



**Elk Island Public Schools Regional Division No. 14
National Safety Code
Safety & Maintenance Program**

**Prepared By: Chrysti Mannix,
Safety & Compliance Supervisor
(Updated: April 2023)**



Safety Program

Every person (part-time or full-time EIPS Classified or Certificated employees, safety staff who train drivers, volunteers, coaches etc.) who has been authorized to operate a NSC School Owned Vehicle must follow the policies and procedures found in this safety program. By following the policies in this program, all authorized drivers will be more aware of how to operate safely and to prevent collisions.

The minimum qualifications include but are not limited to:

- Valid class of license for vehicle being driven
- Copy of current driver's license on file
- Current year driver abstract on file
- Hours of Service Training
- "S" Endorsement (effective of August 1, 2019)

Designation of Safety Officer

The designated Safety Officer responsible for implementing and maintaining this safety program as well as ensuring compliance with safety laws is the Director of Student Transportation (or designate) for Elk Island Public Schools. Each school that owns NSC vehicle(s) will appoint a representative to ensure compliance at the school level.

Safe Use and Operation of National Safety Code Vehicles.

Elk Island Public Schools (EIPS) will ensure all drivers are aware of the safe use and operation of commercial vehicles. Drivers must comply with all transportation safety laws, including those related to:

Speed Limits

Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

All authorized drivers, while operating EIPS vehicles must use their seat belt(s) at all times.

***Note:** If the vehicle is equipped with passenger seatbelts, the operator is responsible to ensure all passengers are using them properly.*

Drug and Alcohol Use

The possession of and/or consumption of alcohol, illegal drugs, cannabis, or the misuse of prescription drugs are strictly prohibited while drivers operate EIPS vehicles and other equipment.

Defensive Driving

Authorized drivers must operate EIPS vehicles in a professional and courteous manner. Drivers must be prepared to avoid collisions causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones;
- texting or emailing (even when stopped at red lights);
- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Cargo Securement

An employee or driver will not use any vehicle, including a bus, to transport goods unless;

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods.

- In addition to the requirements of the *Vehicle Equipment Regulation* (AR 122/2009) regarding transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.
 - the place provided for carrying luggage, cargo, goods, equipment or tools must not interfere with free access to the exits of the bus;
 - be constructed so as to prevent the luggage, cargo, goods, equipment or tools from falling on or against a passenger;
 - in the case of passenger luggage, protect the luggage from dust and moisture.
- A school bus when used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR 121/2009) shall not transport any of the following:
 - animals,
 - firearms,
 - explosives,
 - combustible materials or substances, or

- anything of a dangerous or objectionable nature or anything that may endanger the lives or safety of the persons in the bus

If applicable the carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle.

http://www.qp.alberta.ca/documents/regs/2009_121.pdf

Alberta Traffic Safety Act

Commercial Vehicle Safety Regulation

Fuelling:

- Before fuelling, the driver must:
 - shut off engine;
 - not smoke;
 - check for fuel leaks;
 - not overfill the tank;
 - not leave nozzle unattended; and
 - replace filler cap when finished fuelling.

The driver of a school bus used for a purpose specified under Section 19 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) shall not allow any person other than the driver, in the bus when it is being fuelled.

http://www.qp.alberta.ca/documents/regs/2009_122.pdf

Alberta Traffic Safety Act

Vehicle Equipment Regulation

Proper Record Completion

Elk Island Public Schools will train staff in Alberta *Drivers' Hours of Service Regulation* (AR 317/2002) Section 12 and Section 9(3).

http://www.qp.alberta.ca/documents/Regs/2002_317.pdf

A record will be maintained on each driver's file showing that the training has been completed.

All active drivers are required to complete a Driver's Time Sheet for each month to record their duty status for each calendar day. The time sheet is recorded in the form of a Google Doc. It must be completed and signed by the 5th day of the next calendar month. The Safety Officer (or designate) will conduct regular checks of each active driver's time sheet for completion and accuracy.

Before any trip each driver will monitor their fatigue status and ensure that they will not exceed 15 hours of on-duty time or 13 hours of driving time. The Safety Officer will conduct regular audits of each driver's duty status.

Drivers who complete trips that are over 160 km (100 miles) away from their school and drivers who complete trips where they are not returning to the school on the same day must also complete the Driver's Log form. Each affected driver will be provided with a Driver's Log Book. The completed log must be emailed to safety@eips.ca as soon as the trip is complete. Drivers must give advance warning of the extended trips to the Safety Officers by emailing safety@eips.ca.

Compliance with the Law

Safety Laws

Drivers operating EIPS NSC vehicles will comply with all transportation safety laws as required

Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)

http://www.qp.alberta.ca/documents/Regs/2002_314.pdf

Safe Vehicles

Vehicle Condition

Drivers will not operate or permit another person to operate a commercial vehicle or any equipment related to the commercial vehicle is in a condition likely to cause damage to persons or property.

