



SCHOOL OWNED COMMERCIAL VEHICLES (BUSES) SAFETY OFFICER RESPONSIBILITIES

In order to ensure that Elk Island Public Schools is compliant with the National Safety Code it is imperative that our schools that operate commercial vehicles are following the requirements regarding driver and vehicle paperwork (collection and retention), and driver training. Below is a list of responsibilities for the School Safety Officer.

1. Submit the name of each active driver to student transportation. Please email safety@eips.ca. We will send the driver an abstract consent form and a driver time log as these need to be done asap. To be compliant, driver abstracts need to be pulled within 30 days of the start of the school year, or when the driver is activated.
2. Ensure each driver file contains the following information:
 - a. Copy / Picture of valid driver's license
 - b. [Driver Abstract Consent](#) form and current driver abstract (must be done within 30 days of the start of the school year or when the driver becomes active).
 - c. First Aid Certificate – Drivers must have first aid if there are no other first aiders on the bus as this is an OH&S requirement. All EIPS drivers are required to have first aid.
 - d. Completed bus driver responsibility form signed by both the driver and Safety Officer. Here is the [link](#) to the Safety and Maintenance Plans that the drivers need to review.
 - e. Driver time logs – remind drivers to submit time logs to Student Transportation on the 15th and last day of each month. They will be kept on the driver's file.
 - f. Proof of training – complete online course and place copy on file <https://docs.google.com/forms/d/e/1FAIpQLSfYIB3a2LxDMgtcuBTxGXt7vDlnEstAxNIjipuyfME917xuzg/viewform>. (Save PDF into driver file).

- g. [Activation Letter](#) – stating the driver is active and will be driving for your school.
 - h. [Inactive Driver Letter](#) – stating the driver is not currently driving for your school. This alleviates the requirement of the driver having to keep time logs when they are not actively driving. You will need to activate them within 10 days of them needing to drive so we can gather the required paperwork. Drivers need to record time logs two days prior to when they will start driving for the school.
 - i. Only the driver, Safety Officer and Student Transportation will have access to the driver’s file in SharePoint to ensure confidentiality.
 - j. Ensure drivers are completing the [Violation Disclosure Form](#) when they get a ticket or are involved in an accident in their personal or school vehicle. Documentation regarding the discipline measures taken with the driver should be noted by the Safety Officer on the Violation Disclosure form and placed on the driver’s file.
3. Ensure each vehicle file contains the following information:
- a. Current CVIP
 - b. Bill of Sale
 - c. Copy of vehicle insurance pink card and Certificate of Insurance
 - d. Copy of vehicle registration
 - e. [Fuel Logs](#)
 - f. [Maintenance Summary Form](#)
 - i. Record general maintenance done on bus
 - ii. Date of CVIP
 - iii. Oil changes, lubrications, filter changes
 - iv. Copy of pre-trip page where defect was noted and corrected.
 - v. Put a copy of receipts in the file for proof that the defect was corrected and signed by the Safety Officer or person completing the repair.
4. Ensure that there is a copy of the following documents on the bus at all times:
- a. [Schedule 2 – School Bus](#)

- b. Board of Trustees of Elk Island Public Schools [Safety Fitness Certificate](#)
 - c. Pre-trip book
 - d. Insurance Pink Card
 - e. Registration
 - f. Current CVIP
5. If your school has a trip that will exceed a 160 km radius you are required to email safety@eips.ca in advance so we can inform the driver of the required time logs and hours of service regulations.
 6. Bus binders should be returned to the Transportation Department prior to the end of the school year (when all trips have been completed). Should your school provide summer school programs that require the use of your bus, please advise.
 7. Bus binders can be picked up anytime after August 15th. Schools must provide a list of your known active drivers before the bus binder is released to the school. This way we can send out the required notices for active drivers.

Keeping files electronically will allow us greater access to help School Safety Officers ensure their files are up to date and compliant. Our goal is to meet with the schools after the first few weeks to go over the files and requirements for National Safety Code. We will provide as much assistance as possible.

Thank you for your assistance in ensuring EIPS has safe, reliable transportation and qualified drivers at your school. Our Safety Fitness Certificate status and safety rating on our Carrier Profile impacts all schools as well as our Student Transportation Department school bus, so we all need to work together to ensure compliance.

Please email [Taylor](#) or [Chrysti](#) or safety@eips.ca if you have any questions.

Thank you and have a great school year!