

**NATIONAL SAFETY CODE
SAMPLE SAFETY AND MAINTENANCE PROGRAM
Provincial School & MFAB Buses**



Elk Island Public Schools Regional Division No. 14

**Last Revised: February 2024
EIPS Student
Transportation**

The following websites are referenced in the building of the programs and/or training. EIPS is required to implement the safety and maintenance program, evaluate it and periodically and update it as necessary and share it with the schools that operate commercial vehicles. Information on safety and maintenance programs and training, can be viewed online at: www.transportation.alberta.ca/671.htm.

For information on **Regulatory Requirements** consult the following legislation:

- *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002);*
- *Commercial Vehicle Safety Regulation (AR 121/2009);*
- *Vehicle Inspection Regulation (AR 211/2006);*
- *Vehicle Equipment Regulation (AR 122/2009); and*
- *Traffic Safety Act.*

Alberta regulations are available from the Queens Printer at 780-427-4952 or online at: www.qp.alberta.ca

SAFETY PROGRAM FOR COMMERCIAL TRANSPORTATION

Provincial School Buses



**Name on Safety Fitness Certificate:
The Board of Trustees of EIPS**

Prepared By:

The Board of Trustees of EIPS

February 2024

AUTHORIZED DRIVERS

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to The Board of Trustees of EIPS . Authorized drivers include:

Company Name

- managers/owners who drive;
- part-time or occasional drivers;
- company mechanics who test drive vehicles or drive part-time;
- safety staff who train drivers;
- lease operators who have their vehicles registered to the company;
- contractors who have their vehicles registered to the company;
- anyone else authorized to operate a company vehicle.

Driver Qualifications

All authorized drivers 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.

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
- Copy of driver abstract consent
- Current year 10-year commercial driver abstract on file
- Hours of Service Training / Review Quiz
- Bus Driver Responsibility Checklist
- "S" Endorsement (effective of August 1, 2019)
- First Aid (If applicable)
- Application/Resume with employment history and references will be kept with Human Resources

Designated 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.

PART 1: SAFE USE AND OPERATION OF VEHICLES

The Board of Trustees of EIPS Company Name 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 or travelling as a passenger in company vehicles, must wear 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 and/or consumption of alcohol, illegal drugs, cannabis, or the misuse of prescription drugs are strictly prohibited while drivers operate company vehicles and other equipment. Drivers will indicate on their timesheets that they are “fit for duty” when operating a commercial vehicle.

Defensive Driving

Authorized drivers must operate company vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision 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

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- after driving for 3 hours; or
- after driving 240 kilometres.

An employee or driver will not use any vehicle 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.

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

Drivers are not permitted to transport any cargo unless it is properly secured. Cargo nets should be used to secure sports equipment. For more detailed information, refer to the [EIPS Code of conduct](#) for what students are allowed to carry with them on the school 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 fueling.
- NO passengers are permitted on the bus when the bus is being fueled.

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

PART 2: PROPER RECORD COMPLETION

The Board of Trustees of EIPS *Company Name* will train staff in hours of service records, bill of lading/manifests, dangerous goods records, weigh slips, and other documents that are required to be completed by law. A record will be maintained on each driver's file showing that the employee has this knowledge or any training received. The company will evaluate each type of record for proper completion.

1. Hours of Service Records

Refer to the following resources for more information on provincial hours of service requirements:
Alberta's [Drivers' Hours of Service Regulation \(AR317/2002\)](#)
[Module 8 of the Commercial Vehicle Safety Compliance in Alberta manual](#)

Daily Log Completion

Unless exempted by law, all authorized drivers must complete daily logs for every calendar day they are employed by the company. The following information provides a brief summary for what must be included in a daily log:

- a graph grid in the form set out in the schedule in regulation;
- the date;
- the odometer reading at the commencement of driving;
- the total number of kilometres or miles driven by the driver during the work day;
- in the case where a vehicle is being operated by co drivers, the total number of hours that the vehicle has travelled during a work day;
- the vehicle's unit or licence plate number;
- the name of the carrier for whom the driver worked during the work day;
- the name and signature of the driver;
- the name of any co driver;
- the time of commencement of the work shift and the location at which the driver commenced the work shift;
- the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- record the total number of hours of each duty status and aggregate of these hours;
- the driver signs the daily log at the end of the driver's work shift.

Electronic Daily Logs

Electronic daily logs generated by Electronic Logging Devices (ELDs) may be submitted as long as they contain the same information in the same format that is required by regulation for a handwritten daily log. Failing to produce an electronic daily log will be treated the same as failing to produce a daily log in handwritten format. This includes if the electronic daily log data is:

- illegible;
- inoperable due to driver error;
- inoperable due to device malfunction, or
- unavailable for any other reason.

For more information, refer to the Electronic Log Policy: www.transportation.alberta.ca/5610.htm

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. They will check the Fatigue Management Due Diligence box to state that they are “fit for duty”. The Safety Officer will conduct regular audits of each driver’s duty status.

Drivers must be able to produce the daily logs for the current workday and the previous two workdays at any given time.

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 Extended Driver’s Log form. They must enter their time logs for the 2 days prior. Each affected driver will be provided with an Extended Driver’s Log Book or page(s). The completed logs 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. This can be done by sharing the Permission Click Field Trip form.

Retention and Distribution of Log Books

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 an excel form. It must be completed and signed by the 15th and last day of the month. This record will be kept in a SharePoint folder that the driver and Safety Officer (or designate) can access at any time to be able to produce to a Peace Officer. The Safety Officer (or designate) will conduct regular checks of each active driver’s time sheet for completion and accuracy.

Drivers must also keep copies of the daily log for 6 months after the day on which the log was completed or maintain access to their SharePoint folder. Should they no longer be employed by EIPS, they should print off a copy of their driver time sheet for their records.

