



701.9AP Suspension of Bus Driver/Operator

ESTABLISHED: 1995.12.20
UPDATED: 2011.08.17
REVIEWED: 2013.04.29

LEGAL REFERENCE:

- Alberta Highway Traffic Act;
 - National Safety Code (Transport Canada);
 - Alberta Transportation & Infrastructure;
 - Canadian Standards Association D250-D2
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PROCEDURES:

At any time in the opinion of the Director of Transportation or Principal or their designates where the immediate or ongoing safety of the children on a school bus is thought to be endangered because of the suspected actions and/or behaviour of the driver, the Director of Transportation or their designate, shall request that a driver be suspended temporarily or permanently using the following procedures: Disciplinary policies and procedures are including but not limited to: If the driver in question is also the bus contractor the Director of Transportation will deal with the issue at hand, otherwise the bus contractor is to deal with the discipline of his/her bus drivers.

- Notification in writing by the Director of Transportation/Bus Contractor, documentation placed in the drivers file, training to be supplied if required or if deemed necessary, suspend or recommend termination.

IF SUSPENSION IS REQUIRED:

1. Inform the driver that he/she is being suspended immediately from operating the bus at this time.
2. Inform Central Office of the incident.
3. Make suitable arrangements for the safe return of the students to school or home as the case may be.

4. Violations of the Highway Traffic Act or Criminal Code shall be considered serious and the Director of Transportation may:
 - 4.1. suspend the driver/operator upon being charged under the Criminal Code;
 - 4.2. reinstate the driver/operator upon being found innocent of the charge laid;
 - 4.3. dismiss the driver/operator upon conviction of a criminal code offence.
5. The Director of Transportation/Bus Contractor shall immediately investigate the incident, take the appropriate action. The Director of Transportation will notify the Superintendent and inform him/her of their decision to suspend, terminate and/or reinstate the driver. The Superintendent may uphold the suspension and request termination or reinstate the driver. If the Superintendent's decision is to terminate the driver he/she will notify the driver that they are entitled to natural law and shall have the opportunity to meet with the Board of Trustees to appeal his/her decision. The Board of Trustees will hear the appeal at its next regular meeting before the Board of Trustees makes its final decision relative to the recommendation of the Superintendent.
6. Suspension or dismissal under the foregoing procedure shall also apply to actions and/or behavior unbecoming of a bus driver/contractor who contravenes Board policy and regulations with regard to its bus operation.
7. A bus contractor who, at any time, is unable to fulfil his/her obligation under the Board's policy, guidelines and administrative procedure's regarding student conveyance, may lose the right to hold a contract for services with the Board.