



School: _____

Bus Driver Responsibilities

_____ **School Year**

A. Documentation

- Holds a proper class license (Class 4, 2 or 1) depending size of bus and places a copy of their current driver license on file.
- Fills out driver abstract requisition form and gives to **SCHOOL SAFETY OFFICER** to submit to Director of Transportation. Copy of driver abstract will be returned and placed on driver file.
- Has completed application form to drive a school bus or there is a letter of file that states no application was required at time of hire.
- Has S Endorsement as per [701.6AP Bus Driver Qualifications](#)
- Has Emergency First Aid Level B CPR or will have appropriate first aider available on all trips as per OH&S and BTPS administrative procedures.
- Has WHMIS certification.
- Has Hours of Service Training (Has read AB Transportation Document or attended annual school owned bus training or new drivers have completed online course).
- New drivers have completed required online courses.
- Reviews Safety and Maintenance Plans.
- Knows weight and dimension of bus(es) they are operating. Bus driver knows height, weight and length of bus to manoeuvre safely over bridges, under underpasses and railway crossings, etc.
- Knows how to properly secure cargo on the bus and/or within cargo departments. For those buses without cargo departments you can use cargo nets and/or bungie tie downs.
- Completes Driver's Daily Log (Hours of Service) and submits them to the **SCHOOL SAFETY OFFICER** at the end of each month that will place them on the drivers file. See examples for within 160 km and outside 160 km radius for the trip.
 - Completes the Fatigue Management Due Diligence portion of the daily log when driving to ensure they are mentally and physically fit to drive the bus.
 - Ensures that each day of the month is accounted for in the monthly driver's log submission, whether they were on duty or off duty, driving or not.
- Completes Written Pre-Trip and Post-Trip Inspection form for each trip and submits it to **SCHOOL SAFETY OFFICER** at the end of each month and kept for 6 months. The yellow copy submitted with defects must be saved for 4 years plus the current year (5 years). The Daily Inspection book stays with the bus/trailer.
- Current CVIP inspection must be kept on the bus.
- Safety Fitness Certificate and any pertinent permits (i.e. trailer towing) must be kept on the bus at all times.

- Reports defects discovered during pre-trip/post-trip to a **MECHANIC** and a copy of the inspection form will be attached to the receipt documenting that the defect was corrected and noted on the Maintenance Summary Form.
- If trip exceeds 160 km in radius, complete log with change of status details for location and reason for change as per attached example.
- Completes Field Trip Information Sheet (student names & contact information) with one copy on the bus and one on file in the office.
- Attends Professional Development Driver Training Sessions or does online courses to ensure continuous driver training. Proof of attendance or course completion certificate must be placed on driver file. The completion of this form is evidence of driving training and must be placed on driver file. All new drivers must complete the required online courses.

Driver Name

Driver Signature

Date

B. Procedures

- Reads & complies with BTPS Safety & Maintenance Plans
- Does not permit alcohol on the bus
- Ensures passengers wear seat belts if applicable
- Responsible for passenger management (reports discipline issues to Principal).
- Drives safely as per the Traffic Safety Act and associated laws and regulations.
- Practices emergency evacuations
- Does not exceed hours of service limits
- Completes Pre-Trip Inspection
- Completes Post-Trip Inspection
- Completes Driver Daily Log
- Fuels bus with no passengers on board
- Informs **SCHOOL SAFETY OFFICER** of any personal traffic violations or accidents (school bus use or personal vehicle use)

The safety of students relies on bus driver's fitness for duty and compliance with the above regulations, policies and procedures.

Driver Name

Driver Signature

Date

Principal/School Safety Officer Name

Principal/SSO Signature

Date