Violation Disclosure

Drivers must disclose brief details (in writing) of any violation that may be documented on their Driver's Abstract by completing the [Violation Disclosure Form](#) and submitting it to the Safety Officer. When new abstracts are received (annually or as required) the Safety Officer shall review each record and follow-up on any concerns. EIPS will provide opportunities for re-training when applicable.

Collision Reporting

In the event of a collision that occurs while operating an EIPS vehicle the driver must immediately report the incident to the Safety Officer (phone) and then follow up with written report. An accident (no matter how minor it may appear) must be reported immediately. If there are any students onboard the vehicle the RCMP must be contacted without fail. No students may be released from the scene until emergency responders clear them. The vehicle may not be used to transport students until cleared by the Safety Officer.

Use of Safety Equipment

Use of Warning Devices

Instruction will be given on the use of warning devices as per Alberta's *Use of Highway and Rules of the Road Regulation* (AR 152/2009) Section 49.1

http://www.qp.alberta.ca/documents/Regs/2002_304.pdf

A record will be maintained on each driver's file showing that the training has been completed.

Use of Fire Extinguisher

A bus shall not be operated unless the bus carries at least one fire extinguisher. The fire extinguisher must meet all requirements as specified in the *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002)

http://www.qp.alberta.ca/documents/regs/2009_121.pdf

If the need to use the fire extinguisher arises:

1. Remember the word **PASS:**

- Pull – Pull the safety pin by breaking the seal
- Aim – Aim the nozzle, horn or hose at the base of the fire;
- Squeeze – Squeeze the handle;
- Sweep – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

2. Safety instructions:

- Remove the fire extinguisher from its bracket;
- Approach the fire from upwind if possible;
- Hold the extinguisher in an **upright** position;
- Continue to use until the fire is out and the fire extinguisher is empty;
- Replace the safety pin and return it to your compartment;

- Have extinguisher recharged immediately or replaced before the next run;
- Report use of fire extinguisher to supervisor

A record will be maintained on each driver's file showing that the training has been completed.

Bus Evacuations

Instruction will be given on proper school bus evacuation procedures.

Usually the safest place for the passengers is to remain in the bus during an emergency. But, the following three situations will require that you evacuate the bus:

1. Fire
2. Danger of Fire
3. Unsafe Position

Drivers will view portions of the following:

School Bus Driver Training Video

Passenger Evacuations –Rear Door and Split Door
Kosabeck Consulting Services Inc. (2008 v.6)

Click on this link to view:

https://drive.google.com/drive/folders/1vuiukbKOr6kwutA_bhkQ3L9Ne0NQaj14?usp=share_link

A record will be maintained on each driver's file showing that the training has been completed.

Driver Conduct & Discipline

Conduct

Good driver conduct will include:

- To safely operate EIPS vehicles on the highway with a professional attitude and obey the posted speed limits;
- Drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- Keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- Be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- Report all significant events on road including violations, near misses etc. to the Safety Officer using the [EIPS Student Transportation Incident Report](#).

Disciplinary Procedures

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings will be documented. Discipline actions will be taken for any:

- Regulatory violation (identified on the carrier profile, drivers abstract or through EIPS internal audits). The Carrier profile should verify that drivers have already advised EIPS of the violation(s) through the incident reporting process;
- Significant violations of the EIPS Safety or Maintenance program procedures (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, actions to include:

- Verbal warning;
- Written warnings;
- Re-training;
- Temporary Suspension from driving EIPS Vehicles;

- Permanent Suspension from driving EIPS Vehicles

Driver Qualification

Elk Island Public Schools will ensure all operators have the correct and valid Class of license related to the type of vehicle being operated. Drivers must immediately report changes of this status to the Safety Officer. At the discretion of the Safety Officer, driving privileges may be revoked if a driver's performance is found to be consistently unsatisfactory. EIPS will review the commercial driver abstract and examine each driver's history to determine whether they are qualified to operate a commercial vehicle safely.

Evaluating Driver Skills:

The Safety Officer (or designate such as another EIPS staff Driving Instructor) will evaluate and retain a written record verifying that each authorized driver has the necessary driving skills to safely operate an assigned vehicle. New drivers who have submitted an Application to Drive Form will be evaluated before they are permitted to drive an EIPS vehicle (if possible) but within 3 months of receipt of the application. Existing drivers will be evaluated once every three years or when deemed necessary by the Safety Officer. Evaluation results will be retained on each driver's file. A sample driver evaluation form is attached.

