



School: _____

Bus Driver Responsibilities

_____ School Year

A. Documentation

- Holds a proper class license (Class 4, 2 or 1) depending size of bus and places a copy of their current driver license on file.
- Fills out driver abstract requisition form and gives to **SCHOOL SAFETY OFFICER** to submit to **SAFETY & COMPLIANCE SUPERVISOR**. Copy of driver abstract will be returned and placed on driver file.
- Has completed application form to drive a school bus or there is a letter of file that states no application was required at time of hire (i.e. Activation letter).
- Has S Endorsement or MELT 2S.
- Has Emergency First Aid or will have appropriate first aider available on all trips as per OH&S and EIPS administrative procedures.
- Has WHMIS certification.
- Reviews [EIPS Safety and Maintenance Plans](#)
- Has Hours of Service Training (Has read EIPS Safety and Maintenance plans).
- Knows weight and dimension of bus(es) they are operating
- Knows how to properly secure cargo on the bus and/or within cargo departments
- Completes electronic daily Driver's Time Log (Hours of Service) for each day the driver remains active.
- If trip exceeds 160 km in radius, complete the extended field trip form and graph and email safety@eips.ca to inform them of the trip.
- Completes Written Pre-Trip Inspection form for each trip. Pre-trip books are to be submitted to the **SCHOOL SAFETY OFFICER** by the 20th day of each month and submitted to Student Transportation who will retain them for 6 months. Current daily trip inspection must be kept on the bus.
- Reports defects discovered during pre-trip/post-trip to a **MECHANIC/SCHOOL SAFETY OFFICER** and a copy of the inspection form will be attached to the receipt documenting that the defect was corrected. **SCHOOL SAFETY OFFICER** will document defect corrected and initial that it was fixed and place a copy of the receipt in the appropriate SharePoint folder. **SAFETY & COMPLIANCE** will keep on file for 4 years plus the current year.
- Ensure there is a passenger list for each trip. Class lists are acceptable, but they need to reflect actual riders.
- Attends Professional Development Sessions or does [online course](#) to ensure continuous driver training. Proof of attendance or course completion certificate must be placed on driver file.

B. Procedures

- Reads & complies with EIPS Safety & Maintenance Plans
- Does not permit alcohol, vaping or drugs on the bus
- Ensures passengers wear seat belts when the vehicle in use has them
- Responsible for passenger management (reports discipline issues to Principal).
- Drives safely
- Practices emergency evacuations
- Does not exceed hours of service (13 hours driving, 15 hours on-duty)
- Completes Pre-Trip Inspection
- Completes Post-Trip Inspection
- Fuels bus with no passengers on board
- Informs **SCHOOL SAFETY OFFICER** of any personal traffic violations or accidents (school bus use or personal vehicle use) by completing a Violation Incident form.

The safety of students relies on bus driver's fitness for duty and compliance with the above regulations, policies and procedures.

Driver Name

Driver Signature

Date

School Safety Office Name

Safety Officer Signature

Date