

# National Safety Code

SCHOOL PRINCIPAL  
RESPONSIBILITIES



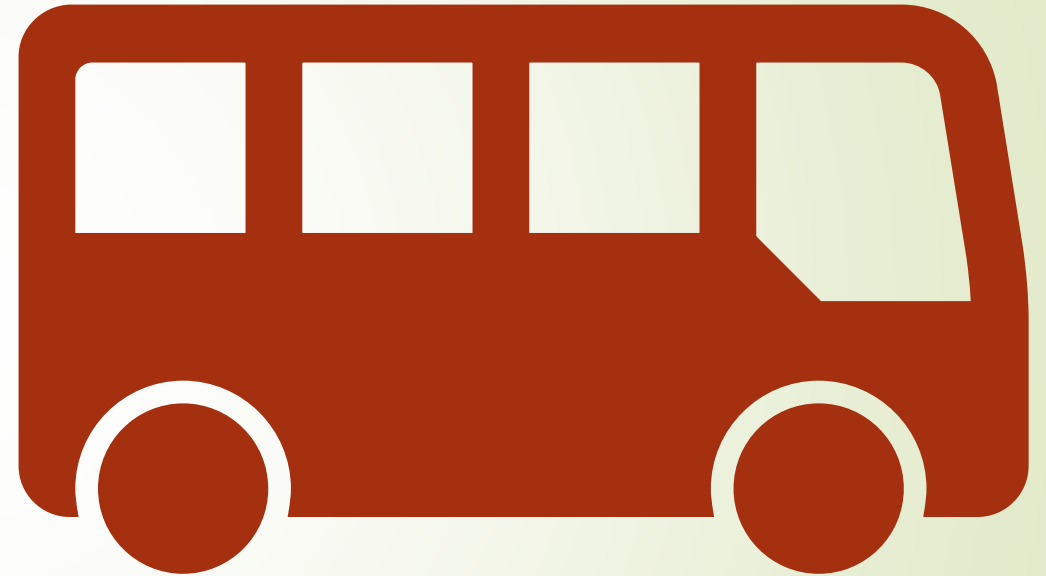
# National Safety Code

## Why do we have to do this?

- On April 1, 1989 (after several high fatality crashes involving students and coach drivers), each province and territory in Canada agreed to a set of performance and safety standards for commercial motor carriers and as such, the NSC came into effect.
- The NSC specifies requirements for regular inspection and maintenance of the vehicle. A copy of the current inspection report must be with the driver on the bus.
- NSC requires divisions to have a Safety Plan to ensure proper training and minimum qualifications for bus drivers.
- A person or company operating a commercial truck or bus is commonly referred to as a “motor carrier”, or “carrier” for short. Elk Island Public Schools is the “carrier”. We have a Provincial Operating Authority as part of our Safety Fitness Certificate. “Teachers/school volunteer” are referred to as “drivers”.

# Importance of Compliance

- ▶ To ensure schools can continue to offer programs to students that require the use of a school bus (transportation). To do so means having qualified drivers and well-maintained buses to ensure the safety of our students.
- ▶ All schools in EIPS share the same Safety Fitness Certificate, and Carrier Profile.
- ▶ Non-compliance with the NSC could have the potential to prevent us from operating school owned vehicles, and schools would have to out-source their busing needs for programming.
- ▶ Non-compliance increases liability for the Board





## How does it apply to schools?


- ▶ Provincial law applies to carriers operating solely within Alberta and requires carriers to obtain an SFC if they operate:
  - ▶ A truck, tractor, or trailer or any combination of these vehicles registered for a weight of 11,794 kilograms or greater; or
  - ▶ A commercial passenger vehicle with an original manufacturer's seating capacity of 11 or more persons, including the driver.
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- ▶ **All EIPS school buses have a manufacturer's seating capacity of 11 or more persons.** Therefore, we must comply with the regulations.
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- ▶ If you drive a vehicle that meets the definition of a school bus, you must have an S endorsement on your driver's licence. EIPS school buses meet the definition of a school bus; therefore, all drivers (Class 1, 2 and 4) are required to have an S Endorsement.

# What we ask of the School Principal

- Designate a School Safety Officer.
- Designate a staff member who will look after the maintenance of the bus if this is not the Safety Officer.
- Do periodic physical checks of the bus to make sure it is clean and maintained.
- Do periodic checks of the bus binder to make sure it is kept up to date with required paperwork, maintenance and fuel records.
- Ensure students are being held accountable for vandalism and keeping the bus clean
- Participate in internal National Safety Code review audit

# What we ask of the School Safety Officer

- Make sure each bus has the proper paperwork (on the bus)
- Send in list of active drivers to [safety@eips.ca](mailto:safety@eips.ca) prior to the start of the new school year
- Present [National Safety Code PowerPoint](#) to all Drivers at your school or schedule time for STS to do it
- Do monthly checks to make sure bus is being properly pre-tripped and that defects are noted, fixed and recorded in [Maintenance Summary Form](#)
- Schedule CVIP, warranty work and required maintenance
- Follow-up with drivers to ensure they are submitting their paperwork (EIPS STS sends monthly reminders)
- Ensure students are being held accountable for vandalism and keeping the bus clean
- Notify STS when teachers are no longer driving so, we can deactivate them.
- Participate in internal National Safety Code review audit



## What we ask of DRIVERS



Driver abstract consent form



Copy of current driver licence



Timesheet (signed 2x per month)



Review Safety & Maintenance Plan



NSC review quiz (annual training)



Driver responsibility checklist (annually- acknowledgement of the required duties of a school-based bus driver)



Bus is safe, clean and maintained (pre-trips & maintenance records are completed)



# Required documents

THE DRIVER is REQUIRED TO CARRY AND PRODUCE THE FOLLOWING DOCUMENTATION:

- Driver's Licence (Class 1, 2 or 4 and must have S Endorsement)
- Registration Documentation
- Insurance Documentation
- Lease Agreements
- SFC (Safety Fitness Certificate)
- CVIP (Blue sticker & Certificate)
- Schedule 2 Bus
- Permits (Service animals, etc.)
- Daily Log (Time sheets – regular or extended (trips over 160 km))
- Trip Inspection Schedule and Report (Pre-trip Inspection)
- Route/Passenger Information (Field trip/class lists, important medical information, instruction for lifts and securement systems)





# SUMMARY

- ▶ There is no distinction between a school-based driver doing field trips and gym classes and a regular bus route driver that transports students to and from school. They are all required to comply with the National Safety Code.
- ▶ Maintaining driver records ensure our school-based drivers are qualified to transport students as per the regulations.
- ▶ We have simplified systems to ensure it is not overwhelming for school staff to comply.
- ▶ Pre-trips and maintenance checks ensure that we are providing safe, reliable transportation for our students.
- ▶ School Safety Officers help to ensure their school remain compliant so as a division we can continue to operate as a “Carrier”.

**THANK YOU**

# Questions

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- [S Endorsement Manual](#) – Alberta Transportation
- [National Safety Code](#) – Canada
- [National Safety Code](#) – Alberta
- [Commercial Vehicle Safety Regulation](#) – Alberta
- [Sample Safety & Maintenance Plans](#) - Alberta

## References