The company must retain all daily logs, supporting documents and hours of service records at the principal place of business for 6 months after the day on which the daily log was completed. If requested by enforcement, they need to produce the daily logs within seven days of the request.

Hours of service records will be maintained at the following location:

Physical Address in Alberta (*must be the same as your principle place of business*):

683 Wye Road
Sherwood Park, AB
T8B 1N2

Time Records for Drivers Operating within 160 kilometers of the Home Terminal

Authorized drivers are not required to maintain a daily log where **ALL** of the following conditions are met:

- Driver/vehicle does not operate beyond 160km radius of the home terminal;
- Driver records accurate work shift start **and** end times;
- Driver returns to home terminal (starts and ends shift at same location);
- Driver is released from work within **15 hours** from the start of the work shift;
- The company will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is release from work (end time).

Note: If one of the conditions above ceases to exist, then the driver must complete a daily log and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

The Board of Trustees of EIPS's buses meet the conditions for the 160 km radius exemption. See example of time sheet in the appendix.

2. Dangerous Goods and Weigh Slips

Dangerous Goods Shipping Documents

For more information refer to the web site: www.transportation.alberta.ca and/or contact the Dangerous Goods Coordination and Information Centre at 800-272-9600 for further information on bulletins, permitting and general information.

DANGEROUS GOODS ARE NOT PERMITTED TO BE STORED OR TRANSPORTED ON THE SCHOOL BUS.

Weigh Slips

The company will obtain accurate vehicle weights and weigh slips for vehicles that are required to be weighed under the *Bill Of Lading and Conditions of Carriage Regulation* (AR 313/2002).

PART 3: COMPLIANCE WITH THE LAW

Safety Laws

Drivers operating vehicles owned by **The Board of Trustees of EIPS** Company Name will comply with all transportation safety laws as required. The [Commercial Vehicle Certificate and Insurance Regulation \(AR 314/2002\)](#) identifies that:

“safety laws” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Safe Vehicles

Vehicle Condition:

Drivers will 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.

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 the [EIPS Collision Report form](#). 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. The Safety Officer will advise who will call the RCMP if students are onboard. 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. The phone number to call during regular business hours is 780-417-8151 and after hours and on the weekend is 587-984-8488.

In the event of a collision:

- Secure the bus, evacuate if necessary (fire, danger of fire, unsafe position)
- Ensure passengers are ok, keep calm and reassure students
- Call Transportation 780-417-8151 or 587-984-8488 (evenings and weekends)
- Call RCMP if students onboard (depending on the severity of the collision they may not need to attend scene but they need to be notified)
- Activate hazards and put out advanced warning triangles within 10 minutes
- Take manual attendance of all passengers on the bus at the time of the collision
- Gather witnesses and third party information (i.e. driver’s licence, registration, insurance, contact information)

- Take pictures of the scene and damage to the vehicles or public property
- Always **remove your keys** before leaving the bus when students are onboard

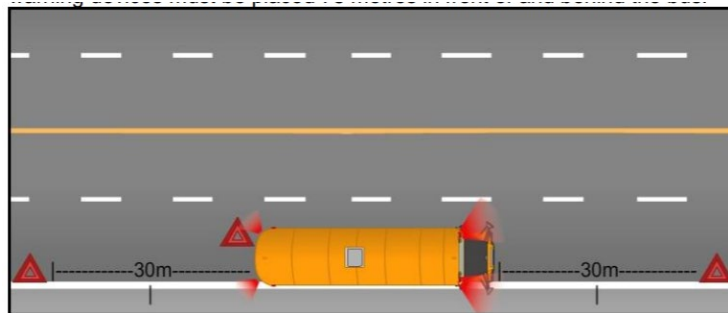
PART 4: USE OF SAFETY EQUIPMENT

Use of Warning Devices

(School Buses **MUST** carry at least 3 Advance Warning Triangles)

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.
- the third advanced warning triangle is placed 3 metres behind the bus.



When there is insufficient light or conditions where objects are not clearly discernable at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.
- the third advanced warning triangle is placed 3 metres behind the bus.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.
- the third advanced warning triangle is placed 3 metres behind the bus.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

If the need to use a fire extinguisher arises:

Remember the word PASS - [Click here](#) to watch video.

- 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.

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 your next run;
- report use of fire extinguisher to supervisor.

Use of Personal Protective Equipment (PPE)

The Board of Trustees of EIPS Company Name will ensure all employees are educated on the proper use of all issued PPE (e.g. goggles, hard hats, breathing apparatus, etc.). Any education or training will be documented and placed on the driver's file. Gloves are suggested to be worn during the pre-trip inspection.

Note: Reference *Occupational Health and Safety Act* for specific instructions and the use of PPE. This legislation may also require additional components to be covered in the safety program. The *Occupational Health and Safety Act* is available online at: <http://work.alberta.ca/occupational-health-safety/307.html>.

Bus Evacuations

Kosabeck Consulting Services Inc. (2008 v.6)

Click on the links to view:

[Emergency Information](#)

[Front Door Evacuation](#)

[Rear Door Evacuation](#)

[Split Door Evacuation](#)

Bus evacuation training is done during the S Endorsement Course, however, retraining should be done annually through the viewing of the above videos.

PART 5: DRIVER CONDUCT AND DISCIPLINE

Driver Conduct

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate company vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and 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 to the company safety officer, including violations, near misses, etc.
- keep the vehicle clean and maintained.
- Report all significant events on road including violations, near misses etc. to the Safety Officer using the Violation Report form (see appendix).