Drivers will be evaluated for skills involving: driving in traffic, backing up, driving defensively, conducting Daily Trip Inspections, and identifying and reporting defects to the carrier. EIPS maintains an ongoing program for evaluating driver's skills using:

- On Road Evaluation
- Internal audits of records (logbooks, time records, etc).

Employee Training

Employee training on safety laws will be conducted as required per *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002).

http://www.qp.alberta.ca/documents/Regs/2002_314.pdf

Training will cover the following subjects:

- EIPS safety program
- Safe vehicle operation
- EIPS maintenance program
- *Traffic Safety Act* and regulations
 - Hours of Service,
 - Daily Trip Inspection
 - Cargo Securement
 - School Bus Operation Requirement (*Commercial Vehicle Safety Regulation* (AR121/2009))

http://www.qp.alberta.ca/documents/regs/2009_121.pdf

A record will be maintained on each driver's file showing that the training has been completed.

Ongoing Training

EIPS will provide ongoing training on the following topics:

- Hours of service (logbooks and time records). The need for additional training will be assessed by conducting internal audits of:
 - Driver's hours of service records to ensure documents are not falsified
 - Daily log completion to ensure they meet the legislated requirements (form and manner)
 - Other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Daily Trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects
- Cargo securement – ongoing training and monitoring of compliance
- "S" Endorsement – drivers must complete the "S" Endorsement training before they are permitted to drive with any students onboard (Aug 1, 2019)

Driver Records and Record Retention

Driver Records

Driver records as identified in Alberta's *Commercial Vehicle Certificate and Insurance Regulation* (AR/314/2002) Section 41 (1) (a-j) will be maintained for each driver that operates any EIPS NSC vehicle.

http://www.qp.alberta.ca/documents/Regs/2002_314.pdf

The individual Driver's file will contain:

- Completed Bus Driver Application form
- Copy of their Alberta's Driver's license with "S" Endorsement
- Driver's abstract drawn within 30 days of receipt of the Bus Driver Application form and prior to them driving students
- Annually drawn driver's abstract
- Records of convictions and administrative penalties for legislation relating to the operation of a commercial motor vehicle
- Record of all training certificates
- Disclosure of Collisions Form (including those in a personal vehicle)
- Incident Reports for any near misses or potential violations in an EIPS vehicle
- Disclosure of Violations –to be provided in writing at time of conviction. This includes any violation that will appear on a Driver's Abstract. A copy of the ticket/summons to be included if violation was in the EIPS vehicle.


Driver Record Retention:

Elk Island Public Schools will retain these records at 683 Wye Road, Sherwood Park in Alberta. They will be retained for a least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and the records will be available for inspection by a peace officer during regular business hours.

Maintenance and Inspection Program

All National Safety Code vehicles registered to Elk Island Public Schools Regional Division No. 14 operating under the Provincial authority of an Alberta Safety Fitness Certificate are required to follow the procedures outlined in the Maintenance and Inspection Program. This includes School Buses and Multi-Function Activity buses designed for carrying 11 or more persons including the driver.

Government of Alberta		SAFETY FITNESS CERTIFICATE	
CERTIFICATE NUMBER	000077572	CERTIFICATE HOLDER	Elk Island Public Schools Regional Division No. 14
REG NUMBER	AB027-5560		681 Wye Rd
UID	0359-52902		Sherwood Park AB T8B 1N2
OPERATING STATUS	Provincial		
EFFECTIVE	JANUARY 01, 2006	EXPIRES THIS CERTIFICATE EXPIRES AS INDICATED BELOW UNLESS OTHERWISE SUSPENDED OR CANCELLED	Continuous

This Carrier holds a SATISFACTORY UNAUDITED Safety Fitness Rating in the Province of Alberta.			
This Certificate is issued pursuant to the Traffic Safety Act. The holder of this Certificate may operate vehicles anywhere in Alberta that are registered for a gross weight of 11,794 kilograms or greater, or designed with a seating capacity of 11 or more persons including the driver. This certificate is not valid when the carrier operates or intends to operate outside of Alberta.			
The original or a copy of this Certificate must be carried in vehicles operating under the authority of this certificate and produced on demand of a Peace Officer.			
This Certificate may be cancelled where the holder has not operated a vehicle authorized by this certificate for a 12 month period.			
This Certificate may be suspended or cancelled for failing to comply with transportation legislation.			
 DIRECTOR ALBERTA TRANSPORTATION			

The preventative maintenance and inspection program will address the following areas:

- Daily trip inspections
- Repairs
- Routine scheduled maintenance
- Semi-annual CVIP inspections
- Record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The EIPS written maintenance and inspection program will be kept at 683 Wye Road, Sherwood Park in Alberta. Copies of the maintenance and inspection program will be kept at each school that operates one or more NSC Vehicles and will be readily accessible to drivers who carry out the maintenance and inspection program.

