

NATIONAL SAFETY CODE REVIEW

SCHOOL OWNED
BUSES



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 notices or reminders are often installed in buses to help drivers remember these important parts of a trip.
- 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”.



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.

All EIPS school buses have a manufacturer's seating capacity of 11 or more persons. Therefore, we must comply with the regulations.

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 2 and 4) are required to have an S Endorsement.

REQUIRED DOCUMENTS

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

- Driver's Licence with 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)

HOURS OF SERVICE

- Hours of service are regulated to help reduce collisions caused by driving while fatigued.
- Drivers are required to complete and carry a daily logbook to verify that the hours they worked comply with regulations. It is also the driver's obligation to understand and follow the hours-of-service legislation.
- Drivers must be able to produce the daily logs for the current workday and the previous two workdays at any given time.
- For the current day, the driver's entries must be completed up to the current status and include the most recent change in duty status.
- The driver needs to be able to produce relevant documents relating to the trip if requested by a peace officer to evaluate the accuracy of the daily log record or for other compliance reasons.
- **Driver/Teacher Hour Maximums – 13 hrs driving 15 hrs on duty – plan your trips accordingly.**



DRIVER TIME SHEET

- If you are an active driver and drive often, you will need to be updating your time sheets daily.
- If you only drive for one or two months while you coach or supervise a team (i.e. volleyball season), you will want your School Safety Officer to activate you only for the period of time you are driving. If you are not an active driver and there is a letter on your file saying you are not active (by placing deactivation letter on file), you do not need to submit a timesheet when you are not active.
- If you don't know when you will need to drive, it is best to keep your driver time sheet current.
- You can prefill in your monthly forms with the date and scheduled hours of work and modify them according to your daily activities (i.e. driving, coaching, teaching, etc.).
- You only need to check off the fatigue management due diligence box when you are driving. If you are not fit to drive, you would put a comment in the text box and do not check it off (i.e. you were sick, were over your hours, etc.). If you are not driving that day, you do not need to check off that box.

DRIVER TIME SHEET



DRIVER TIME SHEET

Carrier Name: Elk Island Public Schools O/A					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	Description (i.e. Teaching, Supervising, Coaching, Driving, Off Duty, etc)					Fatigue Management Due Diligence			
Sample	8:30 AM	3:30 PM	7	X	Teaching/Supervising		Coaching		Driving		Off Duty	
Sample	8:30 AM	9:00 PM	12.5	X	Teaching/Supervising	X	Coaching	X	Driving		Off Duty	X
Sample					Teaching/Supervising		Coaching		Driving	X	Off Duty	
1					Teaching/Supervising		Coaching		Driving		Off Duty	
2					Teaching/Supervising		Coaching		Driving		Off Duty	
3					Teaching/Supervising		Coaching		Driving		Off Duty	
4					Teaching/Supervising		Coaching		Driving		Off Duty	
5					Teaching/Supervising		Coaching		Driving		Off Duty	
6					Teaching/Supervising		Coaching		Driving		Off Duty	
7					Teaching/Supervising		Coaching		Driving		Off Duty	
8					Teaching/Supervising		Coaching		Driving		Off Duty	
9					Teaching/Supervising		Coaching		Driving		Off Duty	
10					Teaching/Supervising		Coaching		Driving		Off Duty	
11					Teaching/Supervising		Coaching		Driving		Off Duty	
12					Teaching/Supervising		Coaching		Driving		Off Duty	
13					Teaching/Supervising		Coaching		Driving		Off Duty	
14					Teaching/Supervising		Coaching		Driving		Off Duty	
15					Teaching/Supervising		Coaching		Driving		Off Duty	
16					Teaching/Supervising		Coaching		Driving		Off Duty	
17					Teaching/Supervising		Coaching		Driving		Off Duty	
18					Teaching/Supervising		Coaching		Driving		Off Duty	
19					Teaching/Supervising		Coaching		Driving		Off Duty	
20					Teaching/Supervising		Coaching		Driving		Off Duty	
21					Teaching/Supervising		Coaching		Driving		Off Duty	
22					Teaching/Supervising		Coaching		Driving		Off Duty	
23					Teaching/Supervising		Coaching		Driving		Off Duty	
24					Teaching/Supervising		Coaching		Driving		Off Duty	
25					Teaching/Supervising		Coaching		Driving		Off Duty	
26					Teaching/Supervising		Coaching		Driving		Off Duty	
27					Teaching/Supervising		Coaching		Driving		Off Duty	
28					Teaching/Supervising		Coaching		Driving		Off Duty	
29					Teaching/Supervising		Coaching		Driving		Off Duty	
30					Teaching/Supervising		Coaching		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: _____

FMDD – you only check it off on the days you are driving to say that you are fit to drive. By checking that box and entering your time you are saying that you are.

DRIVER TIME SHEET

- When doing trips over a 160 km radius, complete an extended trip driver time sheet
- Fill in the box with your hours for the previous 2 days.
- Once you return from the trip and have completed the form you can place it in your shared folder or email it to safety@eips.ca.
- Reference this trip on your regular driver time sheet.

