



Appendix B – Terms of Employment

Terms of Employment

All bus operators shall adhere to conditions of employment set out by the Board of Education. It is the responsibility of the school bus operators to adhere to the regulations of the Ministry of Education, the Saskatchewan Highway Traffic Board, and the Board of Education.

Terms and Conditions of Employment

- All division bus operators are employees of the Board of Education and are CUPE members.
- All bus operators must have a minimum Class 5 license for a period of five years.
- The school division will refund medical and bus operator examination expenses involved in obtaining or renewing school bus operator license qualification for division and division substitute bus operators upon submission of appropriate receipts. Receipts may be attached to Registration Claims for substitute school bus operators or submitted at any time.
- The use of division buses for the purpose of renewing or obtaining a school bus license shall require the approval of the Transportation Manager or designate. This approval will be contingent upon the availability of a bus and that the examination will be taken in a location which minimizes travel distance to take the test.
- In the case of division and division substitute bus operators, fuel costs and other related maintenance costs associated with taking a bus operator license examination will be borne by the school division.
- Bus operators are to maintain a bus manifest, daily bus log, and other reports as determined by the division board and submit these reports to the board within five working days of the last day worked in any month.
- Bus operator Absentee forms must be completed and submitted to the Secretary of the school for which the bus operator has driven.
- Bus operators are to arrange for the regular or emergency servicing of the bus in accordance with the division procedures or as requested by the Transportation Manager.
- All bus operators will advise the Living Sky School Division No. 202 within one working day of any citation, except parking tickets, received (warning or conviction) while driving the school bus.
- All bus operators shall advise the Living Sky School Division No. 202 of a loss of license. Such a loss will be considered as a cause for suspension of employment during the period of loss. The Living Sky School Division No. 202 will then determine if the suspension should result in a termination of employment or such other appropriate action as may be determined.
- Arrangements for bus license renewals shall be the responsibility of the bus operators and a copy of the renewal will be forwarded to the Transportation Department.

- A bus operator may hire a spare bus operator in the event he/she is unable to personally drive the bus. If a spare bus operator is not available to drive, the bus operator should contact the Transportation Department for assistance.
- In the event that a bus operator intends to hire a spare bus operator for a period of time in excess of 3 days, the bus operator must make a written request to the Transportation Manager before making a commitment to the substitute bus operator.
- Discretionary funds shall be made available to the Transportation Manager to pay an allowance to bus operators or others, as determined by the Transportation Manager, to relocate buses as may be necessary, or to drive to various locations for bus servicing.