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".



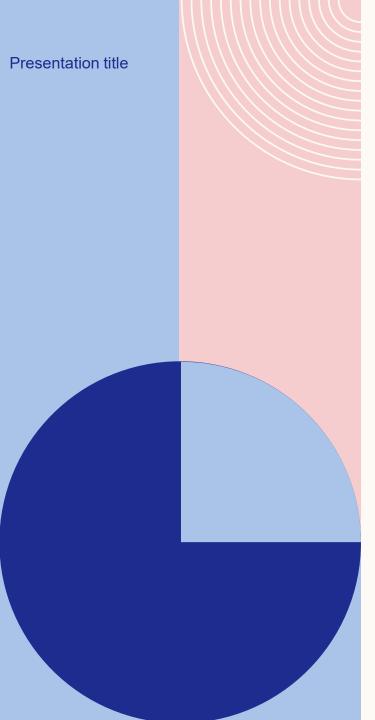
HOW DOES IT APPLY TO SCHOOLS

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-ofservice 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 N	Carrier Name: Elk Island Public Schools O/A Driver Name:												
Carrier A	ddress: 683 W	ye Road Sherv	vood Park, AB T8B 18	N2		Monti	onth & Year:						
Name of	School:					School Address:							
Day	Start Shift	End Shift	Total On-Duty		Description (i.e. Teac	ching, S	Sup	ervising, Coaci	hling,	Driving, Off D	uty, etc)	Fati	igue 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	- 1	Х	Coaching	Х	Driving	Off Duty	Х	
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	Г	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	L	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.

I have had 8 hou I will not exceed I am well rested If you are not fit to drive For example, you have or	rs of off-duty time during the previous 13 hours of driving time or 15 hours of and feel confident I am fit to drive at the to do not check the Fatigue Managemen	fon-duty time during my work day his time. nt Due Diligence box and identify so in the text or you are feeling sick/too tired to drive.	
Note:			
All calendar days must b			
	or weekends and holidays and days you		
		by the 15th of each month and must be come of your hours, place an inactive letter on your	
	15th of the Month		End of the Month
Driver Name:		Driver Name:	
_			
Driver Signature:		Driver Signature :	

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 <u>safety@eips.ca</u>.
- Reference this trip on your regular driver time sheet.

÷	372	26
Driver's Log	Required for over 160km or overnight trips	
Public Schools 683 Wye Road Sherwood Park, AB T88 1N2	Date: DD/MN	и/үү
Unit #: Licence Pl	ate:	
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	Total # of Hours	
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 On-Duty Driving On-Duty Not Driving	Off Duty On-Duty Driving On-Duty Driving	,
Remarks	Total 24	
		1.2
ORIGINAL To be placed in Driver File DUPLICATE Operator must retain for 6 months	Previous Day 1 Day 2 2 Total Hours Days On Duty	
FMDD	Off Duty	
* I will not exceed 13 hours o	ty time during the previous day f driving time or 15 hours of on-duty time during my work day nfident I am fit to drive at this time	

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-TRIPS AND 10 MAINTENANCE FORMS

	Carrier Name			School Bus Daily T	rip Inspection Checklist
	Driver's Name			•	•
	Date	Location	Unit #	Odometer Readir	ıg
		vide explanation at the bottom of the for			
1.	Under the Hood: fluid leaks (on the ground) wires, hoses fluid levels; oil, coolant, windshield washer, power steering, brake battery (if under the hood) inside tire area; brake lines, inside	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 das all emergency exits open and clos properly, roof halch is in good condition, alarm system is working.	headlights (high and tow beam)	□ 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	 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)
2.	tire walls, leaf springs, shocks general appearance. 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	 operator's window opens entrance door operation interior: seats (backs and bottoms are secured) 	□ crossing gate (if equipped) □ stop arm □ brake lights / tail lights / license plate / license plate light / license plate validation stickers	□ under the bus leaks; suspension, shocks, fuel tark for leakage, ar tanks, and vacuum tanks if equipped. □ if equipped with air brakes, listen for audibe air leaks Final Checklist: □ tasten seathett □ recheck all gauges □ holding ability of parking brake □ brakes and olutch. Check by driving forward and stopping. Check the steering wheel for excessive stack and play by rocking the steering wheel back and forth	START END
	hours and must be produced		ordance with NSC Standard 13, Schedu		Inspection is valid for 24 o defects found
	Driver's Signature		Repairers Signature	D	ate



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:

Date	Mileage	Description of Repair(s)	Invoice Number & Vendor	Defect Corrected By

