

CLASS Business Unit:	Student Transportation
Operating Procedure:	Bus Operator Responsibility
Reference:	STS-PRO-011-2011
Adopted:	April 26, 2011
Revised:	

1.0 Bus Operator Responsibility

Each School Bus Operator under contract with CLASS shall:

- a) Ensure their Drivers and Monitors are aware of and comply with Student Transportation Services policies and procedures.
- b) Be responsible for the performance of their duties in a lawful, efficient, economic and safe manner.
- c) Cooperate with school officials in matters that pertain to the transportation of students.
- d) Not deny a student the privilege of riding on a school bus because of improper conduct. Disciplinary cases are referred by the bus driver to the operator and the incident reported to Student Transportation Services and the school principal.
- e) As per Part XIII of the Education Act, be aware of their responsibilities to report such activities to the principal that may or will lead to possible suspension or expulsion of the student.
- f) Provide appropriate training to the bus drivers regarding the safe conduct of students on buses.
- g) Ensure that the School Bus Drivers and Monitors are aware of any bus student, who may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
- h) File with Student Transportation Services, prior to the first day of operation, documentary proof of the insurance being carried.
- i) Post emergency phone numbers in each bus.
- j) Properly display the route symbol assigned by Student Transportation Services.
- k) Ensure that all vehicles are equipped with two-way communications.
- l) Notify the schools and Student Transportation Services of any late, cancelled or incomplete routes as soon as possible.
- m) Report immediately to Student Transportation Services and the principal, any accident or other mishap, which occurs while students are being transported.
- n) Provide Student Transportation Services with a copy of the police report following a traffic accident.

- o) Not change or alter bus routes, without prior consent from Student Transportation Services.
- p) Not transport students other than those attending a school operated by or in conjunction with the member Boards unless authorized to do so by Student Transportation Services or the school principal.
- q) Use a motor vehicle properly licensed as required by all acts governing public transportation.
- r) Provide input to Student Transportation Services with respect to the delivery of transportation services.
- s) Provide input to Student Transportation Services with respect to the Inclement Weather Procedure.