The applicable maintenance and inspection schedules under the Commercial Vehicle Safety Regulation (AR 121/2009) are attached and available online at: http://www.qp.alberta.ca/documents/regs/2009_121.pdf

The EIPS vehicle maintenance and inspection program will be implemented as follows:

Scheduled Vehicle Maintenance

- Applicable vehicle components will be routinely inspected as required by Alberta's *Commercial Vehicle Safety Regulation* (AR121/2009) (scheduled maintenance inspections and repairs), Alberta's *Vehicle Inspection Regulation* (AR 211/2006) (CVIP Inspections) and the applicable schedule(s) of NSC Standard 13 Part 2 (daily trip Inspection).
- Components to be inspected are described in Schedule 2, 5 and if applicable schedule 3 and 4 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 2

and any other applicable Schedules of NSC Standard 13 Part 2 trip Inspection

http://www.qp.alberta.ca/documents/Regs/2009_121.pdf

http://www.qp.alberta.ca/documents/Regs/2006_211.pdf

- Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

EIPS will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Inspection Interval	Comments
Trip Inspection	Daily (if/when vehicle is driven)	Ensure inspection is carried out in accordance with the appropriate standards and complete written daily inspection form. Report all defects and document all repairs.
Lubrication (Oil Change and Greasing etc.)	5000 km or 3100 miles	
Scheduled Maintenance Inspections (Form attached)	Minimum of 2 times per school year.	To be conducted about 3 months after each CVIP. Recommend inspecting vehicles after extended periods of non-use.
“CVIP” Inspection	Semi-Annually	Required every 6 months before the next CVIP expires – to be completed by a Certified CVIP Facility.

Daily Trip Inspection

For each day that a vehicle is driven, a trip inspection must be completed on that vehicle. Any defects must be recorded and reported. The vehicle must not be operated if there are any major defects or if a minor defect needs repaired to ensure the safe operation of the vehicle. Before any trip the driver must ensure that a trip inspection report has been completed on the vehicle within the regulated time frame.

Elk Island Public Schools shall ensure that a copy of NSC Standard 13 Schedule 2 is located in each vehicle and a driver shall produce the Schedule when requested to a peace officer. This is currently included in the Daily Trip Inspection Checklist Book.

EIPS Student Transportation will educate staff on how to complete Daily Trip Inspection Checklist as illustrated below.

Carrier Name _____		School Bus Daily Trip Inspection Checklist																							
Driver's Name _____																									
Date _____	Time _____	Location _____	Unit # _____																						
		Odometer Reading _____																							
<p>X - only indicate defects found; provide explanation at the bottom of the form as required.</p>																									
<p>1. Under the Hood:</p> <ul style="list-style-type: none"> <input type="checkbox"/> fluid leaks (on the ground) <input type="checkbox"/> wires, hoses <input type="checkbox"/> fan blades / belts <input type="checkbox"/> fluid levels; oil, coolant, windshield washer, power steering, brake battery (if under the hood) <input type="checkbox"/> inside tire area; brake lines, inside tire walls, leaf springs, shocks <input type="checkbox"/> general appearance. <p>2. Engine Start-up</p> <ul style="list-style-type: none"> <input type="checkbox"/> all gauges and warning lights <input type="checkbox"/> fuel level (compare with kilometers traveled) <input type="checkbox"/> wipers and washer fluid <input type="checkbox"/> defrosters, fans, and heaters, individually on all speeds <input type="checkbox"/> horn <input type="checkbox"/> steering <input type="checkbox"/> interior lights / step-well light <input type="checkbox"/> parking brake, service brake 	<ul style="list-style-type: none"> <input type="checkbox"/> if equipped with air brakes, check the low air warning system, air pressure build-up rate, air loss rate, and push-rod stroke. <p>3. Inside the Bus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> turn signal indicator's work on dash <input type="checkbox"/> all emergency exits open and close properly, roof hatch is in good condition, alarm system is working <input type="checkbox"/> operator's window opens <input type="checkbox"/> entrance door operation <input type="checkbox"/> interior: seats (backs and bottoms are secured) <input type="checkbox"/> emergency equipment: first aid kit, fire extinguisher, and approved warning devices are secure, operational, and unobstructed <input type="checkbox"/> vehicle documents <input type="checkbox"/> all mirrors are properly adjusted / seat adjustment / seat belt works properly and is in good condition <input type="checkbox"/> tie down straps for mobility aids 	<p>4. Outside the Bus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> headlights (high and low beam) <input type="checkbox"/> turn signals (front, sides and rear) <input type="checkbox"/> clearance / marker lights, reflectors and alternately flashing red and amber lights <input type="checkbox"/> hazard lights <input type="checkbox"/> antenna <input type="checkbox"/> battery (if outside) <input type="checkbox"/> crossing gate (if equipped) <input type="checkbox"/> stop arm <input type="checkbox"/> brake lights / tail lights / license plate / license plate light / license plate validation stickers <input type="checkbox"/> tires, wheels and rim, lug nuts, objects lodged between duals, inside tire walls, and hub oil level when equipped with sight-glass <input type="checkbox"/> coupling devices (if equipped) <input type="checkbox"/> exhaust and tailpipe <input type="checkbox"/> drive shaft <input type="checkbox"/> body damage 	<ul style="list-style-type: none"> <input type="checkbox"/> rear emergency door opens and closes properly <input type="checkbox"/> fuel filler cap / tank <input type="checkbox"/> all windows and mirrors; check for cleanliness, and damage <input type="checkbox"/> general cleanliness / appearance; all lights, signs and windows are clean and no damage <input type="checkbox"/> under the bus leaks; suspension, shocks, fuel tank for leakage, air tanks, and vacuum tanks if equipped. <input type="checkbox"/> if equipped with air brakes, listen for audible air leaks <p>5. Final Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> fasten seatbelt <input type="checkbox"/> recheck all gauges <input type="checkbox"/> holding ability of parking brake <input type="checkbox"/> brakes and clutch. Check by driving forward and stopping. Check the steering wheel for excessive slack and play by rocking the steering wheel back and forth 																						
<p>check both signal indicators on the inside dash to ensure they are lit up and working properly.</p> <p><input type="checkbox"/> Note: Specialized equipment such as a wheelchair lift, wheelchair tie down equipment, strobe lights, etc need to be inspected, (if equipped)</p>																									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">START</th> <th style="width: 50%;">END</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		START	END																				
START	END																								
<p>Further information on defects found: _____</p>																									
<p>The vehicle identified on this report has been inspected in accordance with NSC Standard 13, Schedule 2 requirements. A Daily Trip Inspection is valid for 24 hours and must be produced to a Peace Officer upon demand.</p>																									
<input type="checkbox"/> Above defects need not be corrected for safe operation of the vehicle		<input type="checkbox"/> Defects corrected																							
Driver's Signature _____		Repairs Signature _____																							
		Date _____																							

A daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected in a Daily Trip Inspection as required by Section 10 (4) (b) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009). The daily inspection must include all applicable components specified in the list of items in Schedule 2 of NSC Standard 13 Part 2 (copy attached).

Defects Observed During Operation of the Vehicle

If a driver observes any safety defects specified in Schedule 2 of NSC Standard 13 while driving the vehicle, the driver shall record the defects on the Trip Inspection Report and report the defect:

- To the EIPS Safety and Compliance Supervisor (or designate) without delay if it is a major defect; or
- In a timely manner, and no later than the next required trip inspection if the defect is not required for the safe operation of the vehicle, in all other cases.

The driver shall produce this trip inspection report or other document when requested to a peace officer.

Distribution and Retention of Trip Inspection Reports

The school representative will ensure that the original trip inspection reports are forwarded to EIPS Student Transportation's offices at 683 Wye Road, Sherwood Park in Alberta at a minimum time interval of the 15th and 30th of each month.

The original report will be retained in chronological order for the month it was created and an additional 6 months.

Requirement to Repair, Correct and Report Defects

- No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect as per Schedule 2 of NSC Standard 13, Part 2.

- A driver or person authorized by EIPS to conduct a daily trip inspection shall document any defect on the written trip inspection report
- A person authorized by EIPS to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary,
- If a driver or person authorized by EIPS to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the school representative;
 - Without delay if the defect is a major defect, or
 - In a timely manner but not later than the next required daily trip inspection in all other cases if the defect does not impact the safe operation of the vehicle.

A copy of the trip inspection requirement for a bus and motor coach is shown below.

Schedule 2 – Bus

Application:

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

1. Accessibility Devices	
<p>Defect(s) Accessibility device may not be used if:</p> <ul style="list-style-type: none"> • Alarm fails to operate. • Equipment malfunctions. • Interlock system malfunctions. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Vehicle fails to return to normal level after "kneeling." • Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Audible air leak. • Slow air pressure build-up rate. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Pushrod stroke of any brake exceeds the adjustment limit. • Air loss rate exceeds prescribed limit. • Inoperative towing vehicle (tractor) protection system. • Low air warning system fails or system is activated. • Inoperative service, parking or emergency brake.
3. Cargo Securement	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Insecure or improper load covering (e.g. wrong type or flapping in the wind). 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Insecure cargo. Absence, failure, malfunction or deterioration of required cargo device or load covering.
4. Coupling Devices	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Coupler or mounting has loose or missing fastener 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> • Coupler is insecure or movement exceeds prescribed limit. • Coupling or locking mechanism is damaged or fails to lock. • Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	<p>Major Defect(s) Dangerous goods requirements not met.</p>
6. Doors and Emergency Exits	
<p>Defect(s)</p> <ul style="list-style-type: none"> • Door, window or hatch fails to open or close securely. • Alarm inoperative. 	<p>Major Defect(s) (Passengers may not be carried¹.)</p> <ul style="list-style-type: none"> • Required emergency exit fails to function as intended. <p>¹ vehicle may be moved when no passenger carried.</p>

