



**Policy TR02 Documentation**

<b>Section: Responsibilities of SCSTC Contracted School Vehicle Operators and Drivers</b>	<b>Page 1 of 4</b>
<b>Type: Responsibilities</b>	<b>Date (Revised): June 23, 2014</b>

<b>Rationale</b>	The Simcoe County Student Transportation Consortium (SCSTC) contracts school vehicle Operators and Drivers to transport Simcoe County students to and from school. These operators and drivers are responsible for following contractual terms and approved processes and practices.
<b>Policy</b>	It is the policy of the SCSTC to ensure that SCSTC contracted school vehicle operators and drivers comply with all aspects of the Consortium’s and its member district school boards’ policies and procedures. SCSTC contracted school vehicle operators and drivers are responsible to adhere to these transportation policies as identified in contractual terms and approved processes and practices.



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<p><b>Overview</b></p>	<p><b>Responsibilities of the School Vehicle Operator (Operator):</b></p> <ul style="list-style-type: none"> <li>▪ Comply with published transportation Policies and Procedures of the SCSTC and its member district school boards.</li> <li>▪ Follow route and run information provided by SCSTC.</li> <li>▪ Provide vehicle Drivers with run copies and ensure that Drivers adhere to the schedule provided.</li> <li>▪ Contact the SCSTC and school (as per process) immediately in the event of a serious accident or incident or vehicle delay greater than 15 minutes, as per SCSTC procedures.</li> <li>▪ Not accept any requests from a parent/guardian with respect to custom or special transportation arrangements and advise that these requests are to be directed through their school to the SCSTC.</li> <li>▪ Ensure that all specifications set out by the Ministry of Transportation (including related sections of the Highway Traffic Act and any other related legislative components) are complied with.</li> <li>▪ Ensure all Drivers maintain a valid class license in good standing in accordance with the Ministry of Transportation.</li> <li>▪ Keep vehicles maintained to Ministry standards and contractual terms. Non-compliant vehicles should not be utilized.</li> <li>▪ Ensure Criminal Background Checks with Vulnerable Sector Checks are completed for all operator employees who may come into contact with students or student information.</li> <li>▪ Provide training to all vehicle Drivers with respect to safe driving, first aid and customer service to comply with any mandatory training requirements as set out by the Ministry of Transportation, Ministry of Education and contractual obligations.</li> <li>▪ Work cooperatively with the school Principal, parents/guardians and SCSTC when disputes or problems arise.</li> <li>▪ Have a written drug/alcohol policy that complies with all applicable laws.</li> <li>▪ Have a seat check policy/procedure.</li> <li>▪ Have an established cold weather vehicle starting procedure to ensure all school vehicles are operational.</li> </ul>
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**Overview...  
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**Responsibilities of the School Vehicle Driver (Driver):**

- Comply with published transportation policies and procedures of the SCSTC and its member district school boards.
- Maintain a clean Criminal Background Check with Vulnerable Sector Check.
- Be courteous and professional at all times when dealing with students and members of the school community.
- Drive safely at all times and in accordance with the Highway Traffic Act and related legislation and regulations.
- Use and adhere to route information and run copies as provided by the SCSTC
- Contact Dispatch in the event of an emergency, serious accident or incident or if the school vehicle is going to be delayed 15 minutes or more.
- Not accept any requests from a parent/guardian with respect to custom or special transportation arrangements and advise that these requests are to be directed through their school to the SCSTC.
- Maintain in good standing, a class of license appropriate to the vehicle operated.
- Respect the diversity of students served in keeping with the Ontario Human Rights Code.
- Follow the SCSTC disciplinary policy for student misconduct.
- Inspect the contracted vehicle before the vehicle's first trip of the day as per the Highway Traffic Act.
- Not use a cell phone or other electronic devices for phone calls, texting, or internet access with students on board with the exception of an emergency (following identified procedures).
- Not smoke or permit passengers to smoke on vehicle.
- Not take pictures and/or video recordings of students.
- Perform a seat check upon completion of service of each run by walking through the vehicle and inspecting each seat and floor to ensure that no student remains on the vehicle.
- Ensure that idling of the vehicle is minimized wherever possible.
- Introduce himself/herself to the student and parent/guardian at the beginning of the year (or when operating a spare route) and confirm pick up and drop off times.



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<b>Reference</b>	SCDSB Policy 2410 – Transportation SMCDSB Policy GP – 13 SCSTC Transportation Policies (all)
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