



**RR-04**

Section <b>Responsibility of Bus Operators and Bus Drivers</b>	Page 1 of 5
Date : March 12, 2024	

<b>Statement</b>	<p>School bus operators and bus drivers must abide by the terms and conditions of the current Transportation Agreement between WESTS and the Bus Operator, including the Standards of Performance.</p> <p>School bus operators and bus drivers must abide by the WESTS policies and procedures.</p>
<b>Responsibilities of Bus Operators</b>	<p>School bus operators must:</p> <ol style="list-style-type: none"> <li>1. 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 and WESTS in the event of any delay of more than ten (10) minutes by posting in the delays and cancellations module in Bus Planner web</li> <li>4. Maintain effective and open communication with parents/guardians and schools, 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. Communication will be via the bus delay module.</li> <li>5. Ensure that the necessary steps are taken in the event of an accident, as stipulated in Policy SS-03 Accident Reporting.</li> <li>6. Maintain its vehicles and ensure that bus drivers comply with the requirements of the Public Vehicles Act and the regulations thereunder, and all other public transit laws, such as the Highway Traffic Act and any transportation rules, policies and/or procedures established by WESTS.</li> <li>7. 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</li> </ul> </li> </ol>



**RR-04**

Section <b>Responsibility of Bus Operators and Bus Drivers</b>	Page 2 of 5
Date : March 12, 2024	

	<p>drive a school bus.</p> <ul style="list-style-type: none"> <li>• Proof of insurance as required by the Public Vehicles Act.</li> <li>• Twice a year, a copy of the Safety Standards Certificate (MTO), 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 their Operating Permit, if they wish to provide vehicles to school boards for non-educational outings.</li> <li>• Proof that all bus drivers receive training, required by the Agreement, preparing them to fulfill their responsibilities.</li> </ul> <p>8. Make sure to keep vehicles clean and free of any hazards.</p> <p>9. 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 appropriate disciplinary measures.</p>
--	--

<b>Bus Driver Responsibilities</b>	<p>Bus drivers must:</p> <ol style="list-style-type: none"> <li>1. Obey the MTO Road Safety Code at all times.</li> <li>2. Adhere to the route schedules that have been established by WESTS.</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 do not have the authority to make changes to the route, except in</li> </ol>
------------------------------------	---



Section <b>Responsibility of Bus Operators and Bus Drivers</b>	Page 3 of 5
	Date : March 12, 2024

	<p>unavoidable situations that happen enroute (e.g. Flooding, police situations etc.).</p> <ol style="list-style-type: none"><li>5. Through their 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 their 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 their bus never exceeds the number of seats.</li><li>9. Ensure that only students registered on the passenger list are allowed to board the bus.</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 run, after the last drop off, 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 or aggressive language.</li><li>14. Allow the students to speak in a language of their choosing aboard the vehicle.</li><li>15. From the very first days of school, inform the students about the safety rules.</li><li>16. Enforce safety rules and School Board Code of Conduct on the bus. In cooperation with the school principal, implement remedies to breaches</li></ol>
--	--



Section <b>Responsibility of Bus Operators and Bus Drivers</b>	Page 4 of 5
	Date : March 12, 2024

	<p>of safety rules and code of conduct judiciously and in a manner that is firm but respectful towards the students-</p> <ol style="list-style-type: none"> <li>17. Notify the school principal in writing about any inappropriate or unsafe behaviour by students as per Policy SS-01 Disciplinary Measures.</li> <li>18. Avoid stopping or starting the vehicle abruptly.</li> <li>19. Use the amber flashing lights when preparing to stop and the red flashing lights before stopping to allow students to board or get off the bus.</li> <li>20. As soon as the bus stops, activate the stop signal arm.</li> <li>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.</li> <li>22. Check their convex rear view mirrors and make sure that the road is clear before starting the vehicle.</li> <li>23. Ensure that students remain seated until the bus comes to a full stop at its destination.</li> <li>24. Make sure never to leave their vehicle when the motor is running or when students are seated on the bus.</li> <li>25. Notify the bus owner/operator as soon as possible, in the event of a breakdown or emergency.</li> <li>26. Refrain from smoking, vaping, drinking alcohol or using illegal substances prior to operating a vehicle and/or while on school buses.</li> <li>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 the designate responsible for the student</li> </ol>
--	---



**RR-04**

Section <b>Responsibility of Bus Operators and Bus Drivers</b>	Page 5 of 5
	Date : March 12, 2024

	<p>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 Policy SS-03 Accident Reporting.</p> <p>29. Allow students to access the vehicle, unless they have a written notice from WESTS authorizing them 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 remove them from a vehicle 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 the operator dispatch for direction before continuing on the route.</p> <p>32. Allow students to stay on the bus if they are unsafe or express a concern regarding their safety.</p> <p>33. Abide by the School Board's No Touch Policy ensuring that no hands are placed on any student.</p> <p>34. Maintain professional communication at all times with parents/guardians and designates at the bus stop.</p>
--	---

**Referenced policies:** SS-01 Disciplinary Measures  
SS-03 Accident Reporting