3726



Driver's Log
683 Wye Road
Sherwood Park, AB T8B 1N2

Required for over 160km or overnight trips

Date: _____ DD/MM/YY

Unit #: _____ Licence Plate: _____

School Name: _____ Driver's Name: _____

School Address: _____ Driver's Signature: _____

Trip Start Location: _____ Name of Co-Driver: _____
(If not at home school) Co-Driver's Signature: _____

Odometer Start

Odometer End Total On-Duty Hours Today

Total Km Driven

	Starts Midnight	12	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
Off Duty																										Total # of Hours <input type="text"/> <input type="text"/> <input type="text"/>	
On-Duty Driving																											On-Duty Driving
On-Duty Not Driving																											On-Duty Not Driving
Not Driving																											Not Driving

Remarks _____ Total 24

ORIGINAL To be placed in Driver File

DUPLICATE Operator must retain for 6 months

FMDD

Previous	Day 1	Day 2
2 Total Hours	<input type="text"/>	<input type="text"/>
Days On Duty	<input type="text"/>	<input type="text"/>
Total Hour	<input type="text"/>	<input type="text"/>
Off Duty	<input type="text"/>	<input type="text"/>

* 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

Fatigue Management Due Diligence: Drivers must complete a personal assessment of fatigue status prior to every trip you make. If you determine you are not fit to drive, advise your supervisor and indicate a replacement will need to be found to complete the trip. Drivers must not drive nor should any person permit a person to drive that is not considered fit to drive.
 If you can, with a clear conscience answer positively to all of the points above, check the FMDD box.

DISTRIBUTION & KEEPING OF DAILY LOGS

- The regulations state that a driver must provide a copy of the daily log to each carrier within 20 days of completing a daily log, a driver needs to provide the original daily log to the carrier.
- A driver keeps a duplicate of the daily logs for at least six months at their residence. If requested by a peace officer, they need to produce the daily logs within seven days of the request.
- The carrier needs to be able to produce the daily logs promptly if a peace officer requests it for inspection.

**This is why we have school-based drivers sign the log twice a month and place it in their driver folders in SharePoint. It meets the 20-day requirement, and we will make sure it is kept current and up to date and available to the driver and peace officer if requested.

PRE-TRIP FORM – NO DEFECTS

Carrier Name EIPS o/a SAL

Driver's Name Chrysti Marnix

Date Jan 31/24 Time 9:00 a.m. Location 20 Festival Way

School Bus Daily Trip Inspection Checklist

Unit # Bus 1 Odometer Reading 454253

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 _____

PRE-TRIP FORM – MINOR DEFECTS ¹²

Carrier Name EIPS o/a SAL

Driver's Name Chrysti Mannix

School Bus Daily Trip Inspection Checklist

Date Jan 31/24 Time 9:00 a.m. Location 20 Festival Way Unit # Bus 1 Odometer Reading 454253

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

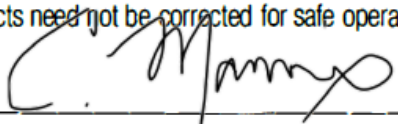
Further information on defects found: Clearance Light out on rear of bus

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 _____

MAINTENANCE SUMMARY FORM



Regular Maintenance Summary Form

Regular maintenance done on the vehicle will be kept on the following form. Each unit will have its own form. This form is to be kept on the vehicle file. Supporting documents are attached.

Bus Maintenance Record

Unit: Bus 1

Date	Mileage	Description of Repair(s)	Invoice Number & Vendor	Defect /Repair Fixed By
Jan 31/24	454253	Fixed Clearance Light	Dynamic Inv #12343	Chrysti Mannix
Jan 31/24	454253	Added windshield wiper fluid	Walmart	Darren Caldwell

DEFECT IS NOW CORRECTED

Carrier Name EIPS o/a SAL
 Driver's Name Chrysti Mannix
 Date Jan 31/24 Time 9:00 a.m. Location 20 Festival Way Unit # Bus 1 Odometer Reading 454253

School Bus Daily Trip Inspection Checklist

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

3. Inside the Bus:

- turn signal indicator's work on dash 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

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

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

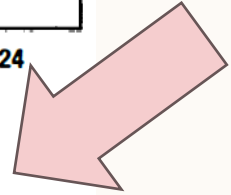
under the bus leaks; suspension, shocks, fuel tank for leakage, air tanks, and vacuum tanks if equipped.

if equipped with air brakes, listen for audible air leaks

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



Sign Here that is has been corrected – Keep in vehicle file (5 years)