Disciplinary Procedures (STEPS)

All disciplinary steps taken by The Board of Trustees of EIPS will be progressive in nature. All actions taken, *Company Name*

including verbal warnings, will be documented. Disciplinary action may be taken with employees for any:

- regulatory violations (identified on the Carrier Profile, driver's abstract or through internal evaluations/audits of driver paperwork & HOS records).
- significant company policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, disciplinary action may include:

- written warnings;
- suspension from driving EIPS commercial vehicles; or
- permanent suspension from driving EIPS commercial vehicles

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the company may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action must be documented and recorded in the driver's file.

PART 6: DRIVER QUALIFICATIONS

Driver Qualifications

When hiring new drivers, The Board of Trustees of EIPS will ensure the driver is qualified for the job by

Company Name

reviewing their driver abstract. By reviewing the commercial driver abstract, the company will ensure the driver has a valid operator's licence for the class of vehicle they will be operating. The company will also examine the driver's history to determine whether they are qualified to operate a commercial vehicle safely.

When hiring new drivers, the Principal or Safety Officer may also:

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers; drivers will complete required application form if was not done at the time of hire by the school.
- conduct a road test to include: use of two and four lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness; the S Endorsement road test is an example of such.
- evaluate the skills and knowledge of a driver by conducting a written exam/quiz;
- address any special training requirements (e.g. dangerous goods, long combination vehicle, etc.);
- implement a maximum abstract point threshold (e.g. specify maximum demerit points allowed within a three year period and do not hire if exceeded);
- implement a maximum collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
- implement a policy addressing procedures for suspended licence.
- implement a policy requiring drivers to immediately report changes of their Driver's Licence status to their employer (for example, suspensions or medical requirements/conditions). Drivers must complete the Driver Violation form as noted above.
- Drivers will provide a 10 year, Commercial Driver's Abstract, criminal record and vulnerable sector or child intervention check.

Driver Evaluations

The company will perform written driver evaluations according to the intervals in the chart below:

Driver Evaluation Type	Evaluation Interval	Comments
New Hire	Evaluate on hire	S Endorsement classroom, pre-trip and road rests will be kept on driver file.
Probationary Driver	Only required if issues are identified during probationary period.	Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
Non-compliant Driver	At time of incident and one month later	Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
Normal Driver	Once every 3-5 years	Complete written driver evaluation form and place on driver file.

Drivers will be evaluated for skills involving: driving in traffic, backing up, connecting a trailer, fuelling, driving defensively, conducting daily Trip Inspections, and identifying and reporting defects to the carrier. The company maintains an ongoing program for evaluating employees' driving skills using:

- road tests (see Evaluation form on the next page);
- internal audits of records (logbooks, time records, etc.).

Drivers may also be required to take written exams/quizzes to test driver skills and knowledge of (as applicable):

- hours of service;
- weights and dimensions;
- cargo securement;
- dangerous goods;
- daily trip inspections;
- other: _____

Driver Evaluation results will be retained on each driver's file. A sample driver evaluation form is attached.



DRIVER EVALUATION

The Board of Trustees of EIPS:				Current Class of Operator's Licence					
				1	2	3	4	5	
Driver Name:		Date:		Signature of Driver:			Date:		
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment		
		Good	Fair	Poor			Good	Fair	Poor
A. CONTROLS				E. TRAFFIC LIGHTS / SIGNS					
1. Knowledge and/or use of equipment					1. Fails to anticipate / observe				
2. One-handed steering – hand position					2. Judgment – green / amber / red				
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other				
4. Shifts too soon / late / lugs									
5. Improper use of gears / grinds					F. RIGHT-OF-WAY				
6. Improper use of clutch / stalls/ coasts					1. Uncertain / hesitant				
7. Improper use of brake / park brake					2. Fails to assume own right of way				
8. Improper use of accelerator					3. Aggressive / Judgment				
9. Signals too soon / late					G. SPEED				
10. Signals – improper / not cancelled/none					1. Too fast for conditions				
					2. Too slow for conditions				
B. PARKING / STARTING / BACKING				H. BACKUP / TURN AROUND					
1. Fails to set brake / gear					1. Poor observation – before / during				
2. Observation – backing / starting					2. Judgment of distance / position				
3. Judgment – vehicle / wheels / angle									
5. Rolls back									
6. Unsure / too slow									
C. LANE DRIVING / CHANGING / POSITION				I. ROAD TEST DISQUALIFICATION					
1. Fails to check mirror					1. Overall poor performance				
2. Fails to check blind spot / late					2. Right of way violation – vehicle / pedestrian				
3. Uncertain / hesitant					3. Traffic light violation				
4. Road position – straddles lane					4. Stop sign violation				
5. Too close / far – stop / pass / follow					5. Speeding violation				
6. Improper lane change / late / slow					6. Other violation				
7. Fails to observe signs / conditions					7. Climbs over curb				
					8. Lacks caution at uncontrolled intersection				
D. INTERSECTIONS / TURNS / RR				9. Obstructs traffic					
1. Block crosswalk / intersection / stop line					10. Unable to perform skill maneuver				
2. Stops too far back					11. Hits vehicle / object				
3. Unnecessary stop					12. Lacks skill and control				
4. Fails to leave parking lot					13. Unsafe action				
5. Fails to observe conditions / late					14. Trip inspection failure				
6. Left turn – cuts corner / turns wide					J. GENERAL DRIVER KNOWLEDGE				
7. Left turn – wrong lane – before / after					1. Hours of Service				
8. Right turn – cuts corner / turns wide					2. Trip Inspections				
9. Right turn – wrong lane – before / after					3. Cargo Securement				
10. Incorrect position – vehicle / wheels					4. Weights and Dimensions				
11. Too fast – before / during									
12. Too slow – before / during									

TEST ADMINISTRATION INFORMATION:				COMMENTS:				
Authorized to drive:		Yes: No:						
Safety Officer's Name:		Signature:						

PART 7: DRIVER RECORDS AND RECORD RETENTION

Driver Files

The Board of Trustees of EIPS will keep a driver record for every person authorized to operate company *Company Name*

vehicles, **including owner(s)** and management. These records will include the following information:

- the driver's completed application form for employment with the registered owner, where applicable (note: the driver's resume is considered to be an acceptable application); must provide applicable references on resume or application.
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier, where applicable;
- a copy of the Commercial driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment (started driving) or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations under the *Transportation of Dangerous Goods Act, 1992*; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver licence, a Commercial Driver's Abstract or a note from the medical doctor in lieu of the medical certificate;
- A copy of their criminal record check, vulnerable sector check, and/or child intervention check.
- A copy of their current driver's licence indicating the correct class of licence for the vehicle they are operating.
- For current EIPS staff some of their information will be in kept their employee file in the Human Resources department.
- Any disciplinary action, near misses, incident and/or collision reports and violation disclosures.

