service as required by bus operators and mechanics.
- Tendering of all fuel contracts.
- Coordinating bus requirements and bus operators for field trips.
- Resolving parental concerns.
- Promoting safety initiatives.
- Working with bus operators to improve maintenance of buses.
- Working with bus operators to improve their skills and competency.
- Composing reports and letters relating to transportation issues.
- Overall supervision of students' and bus operators' responsibilities in regard to students.
- Assisting with the preparation of the transportation budget.

### **Role of the Principal**

- Communicate to the bus operator any information pertinent to the bus route, in regards to any situation or circumstances concerning students being transported.
- Review expectations and procedures with the student body with respect to student behaviour on school buses in September of each year.
- Provide adequate supervision of bus loading and unloading including at designated transfer points.
- Advise the Transportation Manager or designate of the enrollment of new students where transportation services are required.
- Advise the Transportation Manager or designate when there is a student in attendance who requires special transportation such as a student in a wheelchair or other medical or behaviour needs.
- Advise the Transportation Manager or designate and bus operators of any planned or unplanned school closures unique to their school, i.e. in-service day, furnace breakdown, etc.
- See that all students have billeting arrangements.

- Advise the bus operator and Transportation Manager or designate of any serious student medical conditions that they have been made aware of by parents.
- In the event of a weather warning or storm in the immediate vicinity of the school, the principal in consultation with the bus driver may authorize cancellation of afternoon bus routes.
- Advise parents, guardians, or contact persons if afternoon bus routes are cancelled.

## **Role of Bus Operators**

- The bus operator is required to acquaint himself or herself with, and adhere to, rules and regulations under the *Vehicles Act*.
- All bus operators, in compliance with the National Safety Code and Certificate of Safety Fitness must file with the Saskatchewan Department of Motor Vehicles a medical report every five years for ages 18 to 45 years, every three years for ages 46 to 65, and every year for ages 66 and over.
- The bus operator shall be in control of the students while loading, on route, and unloading. (S)he shall report student misbehaviour to the principal.
- The bus operator shall be in full charge of the bus and its passengers and, in case of emergency, shall be responsible for seeing the passengers to their destinations.
- The bus operator shall assign a seat to each student.
- The bus operator will confirm any questionable student locations or circumstances with the Transportation Manager or designate prior to providing transportation services.
- In the event that a student in question boards the bus, the bus operator will provide transportation for that day and confirm further transportation with the Transportation Manager or designate.
- In order that students may participate in in-school and out-of school activities, the bus operator shall allow each student to carry reasonable amounts of equipment (e.g. band instruments, hockey sticks, and athletic bags) onto the bus. This equipment is to be placed on the floor in front of the student, or if space permits, deposited at the front of the bus. Where the equipment carried onto the bus has obvious potential to cause bodily harm, the bus operator shall ensure that the student has taken the necessary precautions to alleviate the danger.
- The bus operator shall act in a courteous and respectful manner.
- The bus operator shall not smoke while on the bus or in close proximity of the school.
- The bus operator shall not consume any intoxicating liquor or controlled substance while driving the bus, or within eight hours prior to driving the bus.
- The bus operator shall not take any medication prior to driving which may cause drowsiness or have any other serious side effects which may affect driving.
- The bus operator shall bring the bus to a stop twenty feet from all uncontrolled railway crossings, and before entering a highway.
- The bus operator shall report to the police the license numbers of vehicles driven by any motorists who do not stop for flashing lights.
- Except as otherwise determined by the Transportation Manager, the bus operator shall park as far as possible to the right when loading or unloading. Students should be required to pass around the front of the bus when it is necessary to cross the road.
- The bus operator shall not stop to load or unload passengers within the confines of a town except at points designated by the Transportation Manager.

- The bus operator shall report any accident without delay to the police, the principal and the Transportation Manager. A written statement of the circumstances shall be given to the Transportation Manager.
- The bus operator shall notify parents/guardians of any students on his or her route, and the school if weather conditions prevent him or her from picking up any or all students.
- The bus operator shall be responsible for deciding whether to make his or her run in adverse weather conditions.
- The bus route map and pick up times should be available on all buses used for regular routes. The bus operator will provide each family with a route schedule which shows pickup and drop off times. Each parent/student shall be asked to check the student information closely and advise the bus operator of any changes.
- The bus operator will see that all bus registers are completed and sent into the Division Office monthly.
- Permission must be obtained from the parent and principal to drop a student at an alternate point, or to allow a student to ride on a bus which is not the student's normally assigned bus. Permission may be denied by the bus operator if the student load will exceed the rated load capacity of the bus. Permission as outlined herein is restricted to students and under only special circumstances and with the permission of the Transportation Manager will non-students such as adults, or pre-school children be allowed to ride on a bus during regular routes.
- The bus operator shall check the bus after dropping off students at school in the morning and after the last drop in the afternoon to ensure that all students have disembarked.
- In the event of a break down that renders the bus inoperable, the bus operator shall remain with the bus until all students have been safely transported by other means.
- For school sponsored travel, education tours, and athletic travel, passengers shall be those as authorized by the principal. The transporting of any person who would not normally be a regular passenger as so authorized, will require prior approval by the principal subject to seating capacity of the bus.
- All bus operators shall have their flashing red lights turned on at all times when students are boarding or leaving the bus, except where otherwise provided by the municipal bylaws.
- Any issues which may result in disciplinary action in regard to a bus operator shall be referred to the Transportation Manager
- The bus operator shall keep the bus in a clean, uncluttered and sanitary condition and operate the bus in a manner that promotes low maintenance and extended life of the bus.
- The bus operator shall ensure that regular maintenance and inspections of the bus is completed when necessary. Further guidelines to follow are outlined in the Maintenance and Inspection Manual.
- The bus operator shall ensure that a student transported to school in the morning shall be on the bus at night, or if the student is not, know the reason why.
- When loading students after school, the bus operator shall wait ten minutes for a student who has not yet boarded the bus, unless the operator knows the student does not plan to ride the bus. If the operator does not know why the student has not boarded, he or she may send an older student into the school to check with the supervising teacher or other school official about the student's whereabouts. If the student cannot be located, the operator may leave.
- All bus operators using a spare bus shall ensure the bus is clean and fully fueled for the next bus operator.

## **Role of Parents/Guardians**

- Assist and co-operate with the bus operators in matters related to student behaviour management.
- Ensure that billeting arrangements are made and that the school is aware of these arrangements.
- Approach the bus operator directly with any complaints or concerns in a respectful manner.
- Advise the bus operator the evening before or in the morning prior to the bus operator leaving home if transportation services are not required.
- Advise the principal or bus operator in writing or by telephone if their child is to be dropped off or picked up at any point other than the regular drop off or pick up points.
- Children under the age of twelve years will not be dropped off where there is no one at the location to provide appropriate supervision and care of the child. If no suitable person will be at the drop off point, the parent/guardian must arrange an alternate drop with the bus operator, in advance of the bus run. The alternate pick up/drop off point must be on the regular designated bus route.
- The Transportation Manager may authorize other pick up/drop off locations providing they are on the regular bus route, and do not impede local traffic or compromise the safety of students.
- Notify the bus operator if the child will not be on the bus in the afternoon.
- In situations where the bus turns around in the yard, provide adequate space for the bus to turn around in the yard, and keep this space clear at all times.