

ACTIVITY BUS – SCHOOL OWNED VEHICLES

Background

The Division approves the acquisition and operation of activity buses operated at the school level to facilitate the movement and delivery of persons and property for curricular and extra-curricular programs.

Procedures

1. The purchase of any vehicle must be approved in writing by the Secretary-Treasurer prior to the actual purchase. A written mechanical inspection shall be required prior to the approval of purchase.
2. Responsibility for regular service and maintenance of School owned vehicles shall rest with the Principal or Safety Officer as outlined in the Safety and Maintenance Programs. School owned vehicles shall not be used for personal use.
3. Registration and insurance of School owned vehicles shall be issued in the name of “St. Thomas Aquinas Catholic Schools”, and thereby subject to all safety inspections required under Provincial and Federal legislation.
4. The School Division will ensure that each school owned vehicle is covered by an insurance policy within the limits of coverage prescribed by Section 627 of the Insurance Act. The Automobile Insurance Policy providing passenger hazard coverage must be no less than that required by the Division of any commercial carrier undertaking School Division transportation services.
5. All approved drivers of school owned vehicles are covered under the School Division’s liability insurance unless they are charged with a driving offense at which point their personal insurance becomes the default.
6. All drivers of School owned vehicles must possess a Class 4, 2 or 1 driver’s license as a condition for driving any bus used for transporting students.
7. Daily trip inspections will be maintained on School owned vehicles to provide the following pertinent information: Name of driver(s), date and time of departure, kilometers travelled, and any mechanical concerns noted.
8. A driver shall, within 20 days from the day that a daily log is completed, forward the original of the daily log to the carrier’s principal place of business.

9. The carrier shall retain at its principal place of business every copy of the daily log that is forwarded.
10. Separate driver log books will be maintained by each driver designated to drive a School owned vehicle as prescribed in the Drivers' Hours of Service Regulation.
11. A driver shall, within 20 days from the day that a daily trip inspection is completed, forward the original inspection to the carrier's principal place of business.
12. The carrier shall retain at its principal place of business every copy of the daily trip inspections that is forwarded.
13. Formal inspections of School owned vehicles must be conducted every six months or as specified by Alberta Legislation and Regulations.
14. A copy of the Safety Fitness Certificate will be carried in each School owned vehicle and will be produced upon request of a peace officer.

Driver Records

Driver records for each driver designated to operate a School owned vehicle will be maintained at the Board office as stipulated in Section 41 of the Commercial Vehicle Certificate and Insurance Regulation and Section 15, 16 and 17 of the Driver's Hours of Service Regulation. A driver record file will be created for each driver as a condition of maintaining the Divisions Safety Fitness Certificate and each file will contain the following information as it pertains to each driver:

15. The driver's completed application form for employment with the District, herein referred to as the carrier.
16. A copy of the driver's abstract in a form satisfactory to the Registrar.
17. Annual updated copies of the driver's abstract in a form satisfactory to the Registrar.
18. The driver's employment history for the three (3) years immediately preceding the time the driver started working for the carrier.
19. A record of the driver's convictions of safety laws in the current year and in each of the four (4) preceding years.
20. A record of any administrative penalty imposed on the driver under safety laws.
21. A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside of Alberta.

22. A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws.
23. A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until two (2) years after it expires.
24. A copy of the medical certificate submitted to the governing agencies when obtaining or renewing their driver's license.

Driver Documents

The driver is required to maintain and keep in their possession the following documents and be able to produce them upon request of a peace officer:

25. Driver log book for the driver's current work shift and the two (2) previous days.
26. The driver shall retain the duplicate of the daily logs maintained by the driver for a period of at least six (6) months from the date that the information is recorded in the daily log.
27. Shall retain the duplicate of the daily logs in a neat and orderly manner at the residence of the driver.
28. Shall, within seven (7) days from the day that a peace officer makes a request for the duplicate of the daily logs, produce the duplicate of the daily logs to the peace officer for inspection.
29. Shall retain the duplicate of the daily trip inspections for a period of at least six (6) months from the date that the information is recorded.
30. Shall retain the duplicate of the inspection logs in a neat and orderly manner at the school office "home hub" or within the vehicle.
31. Shall, within seven (7) days from the day that a peace officer makes a request for the duplicate of the daily trip inspections, produce the duplicate of the inspection logs to the peace officer for inspection.

Reference: Section 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19 Drivers' Hours of Service Regulation
Section 627 Insurance Act
Commercial Vehicle Certificate and Insurance Regulation
Commercial Vehicle Safety Regulation