Driver Record Retention

The Board of Trustees of EIPS will keep all driver files at the principal place of business in Alberta. These *Company Name*

records will be:

- retained for at least five years from the date they are created, established or received (unless specified

otherwise by specific legislation); and

- available for inspection by a peace officer during the carrier's regular business hours.

PART 8: EMPLOYEE TRAINING

Training Areas

The Board of Trustees of EIPS will ensure all drivers have met training requirements prior to operating

Company Name

company vehicles. This training must be conducted to increase knowledge, reduce violations and reduce the likelihood of collisions.

All employees will receive training in the following subjects, as applicable:

- company safety program;
- safe vehicle operation;
- company maintenance program;
- Traffic Safety Act and relevant transportation safety laws including;
 - Hours of Service;
 - Daily Trip Inspection;
 - Weights and dimensions;
 - Load/Cargo Securement; and
 - Other regulations, as applicable to company operations.
- the [Dangerous Goods Transportation and Handling Act](#) and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

Employees will be trained: In House By an External Organization Both

All drivers will have records of training in their file (e.g. training certificates or other records showing the time, date and type of training). A copy of applicable legislation will be made available for all staff (e.g. web site access, hard copy, or disk).

Note: Training information is available in the [Commercial Vehicle Safety Compliance in Alberta](#) education manual.

Orientation

All new hires will receive training on the company's safety and maintenance policies. New employees will also receive training in the following subjects upon hire:

- | |
|---|
| <input type="checkbox"/> Hours of Service |
| <input type="checkbox"/> Daily Trip Inspections |
| <input type="checkbox"/> Weights and Dimensions |
| <input type="checkbox"/> Load Securement |
| <input type="checkbox"/> Other: _____ |

Ongoing Training

Employees will receive ongoing trainings throughout their employment in the following subjects:

- hours of service (logbooks and/or time records) – the company will assess the need for additional training by conducting daily and periodic 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); and
 - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip inspections – the company will provide ongoing training through spot checks and monitoring of vehicle defects.
- weights and dimensions – ongoing training and monitoring will be provided on legal weights and dimensions, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits must be checked before leaving the yard.
- load and cargo securement – ongoing training and monitoring of compliance with the EIPS Code of Conduct and Cargo National Safety Code Standard 10 through direct spot checks and monitoring the Carrier Profile.
- "S" Endorsement – ensure drivers complete "S" Endorsement training prior to transporting students, monitor drivers and retrain when necessary.
- other regulations, as applicable to company operations.

All employees will be evaluated on a regular basis to ensure they understand minimum transportation safety requirements. If a knowledge gap is identified in a driver evaluation, the company will ensure that driver is trained as necessary. Employees may also be subject to additional trainings throughout the year when:

- Regulations or policies concerning any of the subjects above have changed;
- An employee has demonstrated non-compliance in one of the above areas; or
- An employee has indicated they do not understand the minimum transportation safety requirements.

The company will ensure all employees are evaluated on their knowledge of the information received during training.

The company will ensure that all employees complete required training provided by Elk Island Public Schools, and evidence of such training will be kept in their driver's file.

MAINTENANCE PROGRAM FOR COMMERCIAL TRANSPORTATION

Provincial School Buses



Name on Safety Fitness Certificate:
The Board of Trustees of EIPS

Prepared By:
The Board of Trustees of EIPS

Effective Date:
February 16, 2024

OVERVIEW

School Bus

<p>CSA Standard – D250-07 School Buses</p>	<p>A “School Bus” is a specially constructed vehicle that is designed to carry more than 10 persons (primarily children) to and from school or related events and is National School Bus Yellow as specified in Table 1. When determining seating capacity, each mobility aid space (if present) is equivalent to four seating positions. School buses are categorized as follows:</p> <p>Type A – a conversion or body constructed upon a cutaway front section vehicle with an original equipment-manufacturer chassis, supplied with a left-side driver’s door. The service door is behind the front wheels.</p> <p>Type A1 – a vehicle with a GVWR of 4,536 kilograms (10,000 pounds) or less; and</p> <p>Type A2 – a vehicle with a GVWR over 4,536 kilograms (10,000 pounds).</p> <p>Type B – a conversion or body constructed and installed upon a van, a front section vehicle chassis, or a stripped vehicle chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds). Most of the engine is beneath and /or behind the windshield and beside the driver’s seat. The service door is behind the front wheels.</p> <p>Type C – a body installed upon a flat-back cowl chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds). The entire engine is in front of the windshield. The service door is behind the front wheels.</p> <p>Type D – a body installed upon a chassis, having a GVWR of more than 4,536 kilograms (10,000 pounds), with the engine mounted in one of the following positions:</p> <ul style="list-style-type: none">a. behind the windshield and beside the driver’s seat;b. at the back of the bus behind the rear wheels; orc. midway between the front and rear axles. <p>The service door is ahead of the front axle.</p>
---	--

All school buses registered to **the Board of Trustees of EIPS** are required to comply with the company’s maintenance and inspection program policies and procedures as they exceed 11 or more passengers, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee’s maintenance and inspection program that meets the minimum regulatory requirements;

- the registered owner must document that the maintenance and inspection program is “acceptable”;
- the registered owner must ensure the lease operator is following the maintenance and inspection program.

