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Statement	School taxi operators and taxi drivers must abide by the terms and conditions of taxi transportation agreements. Failure to abide by this policy may result in STWDSTS withholding payment for services rendered from any taxi operator.
Responsibilities of the Owners	<p>Taxi 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 Statement of Understanding (TA006). 3. Adhere to the taxi routes and schedules set out by STWDSTS. 4. Ensure that any driver operating any route at any time have the most current 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. Complete Route Delays and Deviations form (TF007) listing all travel delays and route deviations that occurred during the morning and forward it to STWDSTS before noon. 8. Complete Route Delays and Deviations form (TF007) listing all travel delays and route deviations that occurred during the afternoon and forward it to STWDSTS before the end of the business day. 9. Maintain effective and open communication with STWDSTS, schools, parents and guardians, to inform them about delays on routes. This communication must be maintained up until the last student gets off the taxi, whatever time of day this may be.



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<p>Responsibilities of the Owners... continued</p>	<p>10. Provide STWDSTS with the following documents:</p> <ul style="list-style-type: none"> • Proof that the taxi driver holds a valid driver’s license allowing him/her to drive a taxi; • 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 inspection reports for all vehicles annually; • School Purpose Vehicle Information form (TF026); • Taxi Contract Submission form (TF018) • Taxi business licence and driver’s taxi licence; • Taxi Release Form for Record Search (TF023); and, • Criminal Record Check. <p>11. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents.</p> <p>12. Maintain its vehicles and ensure that taxi 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>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 to the school principal using the Report of Student Misconduct on Bus form (TF017). The principal will be responsible for taking the necessary disciplinary measures according to (006) Responsibilities of the School Principal.</p> <p>15. Complaints that are made about the taxi driver must be followed up with school principal, parents/guardians, students and inform STWDSTS of these incidents.</p> <p>16. The General Manager is empowered to insist on the removal of a driver for any improper practice.</p> <p>17. In the event that a child has been left unattended in a taxi as a result of the driver's failure to complete a routine inspection, the driver shall be disciplined by the taxi company.</p>
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<p>Responsibilities of the Taxi Drivers</p>	<p>Taxi 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 route schedules that have been established by STWDSTS. 3. Pick up and drop off students only at the stops designated by STWDSTS. 4. Follow the routes that have been planned and approved by STWDSTS. Taxi 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 route changes through their operator. No changes can occur until approved by STWDSTS. 6. Notify STWDSTS through their operator about any unsafe stops and may suggest a more appropriate alternative. No changes can occur until approved by STWDSTS. 7. Ensure that students are never left alone in the taxi. 8. Advise STWDSTS through their operator if the number of passengers on their taxi exceeds the number of seats. 9. Ensure that only students registered on the passenger list provided by STWDSTS are allowed to board the vehicle. 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. 11. Check at the end of each trip to ensure that no students or personal objects have been left in the taxi. Notify your dispatcher immediately of anything that was left on the taxi. 12. Keep the vehicles clean and free of any hazards. 13. Use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language.
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Responsibilities of the Taxi Drivers... continued	<ol style="list-style-type: none">14. Allow the students in the taxi to speak to each other in the language of their choice.15. Ensure that all the students are informed about the safety rules.16. Notify the school principal in writing about any inappropriate or unsafe behaviour by students using the Report of Student Misconduct on Bus (TF017).17. Support any disciplinary action on the taxi as assigned by the principal.18. Avoid stopping or starting abruptly.19. Deal with an immediate discipline issue in the taxi by assigning a designated seat. Follow up by advising the principal.20. Cooperate with the principal when establishing a seating plan for the taxi.21. Ensure that students remain seated until the taxi comes to a full stop at its destination.22. Never leave the vehicle when the motor is running.23. Notify the dispatcher in the event of a breakdown or an emergency.24. Refrain from smoking, drinking alcohol or using illegal substances on or near taxi.25. Contact dispatch before dropping off a primary student if there are any safety concerns.26. In the event of an accident involving the taxi, follow the procedures outlined in (023) Procedures for Accidents or Incidents.27. Not allow the photography of students unless approved by the principal or STWDSTS.28. Not allow a student under the age of 12 years to sit in the front seat of the taxi as a safety precaution against injuries from air bags.
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<p>Responsibilities of the Taxi Drivers... continued</p>	<p>29. Always deliver students to their scheduled destination, even if they display unruly behaviour.</p> <p>30. Not use a cell phone or other personal portable electronic device while operating a school purpose taxi 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>
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