

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Bus Driver Responsibility
<b>Reference:</b>	STS-PRO-012-2011
<b>Adopted:</b>	April 26, 2011
<b>Revised:</b>	

## 1.0 Bus Driver Responsibility

Each School Bus Driver shall:

- a) Be aware of, and comply with Student Transportation Services policies and procedures.
- b) Maintain good discipline and order on the bus.
- c) Notify the bus operator who will contact Student Transportation Services and the principal who will take appropriate disciplinary action for any student misconduct as it occurs.
- d) As per Part XIII of the Education Act, be aware of bus driver's responsibilities and observe closely the regulations that are laid down regarding the safe conduct of students on buses and report such activities to the principal that may or will lead to possible suspension or expulsion of the student.
- e) Not deny a student the privilege of riding on a school bus because of improper conduct. In cases of gross misconduct, the driver must report the incident to the principals or his/her designate after the run. **STUDENTS SHALL NOT BE PUT OFF THE BUS MID-ROUTE UNDER ANY CIRCUMSTANCES.**
- f) Abide by the Highway Traffic Act.
- g) Be conscious of any bus student, who may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
- h) Maintain a consistent time schedule. All drivers should arrive at their first pickup location immediately prior to the designated first pickup time.
- i) Report immediately to their manager or designate any accident or other mishap that occurs while students are being transported.
- j) Abide by all approved pick up and drop off bus stop locations unless authorized by Student Transportation Services.
- k) Not eat, drink or smoke on a school bus.
- l) Not use profane language on a school bus.