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

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- annual CVIP inspections;
- record keeping of all inspections, repairs, and routine maintenance.

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 company’s written maintenance and inspection program will be kept at the company’s principal place of business in Alberta (683 Wye Road Sherwood Park, AB T8B 1N2). Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier’s commercial vehicles is carried out (i.e. schools). A copy of the program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

Designation of Maintenance Officer

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

Name: Chrysti Mannix	Title: Safety & Compliance Supervisor
Phone: 780-417-8262 office or 587-984-8488 cell	Email: chrysti.mannix@eips.ca or safety@eips.ca
Name: Taylor Neufeld	Title: Safety & Training Officer
Phone: 780-417-8125	Email: taylor.neufeld@eips.ca or safety @eips.ca
School Safety Officer:	Email: Phone:

PART 1: SCHEDULED VEHICLE MAINTENANCE

The Board of Trustees of EIPS will routinely inspect applicable vehicle components as listed in:

Company Name

- Alberta's [Vehicle Inspection Regulation \(AR 211/2006\)](#),
- Schedules 2 and 5 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#), and
- Schedule 2 of [NSC Standard 13 Part 2](#) (daily trip inspection) and any other applicable schedules.

Note: If the school bus is equipped with accessibility devices for persons with physical disabilities, the company will also be required to inspect applicable vehicle components listed in Schedules 3 and 4 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#)

Any component identified as being in need of repair and/or maintenance will be serviced as required. The records documenting the maintenance will be retained on the appropriate vehicle file. The company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (Kilometres, Time or Hours)	Comments
Daily Trip Inspection:	School Bus (all types)	Daily (every 24 hrs) (If/when the vehicle is driven)	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Lubrication Interval: (Oil Change, Greasing, etc.)	Type A		
	Type B		
	Type C	5,000 km	Done at semi-annual as minimal KM driven in a year.
Scheduled Maintenance Inspection:	Type A		
	Type B		
	Type C	Minimum 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:	School Bus (all types)	Semi-Annually	Required every 6 months before next CVIP expires - to be completed by a Certified CVIP Station.

Company vehicles will be inspected at regular intervals using the following maintenance form:

Schedule 2 Maintenance Form

Date: _____	Time: _____	Inspector's Name: _____
Address of Inspection Shop: _____		
Licence Plate Number(s): _____		Vehicle Unit Number: _____
Odometer: _____	Hour Meter: _____	Signature: _____

- Body and Seats (S.1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Driver Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
- C-Dolly Steering (S. 20)
- Steering Linkage (S. 21)
- Suspension (S. 22)
- General Requirements (S. 23)
- Windshield Wipers and Washers (S. 24)
- Heating and Defrosting System (S. 25)
- Starting Switch (S. 26)
- Lamps and Reflectors (S. 27)
- Tires (S. 28)
- Wheels (S. 29)
- Lubrication (S. 30)
- Fifth Wheel Coupling Device (S. 31)
- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

Note: The above noted items are general headings under Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009). The general headings are further broken down in Schedule 2 into specific components and detailed inspection criteria. Refer to Schedule 2 for guidance when conducting maintenance inspections.

Specific vehicles may be equipped or may be required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s). Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

Schedule 5 Maintenance Form

Date: _____ Time: _____ Inspector's Name: _____

Address of Inspection Shop: _____

Licence Plate Number(s) : _____ Vehicle Unit Number: _____

Odometer: _____ Hour Meter: _____ Signature: _____

Maintenance Standards for Transportation of Persons with Physical Disabilities in Buses Schedule 3 of the *Commercial Vehicle Safety Regulation (AR 121/2009)*

- Chassis Colour (S. 2)
- Exhaust (S. 3)
- Instruments and Instrument Panel (S. 4)
- Steering Gear and Linkage (S. 5)
- Tires (S. 6)
- Rear Bumper (S. 7)
- Colour (S. 8)
- Service Door (S. 9)
- Emergency Exit – General Requirements (S. 10)
- Emergency Doors (S. 11)
- Safety Equipment (S. 12)
- Floor Covering (S. 13)
- Heater (S. 14)
- Signage (S. 15)
- Inside Height (S. 16)
- Alternate Flashing Warning Lamps (S.17)
- Floor Level Side Marker Lamps (S.18)
- Interior Lamps (S.19)
- Exterior Lamps (S.20)
- Mirrors (S.21)
- Body Mounting (S.22)
- Noise Suppression (S.23)
- Rub Rails (S.24)
- Steps (S.25)
- Stirrup Steps (S.26)
- Stop Arm S.27)
- Crossing Arm (S.28)
- Sun Visor (S.29)
- Undercoating (S.30)
- Ventilation (S.31)

Note: The above noted items are general headings under Schedule 5 of the [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#). The general headings are further broken down in Schedule 5 into specific components and detailed inspection criteria. Refer to Schedule 5 for guidance when conducting maintenance inspections.

Specific vehicles may be equipped or may be required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s). Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

Schedule 3 and 4 Maintenance Form

Date: _____ Time: _____ Inspector's Name: _____
Address of Inspection Shop: _____
Licence Plate Number(s): _____ Vehicle Unit Number: _____
Odometer: _____ Hour Meter: _____ Signature: _____

Maintenance Standards for Transportation of Persons with Physical Disabilities in Buses Schedule 3 of the *Commercial Vehicle Safety Regulation* (AR 121/2009)

- Mobility Aid Securement Devices (S. 1)
- Ramps and Lifts General Requirements (S. 2)
- Ramp and Lift Controls (S. 3)
- Lift Capacity (S. 4)
- Lift Platform Requirements (S. 5)
- Warning Notice (S. 6)
- Ramp Requirements (S. 7)
- Storage of Ramp (S.8)
- Symbol (S. 9)

Sections 2, 3, 4, 5 and 14 of Schedule 4 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) apply to a school bus, if it is used to transport persons with physical disabilities.

