



Section <b>Responsibility of Bus Operators and Bus Drivers</b>	Page 1 of 5
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<b>Statement</b>	School bus operators and bus drivers must abide by the terms and conditions of school bus transportation agreements.
<b>Responsibilities of Bus Operators</b>	<p>School bus operators must:</p> <ol style="list-style-type: none"> <li>1. Endeavour to abide by the policies and procedures of WESTS;</li> <li>2. Consistently adhere to the bus routes and schedules set out by WESTS;</li> <li>3. Notify the school in the event of any delay of more than 10 minutes;</li> <li>4. Notify WESTS in the event of any delay of more than 15 minutes by posting in the delays and cancellations module in <b>Bus Planner web</b>;</li> <li>5. Maintain effective and open communication with parents and guardians, 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;</li> <li>6. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedure GT-019;</li> <li>7. Maintain its vehicles and ensure that bus drivers drive them according to the requirements of the Public Vehicles Act and the regulations thereunder, and any other public transit laws and any transportation rules established by WESTS;</li> <li>8. Provide WESTS with the following documents, in a manner dictated by WESTS:             <ul style="list-style-type: none"> <li>• Proof that the bus driver holds a valid Class B driver's license allowing him/her to drive a school bus;</li> <li>• Proof of insurance as required by the Public Vehicles Act;</li> </ul> </li> </ol>



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	<ul style="list-style-type: none"> <li>• Twice a year, a copy of the Safety Standards Certificate (MOT), as well as the Vehicles and Owners Evaluation Form issued by the MPT (Report on buses for physically disabled passengers and Bus Inspection Report for Owners/Bus Inspection Owner's Report). Owners are expected to maintain at least a Class B licence as well as the same class for each vehicle'</li> <li>• A copy of his/her Operating Permit, if he/she wishes to provide vehicles to school boards for non-educational outings;</li> <li>• Proof that all bus drivers receive training preparing them to fulfill their responsibilities;</li> </ul> <p>9. Make sure to keep vehicles clean and free of any hazards.</p> <p>10. Owners may not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported to the school's principal, who will be responsible for taking the necessary disciplinary measures.</p> <p>WESTS shall withhold payment for services rendered from any owner who does not follow the requirements described above.</p>
<b>Bus Driver Responsibilities</b>	<p>Bus drivers must:</p> <ol style="list-style-type: none"> <li>1. Obey the Road Safety Code at all times;</li> <li>2. Adhere to the schedules that have been established;</li> <li>3. Pick up and drop off students only at the bus stops designated by WESTS;</li> <li>4. Follow the routes that have been planned and approved by WESTS. Bus drivers are not authorized to make changes in the itinerary, except in unavoidable situations involving an act</li> </ol>



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	<p>of God;</p> <ol style="list-style-type: none"><li>5. Through the school bus operator, make suggestions to WESTS concerning bus route changes designed to protect the students' well-being and safety;</li><li>6. Notify WESTS, through the bus operator, about any unsafe bus stops and suggest a more appropriate alternative;</li><li>7. Ensure that students are never left alone on a school bus;</li><li>8. Ensure that the number of passengers on his/her bus never exceeds the number of seats;</li><li>9. Ensure that only students registered on the passenger list are allowed to board the vehicle;</li><li>10. Refuse to allow any unauthorized persons to board the vehicle when eligible students are on the bus;</li><li>11. At the end of each trip, after the last bus has dropped off the students, always check the seats to make sure that no students have fallen asleep or hidden, and that no objects were left behind;</li><li>12. Keep the vehicles clean and free of any hazards;</li><li>13. Use an appropriate tone of voice and vocabulary when speaking to students; refrain from shouting, swearing or using offensive aggressive language;</li><li>14. Allow the students to speak French aboard the vehicle;</li><li>15. From the very first days of school, inform the students about the safety rules;</li><li>16. Enforce discipline on board the bus in cooperation with the school principal. Discipline must be enforced judiciously and in a manner that is</li></ol>
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	<p>respectful towards the students and firm regarding safety rules;</p> <p>17. Notify the school principal in writing about any inappropriate or unsafe behaviour by students;</p> <p>18. Avoid stopping or starting abruptly;</p> <p>19. Use the red flashing lights before stopping to allow students to board or get off the bus;</p> <p>20. As soon as the bus stops, activate the stop signal arm;</p> <p>21. Give students a signal to indicate when it is completely safe to cross the street and wait for the student to cross before starting the bus again;</p> <p>22. Check his/her convex rear view mirrors and make sure that the road is clear before starting the vehicle;</p> <p>23. Ensure that students remain seated until the bus comes to a full stop at its destination;</p> <p>24. Make sure never to leave his/her vehicle when the motor is running or when students are seated on the bus;</p> <p>25. Notify the bus owner as soon as possible, in the event of a breakdown or emergency;</p> <p>26. Refrain from smoking, drinking alcohol or using illegal substances on school buses;</p> <p>27. A bus driver may not drop off a student enrolled in Junior or Senior Kindergarten, or any other student identified as requiring a designate, unless an adult responsible for the student or a designated person is waiting at the bus stop;</p> <p>28. In the event of an accident involving the school bus, the driver must follow the procedures outlined in Procedure GT-019 pertaining to</p>
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	<p>accidents;</p> <p>29. Allow students to access the vehicle, unless he/she has a written notice from WESTS authorizing him/her to refuse such access;</p> <p>30. Abide by the regulation prohibiting the photography of students; and</p> <p>31. No bus driver is authorized to deny a student access to the vehicle or to expel him/her without a written notice from WESTS. The bus driver must always take students to their destination, even if they display unruly behaviour. If the student behaviour results in a safety hazard, the bus driver should pull over and contact his dispatch for direction before continuing on the route.</p>
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Approved by Board of Directors on November 21, 2013