7. Driver Controls	
Defect(s) <ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	Major Defect(s) (<i>Passengers may not be carried².</i>) <ul style="list-style-type: none"> Accelerator sticking and engine fails to return to idle. <hr/> ² vehicle may be moved when no passenger carried.
8. Driver Seat	
Defect(s) <ul style="list-style-type: none"> Seat is damaged or fails to remain in set position. 	Major Defect(s) <ul style="list-style-type: none"> Seatbelt or tether belt is insecure, missing or malfunctions.
9. Electric Brake System	
Defect(s) <ul style="list-style-type: none"> Loose or insecure wiring or electrical connection. 	Major Defect(s) <ul style="list-style-type: none"> Inoperative breakaway device. Inoperative brake.
10. Emergency Equipment & Safety Devices	
Defect(s) <ul style="list-style-type: none"> Emergency equipment is missing, damaged or defective. 	
11. Exhaust System	
Defect(s) <ul style="list-style-type: none"> Exhaust leak. 	Major Defect(s) <ul style="list-style-type: none"> Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	
Defect(s) <ul style="list-style-type: none"> Insecure or missing body parts. Insecure or missing compartment door. Damaged frame or body. 	Major Defect(s) <ul style="list-style-type: none"> Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	Major Defect(s) <ul style="list-style-type: none"> Missing fuel tank cap¹. Insecure fuel tank. Dripping fuel leak. <hr/> ¹ vehicle may be moved when no passenger carried.
14. General	
	Major Defect(s) <ul style="list-style-type: none"> Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
15. Glass and Mirrors	
Defect(s) <ul style="list-style-type: none"> Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. 	Major Defect(s) (<i>Passengers may not be carried².</i>) <ul style="list-style-type: none"> Driver's view of the road is obstructed in the area swept by the windshield wipers. <hr/> ² vehicle may be moved when no passenger carried.

<ul style="list-style-type: none"> Required mirror or glass has broken or damaged attachments onto vehicle body. 	² vehicle may be moved when no passenger carried.
16. Heater/Defroster	
Defect(s) <ul style="list-style-type: none"> Control or system failure. 	Major Defect(s) <ul style="list-style-type: none"> Defroster fails to provide unobstructed view through the windshield.
17. Horn	
Defect(s) <ul style="list-style-type: none"> Vehicle has no operative horn. 	
18. Hydraulic Brake System	
Defect(s) <ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	Major Defect(s) <ul style="list-style-type: none"> Parking brake is inoperative. Brake boost or power assist is inoperative. Brake fluid leak. Brake pedal fade or insufficient brake pedal reserve. Activated (other than ABS) warning device. Brake fluid reservoir is less than ¼ full.
19. Lamps and Reflectors	
Defect(s) <ul style="list-style-type: none"> Required lamp does not function as intended. Required reflector is missing or partially missing. Passenger safety or access lamp does not function. 	Major Defect(s) <i>When lamps are required:</i> <ul style="list-style-type: none"> Failure of both low-beam headlamps. Failure of both rearmost tail lamps. <i>At all times:</i> <ul style="list-style-type: none"> Failure of a rearmost turn-indicator lamp. Failure of both rearmost brake lamps.
20. Passenger Compartment	
Defect(s) <ul style="list-style-type: none"> Stanchion padding is damaged. Damaged steps or floor. Insecure or damaged overhead luggage rack or compartment. Malfunction or absence of required passenger or mobility device restraints. Passenger seat is insecure. 	Major Defect(s) <i>When affected position is occupied:</i> <ul style="list-style-type: none"> Malfunction or absence of required passenger or mobility device restraints. Passenger seat is insecure.
21. Steering	
Defect(s) <ul style="list-style-type: none"> Steering wheel lash (free-play) is greater than normal. 	Major Defect(s) <ul style="list-style-type: none"> Steering wheel is insecure, or does not respond normally. Steering wheel lash (free-play) exceeds required limit.
22. Suspension System	
Defect(s) <ul style="list-style-type: none"> Air leak in air suspension system. Broken spring leaf. Suspension fastener is loose, missing or broken. 	Major Defect(s) <ul style="list-style-type: none"> Damaged or deflated air bag. Cracked or broken main spring leaf or more than one broken spring leaf. Part of spring leaf or suspension is missing, shifted out of place or in contact with another