- Masor System Required (S. 2)
- Masor System Requirements (S. 3)
- Mobility Aid and Occupant Restraint Requirements (S. 4)
- Protective Materials (S. 5)
- Signs (S. 14)

Note: This form applies only if the school bus is equipped with accessibility devices for persons with physical disabilities.

The above noted items are general headings under Schedules 3 and 4 of the [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#). The general headings are further broken down into specific components and detailed inspection criteria. Refer to Schedules 3 and 4 for guidance when conducting maintenance inspections.

Specific vehicles may be equipped or may be required to be equipped with additional items that must be inspected and maintained. Consult the legislation to determine the specific requirements for your vehicle(s). Any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

PART 2: DAILY TRIP INSPECTIONS

National Safety Code (NSC) Standard 13

The Board of Trustees of EIPS will ensure that:

Company Name

- a copy of Schedule 2 and other applicable schedules are located within the vehicle. The driver shall produce the Schedule(s) when requested to a peace officer.
- a daily trip inspection is conducted on all commercial school buses with an original manufactured seating capacity of 11 passengers or more, including the driver.
- 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 as required by Section 10(4)(b) of Alberta's *Commercial Vehicle Safety Regulation* (AR121/2009). The daily inspection must include all components as specified in the list of items in Schedule 2 of NSC Standard 13 Part 2.
- any of the components that are routinely inspected may be added to the daily trip inspection and any components that are not applicable to the vehicle may be deleted from the daily trip inspection.

Completion of the Daily Trip Inspection Report

Drivers conducting a daily trip inspection will prepare a trip inspection report including the following information:

- the licence plate, identification number or unit number,
- the odometer or hub meter at the time of inspection,
- the name of the carrier operating the commercial vehicle,
- the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
- any defect related to the operation of any item required to be inspected or that no defect was detected,
- the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with section 10 of the Commercial Vehicle Safety Regulation (AR 121/2009)
- the name and signature of the person making the report.

Note: A sample trip inspection report is attached. Drivers may use this report or the company may attach a different report for them to use.

Defects Observed During Operation of the Vehicle

If a driver observes any safety defects as specified in Schedules 1, 2, 3 or 4 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report those defects to the Safety Officer (or designate) as required.

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

Distribution and Retention of Trip Inspection Reports

- The person who completed the trip inspection report must forward that report to the home terminal of the carrier within 20 days of completion of the report;
- The company is responsible for ensuring the trip inspection report is submitted as required. That report must be deposited and maintained at the principal place of business within 30 days of receiving the report; and
- The original report will be retained in chronological order by the company 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 (see Schedules 2, 3, and/or 4 of NSC Standard 13 part 2 for a description of a major defect);
- A person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report;
- **The Board of Trustees of EIPS** will certify on the report that the defect has been repaired/corrected or
Company Name
certify on the report the repair/correction is unnecessary; this inspection report will be filed in the vehicle binder and noted in the maintenance summary form (see appendix) with any receipts or invoices attached as evidence of the correction/fix.
- If a driver or person authorized by the carrier 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 carrier;
 - 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.

NSC Standard 13 Part 2

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	
Defect(s) <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> Alarm fails to operate. Equipment malfunctions. Interlock system malfunctions. 	Major Defect(s) <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	
Defect(s) <ul style="list-style-type: none"> Audible air leak. Slow air pressure build-up rate. 	Major Defect(s) <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	
Defect(s) <ul style="list-style-type: none"> Insecure or improper load covering (e.g. wrong type or flapping in the wind). 	Major Defect(s) <ul style="list-style-type: none"> Insecure cargo. Absence, failure, malfunction or deterioration of required cargo device or load covering.
4. Coupling Devices	
Defect(s) <ul style="list-style-type: none"> Coupler or mounting has loose or missing fastener 	Major Defect(s) <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	
	Major Defect(s) Dangerous goods requirements not met.
6. Doors and Emergency Exits	
Defect(s) <ul style="list-style-type: none"> Door, window or hatch fails to open or close securely. Alarm inoperative. 	Major Defect(s) (<i>Passengers may not be carried¹.</i>) <ul style="list-style-type: none"> Required emergency exit fails to function as intended. ¹ vehicle may be moved when no passenger carried.
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.

	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. 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. Required mirror or glass has broken or damaged attachments onto vehicle body. 	Major Defect(s) (Passengers may not be carried. 2) <ul style="list-style-type: none"> Driver's view of the road is obstructed in the area swept by the windshield wipers. 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) <p><i>When lamps are required:</i></p> <ul style="list-style-type: none">• Failure of both low-beam headlamps.• Failure of both rearmost tail lamps. <p><i>At all times:</i></p> <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) <p><i>When affected position is occupied:</i></p> <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">• Damaged¹ 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 vehicle component.• Loose U-bolt. <p>¹patched, cut, bruised, cracked to braid, mounted insecurely.</p>
--	--

23. Tires

Defect(s) <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>).	Major Defect(s) <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.
--	---

24. Wheels, Hubs and Fasteners

Defect(s)

- Hub oil below minimum level. (When fitted with sight glass.)
- Leaking wheel seal.

Major Defect(s)

- Wheel has loose, missing or ineffective fastener.
- Damaged, cracked or broken wheel, rim or attaching part.
- Evidence of imminent wheel, hub or bearing failure.

25. Windshield Wiper/Washer

Defect(s)

- Control or system malfunction.
- Wiper blade damaged, missing or fails to adequately clear driver's field of vision.

