

FORT LA BOSSE SCHOOL DIVISION

TITLE – **BUS DRIVER SAFETY PLAN**

POLICY - [EEAE-E](#)

Cross Reference - [EEA](#)

Resolution # - 37/18

Legal Reference - P.S.A. 250 M.R. 465/88R section 18

Last Reviewed - 26/02/18

DRIVER PROFILE

- 1) Before a driver can drive a (school bus/motor coach) registered to Fort La Bosse School Division, we will obtain:
 - a) a driver licence disclosure
 - b) a current copy of their driver's record (abstract).
- 2) Fort La Bosse School Division will maintain driver files with:
 - a) record of all moving violations (reported by the driver without delay)
 - b) record of all vehicle accidents (reported by the driver without delay)
 - c) copy of their driving abstract (obtained annually)
 - d) record of corrective action taken pertaining to the driver
- 3) Every Year Fort La Bosse School Division will conduct an annual review of driver fitness to drive a (school bus/motor coach). A record of the annual review will be maintained in the driver's file. At a minimum, the review will consider the following factors:
 - a) the driver's current abstract (record),
 - b) the driver's safety performance,
 - c) disclosures of violations and accidents when compared to the abstract,
 - d) observed general health of the driver.

HOURS OF SERVICE

Fort La Bosse School Division will ensure that drivers are knowledgeable and in compliance with the (Drivers Hours of Service Regulation 72/2007 **OR** Commercial Vehicle Drivers Hours of Service Regulation SOR/2005-313). For drivers of school buses that do not require log books, the carrier will maintain a record of the hours worked, including the shift start and end time for each driver. The Supervisor of Operation, or designate, will not allow or permit drivers to drive after accumulating 13 hours drive time, 14 hours on-duty time, or a 16 hour work shift without 8 consecutive hours off-duty. The Supervisor of Operations, or designate, will not allow or permit a driver to drive in violation of their declared cycle, either 70 hours in 7 days or 120 hours in 14 days.

If a driver is making a trip outside 160-km radius of their home terminal, log books will be maintained in accordance with the (Drivers Hours of Service Regulation 72/2007 **OR** Commercial Vehicle Drivers Hours of Service Regulation SOR/2005-313), including the previous fourteen (14) days on-duty time. Log books will be audited for required information, compliance with the driving limitations, and that they are true and accurate when compared to support documentation. If drivers are found to be driving in violation of the regulations, the violation, cause and corrective action will be documented.

DISCIPLINE

If a driver violates the conditions of this Safety Plan, Fort La Bosse School Division will first give a verbal warning. The second occurrence will result in a written warning. Subsequent violations will lead to suspensions and/or dismissal, dependant on the severity of the violation.

VEHICLE PROFILE

Fort La Bosse School Division will ensure that vehicles operating on the highway are in safe operating condition.

- 1) Fort la Bosse School Division will conduct a *scheduled preventive maintenance* inspection every 5,000, 10,000 or 20,000 kms depending on the make and age of the bus. A record of the preventive maintenance inspection will be kept and include the unit number, the date, the odometer reading and a description of the work done.
- 2) Fort La Bosse School Division has a *driver trip inspection program* whereby all drivers are taught how to conduct a daily-trip inspection. This training will include giving drivers a schedule of items to be included in the daily-trip inspection and a system whereby they can report the defects in writing. A copy of the Schedule E will be kept in the bus. Fort La Bosse School Division will ensure that the defects are repaired and documented in the unit's maintenance folder.
- 3) Fort La Bosse School Division will track expiry dates to ensure that no vehicle is operating without a *valid PMVI certificate (Safety Inspection)*.
- 4) For each vehicle registered to Fort La Bosse School Division, a *vehicle maintenance file* will be maintained that includes all records of preventive maintenance inspections, records of repairs, copies of PMVI's (safeties), CVSA reports, and manufacturer's recall notices.
- 5) Fort La Bosse School Division will *evaluate the adequacy* of its preventive maintenance program and driver pre-trip inspections. The results of roadside CVSA Inspections, Periodic Mandatory Vehicle Inspections, and driver trip inspections will be compared. If inadequacies are identified, corrective action will be taken through program changes, training and/or discipline.