PRE-TRIP FORM - NO DEFECTS

		r Name	EIPS o/a SAL Chrysti Mamix							_		Sch	ool Bus Daily Tri	p Inspecti	on Checklist
		's Name Jan 31/2		Time	9:00 a.m.	Location	n 20	Festiv	al Way	- U	nit #	Bus 1	Odometer Reading	454253	
X	(- onl	ly indicat	e defects found; pro												
1. L	Inder	the Hoo d leaks (o res, hoses blades / d levels; o sher, pow ttery (if un ide tire are	d: n the ground) belts iil, coolant, windshield er steering, brake der the hood) ea; brake lines, inside f springs, shocks arance.	3. In:	if equipped the low air pressure by and push-side the Burn signal all emerge properly, recondition, operator's entrance designations.	l with air brakes waming systen uild-up rate, air rod stroke.	, check n, air loss rate, c on dash and dose ood working	4. (quired. Dutside the Bus: headights (high and turn signals (front, some clearance / marker and alternately flast amber lights hazard lights hazard lights hazard lights crossing gate (if eq stop arm	sides and rear) lights, reflectors ning red and uipped)		closes prope fuel filler cap all windows cleanliness, general clea lights, signs and no dam under the bu shocks, fuel	ncy door opens and erly o / tank and mirrors; check for and damage nliness / appearance; all and windows are clean	inside dash to up and workin Note: Specia such as a whe	alized equipment elchair lift, wheelchair oment, strobe lights,
	all fue trav	gauges an el level (co veled) pers and v frosters, fa dividually o rn pering erior lights rking brak	nd warning lights mpare with kilometers masher fluid ns, and heaters, n all speeds / step-well light e, service brake ormation on de		are secure emergency fire extingu warning de operational vehicle do all mirrors seat adjust properly at tie down si hand rail	d) y equipment: firs isher, and appro evices are secur l, and unobstru	st aid kit, oved e, cted justed / t works		plate / license plate plate / license plate plate validation sticl tires, wheels and rir objects lodged bety tire walls, and hub equipped with sigh coupling devices (if exhaust and tailpip drive shaft body damage	e light / license kers m, lug nuts, ween duals, inside oil level when t-glass equipped)		 if equipped vaudible air le Final Checklis fasten seatbe recheck all general bit brakes and of forward and steering whe 	with air brakes, listen for alks t: elt gauges y of parking brake clutch. Check by driving stopping. Check the red for excessive stack rocking the steering		
'	nours	s and m	ust be produced bove defects nee	to a Pe	ace Office	er upon der	mand.				_	e 2 requirem	nents. A Daily Trip In	defects found	alid for 24

PRE-TRIP FORM - MINOR DEFECTS¹²

	Carrier Name	EIPS o/a SAL									Schoo	l Bus Daily Tri	n Inspectio	n Checklist
	Driver's Name	Chrysti Mamix									001100	n Dus Duny III	p mopoout	on oncornist
	Date Jan 31/2		_Time _	9:00 a.m.	Location	20 Fe	estival W	/ay	Unit #	ŧ	Bus 1	Odometer Reading	454253	
	X - only indicate	e defects found; pro	vide expl	anation at th	e bottom of th	e form as	s require	ed.						
1.	Under the Hoo	d:		if equipped v	ith air brakes, cl	heck 4	4. Outsi	ide the Bus:			reflective tape		□ check both sig	nal indicators on the
	☐ fluid leaks (or	n the ground)		the low air w	aming system, a	iir	□ he	eadlights (high and	low beam)			door opens and	inside dash to	ensure they are lit
	☐ wires, hoses			pressure buil	d-up rate, air los	s rate,		ırn signals (front, si			closes properly		up and workin	
	☐ fan blades / I	belts		and push-roo				earance / marker li	•		fuel filler cap / 1		□ Note: Specia	
	☐ fluid levels: 0	il, coolant, windshield		side the Bus	-			nd alternately flashi	ng red and			d mirrors; check for		elchair lift, wheelchair
		er steering, brake			dicator's work or			mber lights			cleanliness, and			ment, strobe lights,
	□ battery (if und	•		•	y exits open and			azard lights			•	ess / appearance; all	etc need to be	inspected.
		ea; brake lines, inside			hatch is in goo			ntenna				d windows are clean	(if equipped)	
		f springs, shocks	_		ım system is wo	orking		attery (il outside)			and no damage		CTART	FND
				operator's wi				rossing gate (if equ	ppea)			eaks; suspension,	START	END
•	□ general appe			entrance doc				lop arm	In 1 Feeren			k for leakage, air		1 1
۷.	Engine Start-u		ш	are secured)	(backs and bot	ttoms		rake lights / tail ligh				um tanks if equipped. air brakes, listen for		i
		nd warning lights			quipment: first a	aid bit		late / license plate l late validation stick	•	ш	audible air leaks			
		mpare with kilometers			ner, and approve			es, wheels and rim		Fir	nal Checklist:	•		
	traveled)			•	ces are secure,	20		bjects lodged betwe			fasten seatbelt			1
	wipers and w			•	and unobstructe	d		re walls, and hub oi			recheck all gaug	290		
	defrosters, fa			vehide docu		u		quipped with sight-			holding ability of			
	individually o	n a∥ speeds			e properly adjust	ted /		oupling devices (if e	•			ch. Check by driving		
	□ horn				ent / seat belt w			xhaust and tailpipe	ф			pping. Check the		
	steering				is in good cond			rive shaft				or excessive slack		<u> </u>
	 interior lights 	/ step-well light	П		ps for mobility a			ody damage			•	king the steering		, l
	 parking brake 	e, service brake		hand rail	,			robe light			wheel back and	•		
	Fredhan in fa		-		Clearance Lig	ht out on								
	rurtner in to	rmation on def	ects to	Juna:										
	The vehicle i	dentified on this	report	has been i	nspected in	accord	ance w	ith NSC Stand	ard 13. Sched	ule :	2 requiremen	nts. A Daily Trip In	spection is va	lid for 24
		ust be produced										,		
	_	•			•		4	:-1-			-ll		dafaata fara d	
	X A	bove defects need	anjot be	corrected	tor sate oper	ation of	me veh	licie		U	efects correct	ea 🔲 No	defects found	
				1 Y 1 mm	\sim	`								
	Driver's Signa	ature	,				R	epairers Signati	ıre			Dat	e	