Major Defect(s)

When necessary for prevailing weather condition.

- Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

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 and there will be a copy in the vehicle (bus) binder.

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

Drivers must complete all necessary information and check off the appropriate checkbox (i.e. no defect, defect noted does not interfere with the safe operation of the vehicle, or there is a major defect and it needs to be corrected before the vehicle can be used).

SAMPLE Bus Trip Inspection Report

School Bus Daily Trip Inspection Checklist

Carrier Name _____
 Driver's Name _____
 Date _____ Time _____ Location _____ Unit # _____ Odometer Reading _____

X - only indicate defects found; provide explanation at the bottom of the form as required.

1. Under the Hood:

- fluid leaks (on the ground)
- wires, hoses
- fan blades / belts
- fluid levels; oil, coolant, windshield washer, power steering, brake battery (if under the hood)
- inside tire area; brake lines, inside tire walls, leaf springs, shocks
- general appearance.

2. Engine Start-up

- all gauges and warning lights
- fuel level (compare with kilometers traveled)
- wipers and washer fluid
- defrosters, fans, and heaters, individually on all speeds
- horn
- steering
- interior lights / step-well light
- parking brake, service brake

- if equipped with air brakes, check the low air warning system, air pressure build-up rate, air loss rate, and push-rod stroke.

3. Inside the Bus:

- turn signal indicator's work on dash
- all emergency exits open and close properly, roof hatch is in good condition, alarm system is working
- operator's window opens
- entrance door operation
- interior: seats (backs and bottoms are secured)
- emergency equipment: first aid kit, fire extinguisher, and approved warning devices are secure, operational, and unobstructed
- vehicle documents
- all mirrors are properly adjusted / seat adjustment / seat belt works properly and is in good condition
- tie down straps for mobility aids
- hand rail

4. Outside the Bus:

- headlights (high and low beam)
- turn signals (front, sides and rear)
- clearance / marker lights, reflectors and alternately flashing red and amber lights
- hazard lights
- antenna
- battery (if outside)
- crossing gate (if equipped)
- stop arm
- brake lights / tail lights / license plate / license plate light / license plate validation stickers
- tires, wheels and rim, lug nuts, objects lodged between duals, inside tire walls, and hub oil level when equipped with sight-glass
- coupling devices (if equipped)
- exhaust and tailpipe
- drive shaft
- body damage
- strobe light

- reflective tape
- rear emergency door opens and closes properly
- fuel filler cap / tank
- all windows and mirrors; check for cleanliness, and damage
- general cleanliness / appearance; all lights, signs and windows are clean and no damage
- under the bus leaks; suspension, shocks, fuel tank for leakage, air tanks, and vacuum tanks if equipped.
- if equipped with air brakes, listen for audible air leaks

5. Final Checklist:

- fasten seatbelt
- recheck all gauges
- holding ability of parking brake
- 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

- check both signal indicators on the inside dash to ensure they are lit up and working properly.
- Note:** Specialized equipment such as a wheelchair lift, wheelchair tie down equipment, strobe lights, etc need to be inspected. (if equipped)

START	END

Further information on defects found: _____

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.

- Above defects need not be corrected for safe operation of the vehicle Defects corrected No defects found

Driver's Signature _____ Repairers Signature _____ Date _____

PART 3: RECORD KEEPING

Vehicle Files

The Board of Trustees of EIPS _____ will maintain vehicle files containing the following records for each commercial _____
Company Name
 vehicle registered to the company:

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
 - the nature of the inspection or work performed on the vehicle, and

- the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
3. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
 4. Trip inspection reports prepared under Section 12 of Alberta's *Commercial Vehicle Safety Regulation*.
 5. Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business. The vehicle binders will be kept at the school and returned to the Student Transportation Office at the end of the school year. They will be picked up prior to the start of the new school year with a list of active drivers and the name of the School's Safety Officer.
 6. All maintenance done on the vehicle (i.e. defect repairs, scheduled, semi-annual, etc.) will be documented on the Maintenance Summary Form (see appendix) and accompanying documents (i.e. daily inspection form signed and dated by person correcting defect, invoice, receipts, etc.) and kept in the vehicle file/binder.
 7. Fuel logs will also be kept for each vehicle on the Fuel Log form. Safety Officers should monitor time of fuel to ensure drivers are including the time they fuel in their time sheets.

The company will ensure that the records required to be maintained under this section are true, accurate and legible.

Record Retention

The Board of Trustees of EIPS will retain all trip inspection reports for the month they are created and an additional 6 months. *Company Name* 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. These records may be maintained in electronic or hardcopy format as long as they can be readily produced to a peace officer upon request.

The person conducting the trip inspection will certify that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.

DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

I/we, the company's authorized representative(s), 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 ensuring the designated safety officer has the necessary resources 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 results in being charged with offence(s) or administrative penalty(s).

This declaration must include individuals named on the vehicle registration. When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or director(s).

