

Section <b>Responsibilities</b>	Number of pages <b>2</b>
Title <b>Responsibilities of the operators and drivers</b>	Effective date <b>August 30, 2016</b>

<b>Statement</b>	Operators and drivers must comply with the terms of the school vehicle contracts.
<b>Responsibilities of the operator</b>	<p>The operator must:</p> <ul style="list-style-type: none"> <li>• Comply with the CTSE transportation regulations;</li> <li>• comply with the terms and conditions of their agreements with the CTSE;</li> <li>• hire drivers able to express themselves in and understand French;</li> <li>• ensure that all drivers are in possession of the most recent version of the schedule and the student list of their routes;</li> <li>• provide all the information requested by CTSE within the prescribed time;</li> <li>• maintain and respect the timetables and routes as established by CTSE;</li> <li>• notify the school administration and CTSE of any delay of more than ten (10) minutes and indicate to the CTSE the reasons for the delay;</li> <li>• post delays in a timely manner on the portal;</li> <li>• make sure to take the necessary steps in the event of an accident as stipulated in regulation CTSE022;</li> <li>• assure transportation to all eligible students, transportation may not be denied to an eligible student for any reason. Any student misconduct must be reported to school administration who will take care of the discipline;</li> <li>• follow up on complaints about a driver or by a school administration, parent or student and report to CTSE the outcome of the follow-up;</li> <li>• be able to demonstrate: <ul style="list-style-type: none"> <li>○ that all drivers hold a Class B permit in good standing to drive a school bus;</li> <li>○ proof of insurance, as required under the contract;</li> <li>○ that it holds an operating permit for school transportation and educational trips;</li> <li>○ that drivers receive training preparing them to fulfill their responsibilities, including training on positive school behavior;</li> <li>○ that school vehicle drivers have had a search on their registration certificate of Level 2 CVOR including the vulnerable sector at the beginning of each school year.</li> </ul> </li> <li>• keep vehicles clean and safe;</li> <li>• report to CTSE stop locations deemed unsafe by drivers and suggest appropriate stops.</li> </ul>
<b>Responsibilities of the driver</b>	<p>Drivers must:</p> <ul style="list-style-type: none"> <li>• Comply with the rules of the Highway Traffic Act at all times;</li> <li>• pickup and drop off students at their designated stops only;</li> <li>• respect the scheduled times;</li> <li>• report to school administration any violation to regulation CTSE004;</li> </ul>

<p><b>Responsibilities of the driver (next)</b></p>	<ul style="list-style-type: none"> <li>• respect students, use appropriate language and tone and refrain from shouting or swearing;</li> <li>• be able to understand and express themselves in French;</li> <li>• not sanction a student or remove his or her transportation privilege;</li> <li>• notify their dispatcher of any problems, failures and/or delays;</li> <li>• follow appropriate procedures in the event of an accident, according to regulation CTSE022;</li> <li>• not leave the vehicle when students are on board;</li> <li>• not smoke in or near the vehicle;</li> <li>• board only students on their student's list;</li> <li>• deny access on the vehicle to any unauthorized person and immediately report to the dispatcher any attempt to do so;</li> <li>• notify the dispatcher of any stop that he or she deems unsafe and suggest an appropriate stop;</li> <li>• check, at the end of each run, after disembarking the last student, all the benches to ensure that there is no pupil asleep or hidden or any personal object forgotten;</li> <li>• avoid abrupt starting or stopping;</li> <li>• not drop off a Junior Kindergarten or Kindergarten student, without the presence of an adult responsible for the student or a designated person. Bring the student back to school after notifying the dispatcher;</li> <li>• notify school administration of any inappropriate or dangerous behaviour of the students using the form Misconduct Report;</li> <li>• work with the school administration to allocate the places in the school vehicle;</li> <li>• always work in collaboration with the safety patrollers and supervisors in the schoolyard;</li> <li>• not take pictures or allow to take pictures of students;</li> <li>• not use a cell phone or other electronic device while driving the school vehicle.</li> </ul>
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Review Dates :  
June 19, 2012  
May 16, 2016