MAINTENANCE SUMMARY FORM



Regular Maintenance Summary Form

Public Schools 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			School Rus Daily Tr	ip Inspection Checklist
Driver's Name Chrysti Mannix			Concor Das Dany III	ip inspection oncomist
Date Jan 31/24	Time 9:00 a.m. Location 20 F	estival Way Unit #	Bus 1 Odometer Reading	454253
	vide explanation at the bottom of the form a			,
Under the Hood: fluid leaks (on the ground) wires, hoses fan blades / belts fluid levels; oil, coolant, windshield washer, power steering, brake	 if equipped with air brakes, check the low air warning system, air pressure build-up rate, air loss rate, and push-rod stroke. Inside the Bus: turn signal indicator's work on dash 	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	reflective tape rear emergency door opens and closes properly fuel filler cap / tank all windows and mirrors; check for cleanliness, and damage	 check both signal indicators on the inside dash to ensure they are lit up and working properly. Note: Specialized equipment such as a wheelchair lie down equipment, strobe lights, are pared to be ignorated.
□ battery (if under the hood)	 ail emergency exits open and close properly, roof hatch is in good 	 hazard lights antenna 	 general cleanliness / appearance; all lights, signs and windows are clean 	etc need to be inspected. (if equipped)
☐ inside tire area; brake lines, inside	condition, alarm system is working	□ battery (if outside)	and no damage	(ii oquippou)
tire walls, leaf springs, shocks general appearance. Engine Start-up	operator's window opens entrance door operation interior; seats (backs and bottoms	crossing gate (if equipped) stop arm brake lights / tail lights / license	 under the bus leaks; suspension, shocks, fuel tank for leakage, air tanks, and vacuum tanks if equipped. 	START END
□ all gauges and warning lights	are secured)	plate / license plate light / license	☐ if equipped with air brakes, listen for	
☐ fuel level (compare with kilometers	emergency equipment: first aid kit,	plate validation stickers	audible air leaks	
traveled) wipers and washer fluid defrosters, fans, and heaters, individually on all speeds horn steering interior lights / step-well light parking brake, service brake	☐ 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 ☐ iects found: ☐	 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 	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 stack and play by rocking the steering wheel back and forth	
	Clearance light out on rea	r of bus		
hours and must be produced t	report has been inspected in accord to a Peace Officer upon demand. If you be corrected for safe operation of	f the vehicle Repairers Signature	_	defects found Jan 31/24

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)
- <u>Driver responsibility checklist</u> (annuallyacknowledgement of the required duties of a schoolbased bus driver)
- Bus is safe and maintained (pre-trips & <u>maintenance</u> records)

TIMELINE

ABSTRACT CONSENT FORM

DRIVER
RESPONSIBILITY
CHECKLIST

COPY OF DRIVER LICENCE

NSC QUIZ

TIME SHEETS

MAINTENANCE SUMMARY FORM

PRE-TRIP INSPECTIONS

Requirement to pull abstract within 30 day of hire or start of school year

As soon as the driver needs to start driving

Complete before October 31st of the current school year or within two months of hire

Complete daily & submit on the 15th and last day of each month.

Daily Pre-trip – good for 24 hours. School can assign someone to do daily pre-trips or each driver can be responsible for their own when they use the bus.

Record defects on Maintenance Summary Form

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.

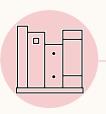
Non-compliance with the NSC could have the potential to prevent us from operating school owned vehicles, and schools would have to out-source their busing needs for programming.

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

Presentation title 20

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 780-417-8262

Taylor Neufeld, Training & Safety Officer Taylor.Neufeld@eips.ca safety@eips.ca 780-417-8125

REFERENCES

<u>S Endorsement Manual</u> – Alberta Transportation

National Safety Code – Canada

National Safety Code – Alberta

Commercial Vehicle Safety Regulation - Alberta