Name: The Board of Trustees of EIPS		Position in Company: EIPS Safety & Compliance Supervisor
Phone: 780-417-8262	Email: Chrysti.mannix@eips.ca	Date: February 16, 2024
Name:		
Name: 		Position in Company: School Safety Officer
Phone: 	Email: 	Date:

Designation of Safety Officer

The person responsible for maintaining and implementing this safety and maintenance program is:		
Name: Chrysti Mannix		Position in Company: EIPS Safety & Compliance Supervisor
Phone: 780-417-8262	Email: Chrysti.mannix@eips.ca	Date: February 16, 2024
The person responsible for maintaining and implementing this safety and maintenance program is:		
Name: Taylor Neufeld		Position in Company: EIPS Training & Safety Officer
Phone: 780-417-8125	Email: Taylor.neufeld@eips.ca	Date: February 16, 2024
Name: 		Position in Company: School Safety Officer
Phone: 	Email: 	Date:

APPENDIX

Driver Time Record (160 km Radius Exempt)

Bus Driver Responsibility Form

Incident Review Form

Driver Violation Form

Maintenance Summary Form

Fuel Log



DRIVER TIME SHEET

Carrier Name: Elk Island Public Schools				Driver Name:								
Carrier Address: 683 Wye Road Sherwood Park, AB T8B 1N2				Month & Year:								
Name of School:				School Address:								
Day	Start Shift	End Shift	Total On-Duty Hours	Description (i.e. Teaching, Supervising, Coaching, Driving, Off Duty, etc)					Fatigue Management Due Diligence			
Sample	8:30 AM	3:30 PM	7	X	Working/Supervising		Training		Driving		Off Duty	
Sample	8:30 AM	10:30 PM	14	X	Working/Supervising		X Training		X Driving		Off Duty	X
Sample					Working/Supervising		Training		Driving	X	Off Duty	
1					Working/Supervising		Training		Driving		Off Duty	
2					Working/Supervising		Training		Driving		Off Duty	
3					Working/Supervising		Training		Driving		Off Duty	
4					Working/Supervising		Training		Driving		Off Duty	
5					Working/Supervising		Training		Driving		Off Duty	
6					Working/Supervising		Training		Driving		Off Duty	
7					Working/Supervising		Training		Driving		Off Duty	
8					Working/Supervising		Training		Driving		Off Duty	
9					Working/Supervising		Training		Driving		Off Duty	
10					Working/Supervising		Training		Driving		Off Duty	
11					Working/Supervising		Training		Driving		Off Duty	
12					Working/Supervising		Training		Driving		Off Duty	
13					Working/Supervising		Training		Driving		Off Duty	
14					Working/Supervising		Training		Driving		Off Duty	
15					Working/Supervising		Training		Driving		Off Duty	
16					Working/Supervising		Training		Driving		Off Duty	
17					Working/Supervising		Training		Driving		Off Duty	
18					Working/Supervising		Training		Driving		Off Duty	
19					Working/Supervising		Training		Driving		Off Duty	
20					Working/Supervising		Training		Driving		Off Duty	
21					Working/Supervising		Training		Driving		Off Duty	
22					Working/Supervising		Training		Driving		Off Duty	
23					Working/Supervising		Training		Driving		Off Duty	
24					Working/Supervising		Training		Driving		Off Duty	
25					Working/Supervising		Training		Driving		Off Duty	
26					Working/Supervising		Training		Driving		Off Duty	
27					Working/Supervising		Training		Driving		Off Duty	
28					Working/Supervising		Training		Driving		Off Duty	
29					Working/Supervising		Training		Driving		Off Duty	
30					Working/Supervising		Training		Driving		Off Duty	

By entering your start time you are stating that you are fit to drive.

By checking off the Fatigue Management Due Diligence box, you are agreeing to the following statements:

- I have had 8 hours of off-duty time during the previous day
- I will not exceed 13 hours of driving time or 15 hours of on-duty time during my work day
- I am well rested and feel confident I am fit to drive at this time.

If you are not fit to drive, do not check the Fatigue Management Due Diligence box and identify so in the text box.

For example, you have exceeded your hours the previous day, or you are feeling sick/too tired to drive.

You only need to check off the FMDD box when you are driving.

Note:

All calendar days must be accounted for.

Check off off-duty box for weekends and holidays and days you do not work for the Carrier/EIPS.

Time sheets must be updated in driver files (sharepoint folder) by the 15th of each month and must be completed by the end of each month.

If you are not currently driving and do not want to keep track of your hours, place an inactive letter on your driver file.

15th of the Month

End of the Month

Driver Name: _____

Driver Name: _____

Driver Signature: _____

Driver Signature: _____

Insert Electronic Signature

Insert Electronic Signature

Date: _____

Date: _____



School: _____

Bus Driver Responsibilities _____ School Year

A. Documentation

- Holds a proper class license (Class 4, 2 or 1) depending size of bus with S Endorsement.
- Fills out [driver abstract consent form](#)
- Has completed application form to drive a school bus or an activation letter on file.
- Has Emergency First Aid or will have appropriate first aider available on all trips as per OH&S regulations and EIPS administrative procedures.
- Reviews [EIPS Safety and Maintenance Plans](#)
- Has Hours of Service Training – Review NSC Compliance for Schools PowerPoint
- 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 Timesheets) 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. Advance notice must be given.
- 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.
- Ensure there is a passenger list for each trip. Class lists are acceptable, but they need to reflect actual riders. Seating plans are recommended in the event of an accident or vandalism.
- Attends Professional Development Sessions or does [online course/quiz](#) 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

INCIDENT REVIEW FORM

CONTRACTOR NAME: _____

DRIVER NAME: _____

UNIT/ROUTE #: _____

LOCATION OF INCIDENT: _____

BRIEF DESCRIPTION OF INCIDENT:

ACTION TAKEN TO REPORT INCIDENT:

FACTORS THAT CONTRIBUTED TO INCIDENT:

WHAT ARE SOME THINGS YOU COULD HAVE DONE DIFFERENTLY TO PREVENT THE INCIDENT:

CONTRACTOR COMMENTS:

DRIVER SIGNATURE

DATE

CONTRACTOR SIGNATURE

DATE

Disclosure of Violation

(Involving any motor vehicle.)

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

Name of Driver: _____

Driver License #: _____

Date of Incident: _____ (MM/DD/YY)

Conviction Date: _____ (MM/DD/YY)

Were there any demerits issued? Y or N If yes indicate how many: ____

Driver's License Suspension Y or N

Details:

Signature of Driver

Date

Received by Safety Officer: _____
Date

Signature

Disciplinary Action Taken:

