

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

STOPR007

Section Responsibilities of the School Bus Operators and Bus Drivers	Page 1 of 6
	Date August 2011

Statement	<p>School bus operators and bus drivers must abide by the terms and conditions of school bus transportation agreements. Failure to abide by this policy may result in STOPR withholding payment for services rendered from any owner.</p>
Responsibilities of the Owners	<p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. abide by the policies and procedures of STOPR; 2. abide by the terms and conditions of the Operator Contract for Transportation; 3. adhere to the bus routes and schedules set out by STOPR; 4. ensure that any driver operating any bus route at any time have the most current bus route schedule and passenger list; 5. enter into GeoQuery any delay of 10 minutes or more with the reason for the late, and time delays must be updated; 6. maintain effective and open communication with STOPR and schools to inform them about delays on bus routes. This communication must be maintained up until the last student gets off the bus, whatever time of day this may be; 7. ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure for Accidents and Incidents (STOPR025); 8. inform STOPR and seek direction for any student who has not been met (under the Primary Protocol or <u>Special Education</u> identified) prior to returning to the school;

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

STOPR007

Section Responsibilities of the School Bus Operators and Bus Drivers	Page 2 of 6
	Date August 2011

<p>Responsibilities of the Owners</p>	<p>School Bus Operators must:</p> <ol style="list-style-type: none"> 9. maintain its vehicles and ensure that bus drivers drive them according to the requirements of the Highway Traffic Act and the regulations thereunder, and any other public vehicle laws and any transportation rules established by STOPR; 10. ensure that the Student Code of Conduct (STOPR020) as supplied by STOPR is posted in all school buses; 11. keep the vehicles clean and free of any hazards; 12. have their drivers complete a Vehicle Stat Form (TFL002) on the date requested by STOPR. If a route changes during the course of the school year, have their driver complete a new Vehicle Stat Form; 13. not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported using the Behaviour Conduct Form (TFL001) to the school principal, who will be responsible for taking the necessary disciplinary measures according to STOPR (STOPR017); 14. ensure that complaints that are made about the bus driver must be followed up with school principal, parents, students and inform STOPR of these incidents; 15. be aware that the management of STOPR is empowered to insist on the removal of a driver for any improper practice; and 16. be aware that in the event that a child has been left unattended on a school bus vehicle as a result of the driver's failure to complete a routine inspection, the driver shall be disciplined by the bus company at the discretion of the management of STOPR. The discipline may range from suspension to dismissal at the discretion of the management of STOPR;
--	---

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

STOPR007

Section Responsibilities of the School Bus Operators and Bus Drivers	Page 3 of 6
	Date August 2011

<p>Responsibilities of the Owners</p>	<p>School Bus Drivers must:</p> <ol style="list-style-type: none"> 1. obey all rules and regulations of the Highway Traffic Act at all times; 2. adhere to the bus schedules that have been established by STOPR; 3. pick up and drop off students only at the bus stops designated by STOPR; 4. follow the routes that have been planned and approved by STOPR. Bus drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately; 5. make suggestions to STOPR concerning bus route changes through their operator. No changes can occur until approved by STOPR; 6. notify STOPR through their operator about any unsafe bus stops and may suggest a more appropriate alternative. No changes can occur until approved by STOPR; 7. complete a Vehicle Stat Form (TFL002) on the date requested by STOPR. If a route changes during the course of the school year, complete a new Vehicle Stat Form; 8. ensure that students are never left alone on a bus; 9. advise STOPR through their operator if the number of passengers on their bus exceeds the number of seats; 10. refuse to allow any unauthorized persons to board the vehicle, and report any incidents of unauthorized persons attempting to board the vehicle to your dispatcher immediately;
--	--

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

STOPR007

Section Responsibilities of the School Bus Operators and Bus Drivers	Page 4 of 6
	Date August 2011

Responsibilities of the Owners	School Bus Drivers must: <ol style="list-style-type: none">11. <u>any negotiations between the parent or guardian and the bus driver, requesting bus pick-up or drop-off at any location other than the designated stop as assigned by STOPR is strictly prohibited.</u>12. inspect their bus at the end of each trip to ensure that no students or personal objects have been left on the bus;13. keep the vehicles clean and free of any hazards;14. use an appropriate tone of voice and vocabulary when speaking to students; refrain from shouting, swearing or using offensive and/or aggressive language;15. allow students aboard the vehicle to speak to each other in the language of their choice;16. ensure that all students are informed about the bus safety rules;17. not refuse transportation to <u>an eligible</u> student. A student's misconduct must be reported using the Behaviour Conduct Form (TFL001) to the school Principal, who will be responsible for taking the necessary disciplinary measures according to STOPR (STOPR017);18. notify the school Principal in writing about any inappropriate or unsafe behaviour by students using the Behaviour Conduct on Bus (TFL001);19. in accordance with Bill 157, report any inappropriate behaviour on the school bus as specifically defined in (TFL018);20. support any disciplinary action on the bus as assigned by the Principal;21. avoid stopping or starting abruptly;
---------------------------------------	---

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

STOPR007

Section Responsibilities of the School Bus Operators and Bus Drivers	Page 5 of 6
	Date August 2011

<p>Responsibilities of the Owners</p>	<p>School Bus Drivers must:</p> <ol style="list-style-type: none"> 22. deal with an immediate discipline issue on the bus by assigning a designated seat; follow up by advising the Principal; 23. cooperate with the Principal when establishing a seating plan for the bus; 24. give students a signal to indicate when it is completely safe to cross the street and wait for the student(s) to finish crossing before moving the bus; 25. check his/her convex rear view mirrors and ensure that all areas are clear before moving the vehicle; 26. ensure that students remain seated until the bus comes to a full stop at its destination; 27. never leave the vehicle when the motor is running; 28. notify the dispatcher in the event of a breakdown or an emergency; 29. never smoke, drink alcohol or use illegal substances on or near school buses; 30. <ul style="list-style-type: none"> • inform dispatch and seek direction for any student who has not been met (under the Primary Protocol or Special Education identified) • inform dispatch of any student or students who have misbehaved and are returning to school; 31. contact dispatch before dropping off a primary student if there are any safety concerns; 32. in the event of an accident involving the school bus, follow the procedures outlined in Procedure for Accidents and Incidents (STOPR025), pertaining to accidents; 33. not allow the photography of students unless approved by the Principal or STOPR; 34. always deliver students to their scheduled destination, even if they display unruly behaviour; and
--	--

STUDENT TRANSPORTATION OF PEEL REGION

STOPR

STOPR007

Section Responsibilities of the School Bus Operators and Bus Drivers	Page 6 of 6
	Date August 2011

Responsibilities of the Owners	School Bus Operators must: 35. not use a cell phone or any other personal portable electronic device while operating a school bus or any other vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this procedure, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
---------------------------------------	---