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Statement	School bus operators and bus drivers must abide by the terms and conditions of school bus transportation agreements. Failure to abide by this procedure may result in STWDSTS withholding payment for services or termination of contract.
Responsibilities of the Owners	<p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Abide by the policies and procedures of STWDSTS. 2. Abide by the terms and conditions of the Agreement for Transportation (TA005). 3. Adhere to the bus routes and schedules set out by STWDSTS. 4. Ensure that any driver operating any bus route at any time have the most current bus route schedule and passenger list, including any supplementary information and Life-Threatening Management and Prevention Plan forms (TF002) as provided by STWDSTS. 5. Notify the school in the event of any delay of more than 10 minutes. 6. Notify STWDSTS using the emergency phone number in the event of any delay of more than 15 minutes and give the reason(s) for the delay. 7. Enter into BusPlanner Web any delay of 10 minutes or more with the reason for the late. Any time delays must be updated. 8. Maintain effective and open communication with STWDSTS, schools, parents/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. 9. Provide STWDSTS with the following documents: <ul style="list-style-type: none"> • Proof that the bus driver holds a valid Class B or Class E driver's license allowing him/her to drive a school bus. • Proof of insurance. • Workplace Safety and Insurance number. • Commercial Operator Registration number with a Level 2 CVOR Record Search each September. • Copy of MTO Motor Vehicle Inspection A and B



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<p>Responsibilities of the Owners... continued</p>	<p>inspection reports for all vehicles annually.</p> <ul style="list-style-type: none"> • Bus Operator Contract Submission form (TF003) • A copy of his/her Operating Permit, if he/she wishes to provide vehicles to school boards for non-educational outings. • Proof that all bus drivers receive training preparing them to fulfill their responsibilities. <p>10. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.</p> <p>11. 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 STWDSTS.</p> <p>12. Ensure that the Student Code of Conduct for Posting on School Buses (TF016) as supplied by STWDSTS is posted in all school buses.</p> <p>13. Keep the vehicles clean and free of any hazards.</p> <p>14. Not refuse transportation to an eligible student for any reason whatsoever. A student's misconduct must be reported using the Report of Student Misconduct on Bus form (TF017) to the school principal, who will be responsible for taking the necessary disciplinary measures according to (006) Responsibilities of the School Principal and (026) Progressive Discipline.</p> <p>15. Complaints that are made about the bus driver must be followed up with school principal, parents, students and inform STWDSTS of these incidents</p> <p>16. The General Manager is empowered to insist that the Operator remove a driver from a route for any improper practice.</p> <p>17. 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. The discipline may range from suspension to dismissal of servicing any of STWDSTS routes at the discretion of the management.</p> <p>18. Notify STWDSTS if a driver transports his/her own children that under normal circumstances would not</p>
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Responsibilities of the Owners... continued	<p>qualify to ride the bus.</p> <p>19. Provide or arrange transportation for students to their final destination when they have missed transfer connections because of a bus delay.</p>
Responsibilities of the Bus Drivers	<p>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 STWDSTS. 3. Pick up and drop off students only at the bus stops designated by STWDSTS. 4. Follow the routes that have been planned and approved by STWDSTS. 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 STWDSTS concerning bus route changes through their operator. No changes can occur until approved by STWDSTS. 6. Notify STWDSTS through their operator about any unsafe bus stops and may suggest a more appropriate alternative. No changes can occur until approved by STWDSTS. 7. Ensure that no student is discharged from a bus at a transfer point until their transfer bus has arrived. Unless advised differently by STWDSTS. 8. Ensure that students are never left alone on a school bus. 9. Advise STWDSTS through their operator if the number of passengers on their bus exceeds the number of seats. 10. Ensure that only students registered on the passenger list provided by STWDSTS are allowed to board the vehicle. 11. 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



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Responsibilities of the Bus Drivers... Continued	<p>immediately.</p> <ol style="list-style-type: none">12. Check at the end of each trip to ensure that no students or personal objects have been left on the bus. Notify your dispatcher immediately of anything that was left on the bus.13. Keep the vehicles clean and free of any hazards. Use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language.14. Allow the students aboard the vehicle to speak to each other in the language of their choice.15. Ensure that all the students are informed about the bus safety rules.16. Notify the school principal in writing about any inappropriate or unsafe behaviour by students using Report on Student Misconduct on Bus (TF017).17. Support any disciplinary action on the bus as assigned by the principal.18. Avoid stopping or starting abruptly.19. Deal with an immediate discipline issue on the bus by assigning a designated seat. Follow up by advising the principal.20. Cooperate with the principal when establishing a seating plan for the bus.21. 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.22. Check his/her convex rear view mirrors and ensure that all areas are clear before moving the vehicle.23. Ensure that students remain seated until the bus comes to a full stop at its destination.24. Never leave the vehicle when the motor is running.25. Notify the dispatcher in the event of a breakdown or an emergency.
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<p>Responsibilities of the Bus Drivers... Continued</p>	<p>26. Refrain from smoking, drinking alcohol or using illegal substances on or near school buses.</p> <p>27. Contact dispatch before dropping off a primary student if there are any safety concerns.</p> <p>28. In the event of an accident involving the school bus, follow the procedures outlined in (023) Procedures for Accidents or Incidents.</p> <p>29. Not allow the photography of students unless approved by the principal or STWDSTS.</p> <p>30. Always deliver students to their scheduled destination, even if they display unruly behaviour.</p> <p>31. Not use a cell phone or 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 policy, 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.</p> <p>32. Ensure that he/she has received a copy of the Life-Threatening Management and Prevention Plan form (TF002) for each student on his/her bus who has a critical medical condition as indicated on the route listing report. It is the responsibility of the driver to maintain the confidentiality of this information and to keep these documents with the route information in a secure location on the bus.</p> <p>33. Any negotiations between the parent/guardian and bus driver requesting bus pick up or drop off at any location other than the designated stop as assigned by STWDSTS is strictly prohibited.</p>
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