

1. Policy Information

Section:	Responsibilities of SCSTC Contracted School Vehicle Operators and Drivers
Document Type:	Responsibilities
Policy Name:	TR02 Responsibilities of SCSTC Contracted School Vehicle Operators and Drivers

2. Rationale

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.

3. Policy Statement

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.

4. Overview

- 4.1. Responsibilities of the School Vehicle Operator (Operator):
 - 4.1.1. Adhere to the transportation Policies and Procedures set out by SCSTC.
 - 4.1.2. Provide Bus Drivers current run copy and ensure that Drivers adhere to the schedule as it is provided.
 - 4.1.3. Contact the school Principal or designate, media and the SCSTC in the event of a delay of fifteen (15) minutes or more.
 - 4.1.4. Contact SCSTC immediately in the event of a serious accident or incident.
 - 4.1.5. Not accept any requests from a parent/guardian or school with respect to custom or special transportation arrangements and advise the parent/guardian it is not in keeping with the transportation Policies and Procedures and can not be done.
 - 4.1.6. 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.
 - 4.1.7. Ensure all Drivers maintain a valid class license in good standing in accordance with the Ministry of Transportation and conduct audits to ensure compliance.

- 4.1.8. Keep vehicles maintained to Ministry standards, clean and in good working order and not put a vehicle into service that is not compliant.
- 4.1.9. Criminal background checks with Vulnerable Persons search will be conducted every three (3) years for all employees. The Offence Declaration will be completed annually on years where a Criminal background checks with Vulnerable Persons search are not conducted.
- 4.1.10. Provide on-going professional development to bus Drivers with respect to safe driving and/or customer service and will comply with any mandatory training requirements as set out by the Ministry of Transportation or Ministry of Education.
- 4.1.11. Work cooperatively with the Principal, parents/guardians and SCSTC when disputes or problems arise.
- 4.1.12. Have a written drug and alcohol policy that complies with all applicable laws.
- 4.1.13. Have a child check policy/procedure.
- 4.1.14. Provide, in writing, established cold weather starting procedures to ensure all vehicles are operational.
- 4.2. Responsibilities of the School Vehicle Driver (Driver):
 - 4.2.1. Adhere to the transportation Policies and Procedures set out by SCSTC.
 - 4.2.2. Maintain a clean Criminal background check with Vulnerable Persons search, conducted every three (3) years. The Offence Declaration will be completed annually on years where a Criminal background checks with Vulnerable Persons search are not conducted.
 - 4.2.3. Be courteous and professional at all times when dealing with students, members of the school community and parents/guardians.
 - 4.2.4. Drive safely at all times and in accordance with the Highway Traffic Act and related legislation and regulations.
 - 4.2.5. Use and adhere to Route information and run copy as provided by SCSTC and not provide transportation for unauthorized riders to and/or from unauthorized stops.
 - 4.2.6. Contact Dispatch if road, traffic and/or weather conditions are going to cause a delay of fifteen (15) minutes or more.

- 4.2.7. Contact Dispatch immediately in the event of an emergency, accident or incident.
- 4.2.8. Not accept any requests from a parent/guardian/school with respect to custom or special transportation arrangements. Advise the person making the request that it is not in keeping with the transportation policies and will not be done. Report the incident to Dispatch.
- 4.2.9. Maintain a class of license appropriate to the vehicle operated in good standing and advise the employer immediately of any changes to the status of the license and carry it on their person at all times.
- 4.2.10. Respect the diversity of students served in keeping with the Ontario Human Rights Code. Follow the SCSTC disciplinary policy for student misconduct.
- 4.2.11. Inspect the contracted vehicle before the vehicle's first trip of the day as per the Highway Traffic Act (Ontario).
- 4.2.12. In gasoline operated vehicles, not to idle vehicles in front of school buildings and shall not idle diesel vehicles more than five (5) minutes in front of school buildings.
- 4.2.13. 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. If an emergency situation arises, the Driver must pull over and secure the bus before making or receiving a phone call.
- 4.2.14. Not smoke or permit passengers to smoke on or near buses.
- 4.2.15. Not take pictures and/or video recordings of students.
- 4.2.16. Not leave students unattended in the vehicle unless they are assisting another student, and at all times under such circumstances the vehicle will have the ignition turned off, key removed from the ignition, parking brake applied and wheels turned curb-side.
- 4.2.17. 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.
- 4.2.18. 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.

5. References

SCDSB Policy 2410 – Transportation

SMCDSB Policy GP – 13

SCSTC Transportation Policies (all)

Highway Traffic Act (HTA)

Board of Directors Approved November 28, 2019

Board of Directors Approved July 7, 2011

Board of Directors Last Revised June 23, 2014