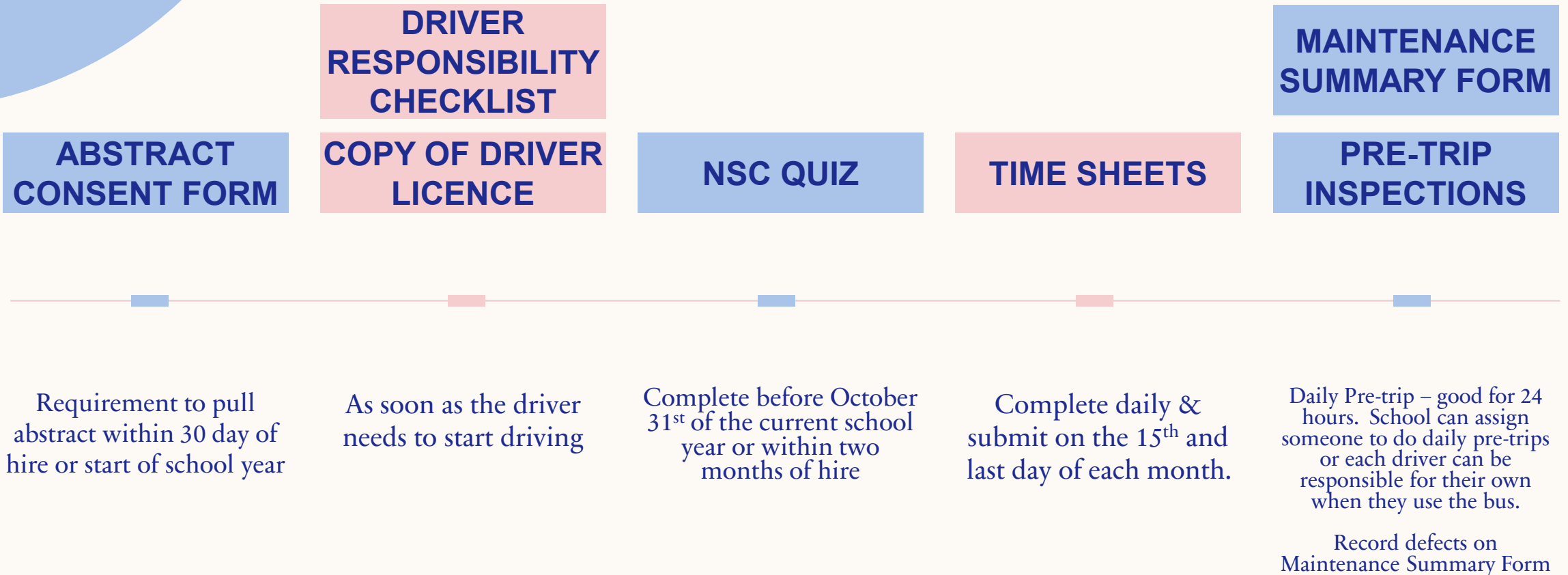
ACCIDENT REPORTING

- Call EIPS student transportation at 780-417-8151, if on the weekend call 587-984-8488 / safety@eips.ca
- Ensure safety of the students. Evacuate the bus if:
 - Bus is in an unsafe position
 - Danger of fire
 - Fire
- If students are on the bus, call RCMP.
- Record the names of all students/staff on the school bus.
- Get third party details: licence, registration, insurance, contact information (phone/email)
- Complete collision report form and RCMP report form, if damage to property is over \$000. You have 24 hours to report the accident.

WHAT WE ASK OF YOU

- [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 and maintained (pre-trips & [maintenance records](#))

TIMELINE



IMPORTANCE OF COMPLIANCE

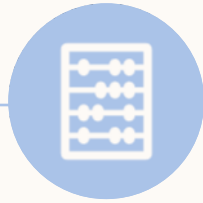
To ensure schools can continue to offer programs to students that require the use of a school bus, we must ensure all schools and their drivers remain National Safety Code compliant.

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.

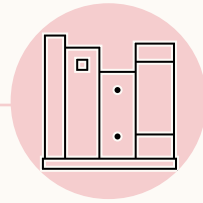
COMPLIANCE

HOW WE GET THERE



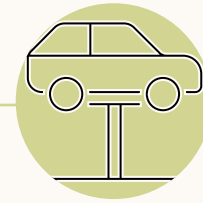
DRIVER TIME SHEETS

- Keep your time sheets up to date in your shared folders



ANNUAL TRAINING

- Review safety & maintenance plans
- Complete Quiz
- Review driver responsibilities



MAINTAINED BUSES

- Do your pre-trips
- Report defects
- Fix defects
- Hold students accountable for vandalism

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.

We have simplified systems to ensure it is not overwhelming for teaching staff to comply. We just ask that you do your part to ensure the EIPS schools can continue to operate as “carriers”.

THANK YOU

QUESTIONS

Chrysti Mannix, Safety & Compliance Supervisor

Chrysti.Mannix@eips.ca

Taylor Neufeld, Training & Safety Officer

Taylor.Neufeld@eips.ca

safety@eips.ca

REFERENCES

S Endorsement Manual – Alberta Transportation

National Safety Code – Canada

National Safety Code – Alberta

Commercial Vehicle Safety Regulation - Alberta