	<p>vehicle component.</p> <ul style="list-style-type: none"> Loose U-bolt. <p>_____ patched, cut, bruised, cracked to braid, mounted insecurely.</p>
<p>23. Tires</p>	
<p>Defect(s)</p> <ul style="list-style-type: none"> Damaged tread or sidewall of tire. Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>). 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> Flat tire. Tire tread depth is less than wear limit. Tire is in contact with another tire or any vehicle component other than mud-flap. Tire is marked "Not for highway use". Tire has exposed cords in the tread or outer side wall area.
<p>24. Wheels, Hubs and Fasteners</p>	
<p>Defect(s)</p> <ul style="list-style-type: none"> Hub oil below minimum level. (When fitted with sight glass.) Leaking wheel seal. 	<p>Major Defect(s)</p> <ul style="list-style-type: none"> Wheel has loose, missing or ineffective fastener. Damaged, cracked or broken wheel, rim or attaching part. Evidence of imminent wheel, hub or bearing failure.
<p>25. Windshield Wiper/Washer</p>	
<p>Defect(s)</p> <ul style="list-style-type: none"> Control or system malfunction. Wiper blade damaged, missing or fails to adequately clear driver's field of vision. 	<p>Major Defect(s) <i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none"> Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

Record Keeping

EIPS will maintain vehicle files containing the following records for each commercial vehicle registered to the school division:

1. Identification of each vehicle, including
 - A unit number, the manufacturer's serial number or a similar identifying mark,
 - The make of the vehicle, and
 - The year of manufacture.
2. A Record of the inspection of the vehicle under the *Vehicle Inspection Regulation* (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including

EIPS will review maintenance records, CVSA, CVIP and Carrier Profiles to monitor, improve and update our maintenance program as required.

EIPS shall ensure that the records required to be maintained under this section are true, accurate and legible.

Trip inspection reports will be retained for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of.

A person authorized by EIPS to conduct daily trip inspection shall certify on the trip inspection or report that any major defects have been repaired/corrected or certify on the report that the repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.



**VIOLATION DISCLOSURE FORM
(Involving any motor vehicle)**

To be filled out by the Safety Officer

Date Received:	Initials:
----------------	-----------

Any violation that may be on a Driver's Abstract must be reported.

Driver's Name

Driver's Licence # Date of Incident

Conviction Date

Were any demerits issued? Yes No If yes, how many?

Was your Driver's Licence suspended? Yes No

Outline the details of the incident

 Driver's Signature

 Date

Freedom of Information and Protection of Privacy - Sec. 33
 The information collected on this form is for the purpose of confirming eligibility of individuals to operate a vehicle owned by Elk Island Public Schools. This personal information is collected pursuant to the provisions of the *Traffic Safety Act*, *Commercial Vehicle Certificate and Insurance Regulation*, Section 41, and the *Freedom of Information and Protection of Privacy Act*, Section 33. If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204.



COLLISION DISCLOSURE FORM
(Involving any motor vehicle)

To be filled out by the Safety Officer

Date Received:

Initials:

As per *Commercial Vehicle Certificate and Insurance Regulation, AR314/2002, Section 41 (g)* a driver shall immediately indicate to the carrier in writing all details of collisions in which the driver has been involved. These include collisions that occur in private vehicles as well as the carrier's vehicles.

Driver's Name

Driver's Licence #

Date of Incident

Was there over \$2,000 in damages? Yes No

Were any injuries sustained? Yes No

Outline the details of the incident

Driver's Signature

Date

Freedom of Information and Protection of Privacy - Sec. 33

The information collected on this form is for the purpose of confirming eligibility of individuals to operate a vehicle owned by Elk Island Public Schools. This personal information is collected pursuant to the provisions of the *Traffic Safety Act, Commercial Vehicle Certificate and Insurance Regulation, Section 41, and the Freedom of Information and Protection of Privacy Act, Section 33*. If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204.



Scheduled Maintenance Inspection Report

Elk Island Public Schools Regional Division No. 14
683 Wye Road
Sherwood Park, AB T8B 1N2

Unit #:

or VIN #: _____

Odometer Reading:

No Defects were found

Fluid Required ? (Oil/WW etc)
please circle

Yes No

Note: Oil change should be done every 6 months or 5000k

Defects Detected (Mark "X" for a major defect or a checkmark for a minor defect)
(numbered as per NSC Standard 13, Schedule 2)

