

Administrative Procedure 567

QUALIFICATIONS FOR DRIVING A BUS

Background

Students will be transported safely by qualified drivers.

1. The screening process for new bus drivers will include a current criminal record check. (Administrative Procedure 401 Criminal Record/Vulnerable Sector/Child Intervention Record Checks), two (2) letters of reference and a commercial driver's abstract.
2. Anyone driving a bus on behalf of the Division must:
 - 2.1 Possess a valid Alberta's driver's license as appropriate:
 - 2.1.1 For any bus with twenty-five (25) or more passenger seats – Class 1 or Class 2 with S Endorsement.
 - 2.1.2 If the bus has air brakes, then an Air Brake Endorsement is required.
 - 2.1.3 For any bus with twenty-four (24) or less passenger seats – Minimum Class 4 with S Endorsement.
 - 2.1.4 For any bus that is manufactured to D250 or D270 specifications- Minimum Class 4 with S Endorsement.
 - 2.1.5 For any school-owned vehicle used to transport students – Minimum Class 4 with S Endorsement.
 - 2.2 Provide an original copy of a current driver's abstract or sign a consent form for the Division to obtain the abstract annually.
 - 2.3 Provide a copy of a current accredited First Aid Certificate including CPR, to be updated every three (3) years within the first six (6) months of driving with the Division.
 - 2.4 Meet the qualifications required by the National Safety Code (NSC).
3. If a driver abstract has more than six (6) demerits the driver will be suspended from operating a bus for the Division.
 - 3.1 If the driver subsequently takes a Defensive Driving Course, and has the demerits reduced to four (4) or less, the driver may be reinstated.
4. The Division reserves the right, for just cause, to request at any time that a driver be required to provide a medical report from a doctor of the Division's choice or take the Driver Check Course. This medical report will be at the Division's expense.
5. Any driver whose driver's license is suspended must take a Driver Improvement Program, prior to being reconsidered as a driver for the Division.

6. If the Division has evidence that students are being transported in an unsafe manner, the driver may be removed from the Division's list of approved drivers.
7. Contracted operators and hired drivers, who wish to continue providing service for the Division after the age of sixty-seven (67) must take, the Driver Check Assessment prior to June 30th of that school year. The contractor must state their intention to the Division to continue as a contracted operator for the next school year at least sixty (60) days prior to the end of June. The cost of the Driver Check Assessment will be directly billed and paid for by the Division.
 - 7.1 The contracted operator may have their current contracts renewed provided they are an active driver on the full time or spare driver list. To be active requires that the driver be readily available to drive a route or assist their route(s) when called upon and has maintained all the NSC and Division requirements for a school bus driver.

Reference: Section 11, 33, 52, 53, 59, 59.1, 68, 197, 222, 225 Education Act
Administrative Procedure 401- Criminal Record/Vulnerable Sector/Intervention Record Checks
Employment Standards Code
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)
Traffic Safety Act