- | | | |
|--|--|--|
| 1 <input type="checkbox"/> Accessibility Devices (if applicable) | 13 <input type="checkbox"/> Fuel System | 20 <input type="checkbox"/> Passenger Compartment |
| 3 <input type="checkbox"/> Cargo Securement | 14 <input type="checkbox"/> General | 21 <input type="checkbox"/> Steering |
| 6 <input type="checkbox"/> Doors and Emergency Exits | 15 <input type="checkbox"/> Glass and Mirrors | 22 <input type="checkbox"/> Suspension System |
| 7 <input type="checkbox"/> Driver Controls | 16 <input type="checkbox"/> Heater/Defroster | 23 <input type="checkbox"/> Tires |
| 8 <input type="checkbox"/> Driver Seat | 17 <input type="checkbox"/> Horn | 24 <input type="checkbox"/> Wheels, Hubs and fasteners |
| 10 <input type="checkbox"/> Emergency Equipment/ Safety Devices ** | 18 <input type="checkbox"/> Hydraulic Brake System | 25 <input type="checkbox"/> Windshield Wipers/Washer |
| 11 <input type="checkbox"/> Exhaust system | 19 <input type="checkbox"/> Lamps and Reflectors | 26 <input type="checkbox"/> Paperwork in Vehicle |
| 12 <input type="checkbox"/> Exterior Body and Frame | | |

** Also, remove fire extinguisher from bracket, turn over and shake a few times

Provide details of defect(s) detected:

Name of person completing inspection
(Print Name)

Signature of person
completing inspection

Date and Time Completed

Certification of Repairs Completed:

I certify all defects have been repaired

I certify repair(s) were unnecessary

Remarks: _____

Name of Certifier
(Print Name)

Signature of Certifier

Date and Time Certification



EIPS Driver Evaluation Road Test Form

Date: _____

Driver Name: _____

DL #: _____

Class #: _____

Observed by: _____

	YES	NO	Notes:
Trip Inspection Completed correctly inc. paperwork	<input type="checkbox"/>	<input type="checkbox"/>	_____
Uses Seat Belt/Adjusts Seat & Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drives with both hands on steering wheel	<input type="checkbox"/>	<input type="checkbox"/>	_____
Steers and Accelerates smoothly	<input type="checkbox"/>	<input type="checkbox"/>	_____
Avoids sudden stops	<input type="checkbox"/>	<input type="checkbox"/>	_____
Checks mirrors and blind spots often	<input type="checkbox"/>	<input type="checkbox"/>	_____
Observes Traffic Patterns/Conditions	<input type="checkbox"/>	<input type="checkbox"/>	_____
Centers vehicle in driving lane	<input type="checkbox"/>	<input type="checkbox"/>	_____
Approaches turn at proper speed/position	<input type="checkbox"/>	<input type="checkbox"/>	_____
Right of Way -Uncertain/hesitant	<input type="checkbox"/>	<input type="checkbox"/>	_____
Left turn-cuts corner/turns wide/wrong lane	<input type="checkbox"/>	<input type="checkbox"/>	_____
Right turn-cuts corner/hits curb/wrong lane	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signals properly/Cancel signal	<input type="checkbox"/>	<input type="checkbox"/>	_____
Covers Brake with Foot in intersections	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stops behind stop line/crosswalk	<input type="checkbox"/>	<input type="checkbox"/>	_____
Checks traffic in all directions	<input type="checkbox"/>	<input type="checkbox"/>	_____
Observant of signs/conditions	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fails to anticipate/observe traffic lights/signs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Follows too close	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drives too fast/too slow for conditions	<input type="checkbox"/>	<input type="checkbox"/>	_____
Backup or Turn Around -good observation/judgement	<input type="checkbox"/>	<input type="checkbox"/>	_____

Passed Evaluation: Yes No

If no, document additional training details.

Evaluator Signature: _____

Re-test date: _____

Declaration of Commitment to Transportation Safety

I/we the company's authorized representative, are committed to ensuring all employees are aware of and dedicated to following transportation safety laws as outlined in this safety and maintenance program. I/we are committed to ensure the implementation of this program.

I/we acknowledge that an audit may be conducted on our operations at any time to measure our compliance to regulatory requirements. Should deficiencies be identified during the audit, I/we understand that disciplinary actions may be taken including but not limited to, the issuance of administrative penalties and the Safety Fitness Rating downgraded.

I/we certify that the information disclosed is true and accurate. I/we acknowledge that providing false or misleading information may result in the suspension or cancellation of the Safety Fitness Certificate and/or vehicle registration. I/we acknowledge that providing false or misleading information may also result in being charge with offence(s) or administrative penalty(s),

Name:

Lisa Weder

Position in Company:

Director of Transportation

Phone:

780-417-8153

Email:

lisa.weder@eips.ca

Date:

April 28, 2023

Designation of Safety Officer

The person responsible for maintaining and implementing this safety and maintenance program is:

Name:

Chrysti Mannix

Position in Company:

Safety & Compliance Supervisor

Phone:

780-417-8262

Email:

chrysti.mannix@eips.ca

Date:

April 28, 2023