



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY:           TRANSPORTATION  
TITLE:                 EXPECTATIONS  
CODE:                 8021 Transportation Manager

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 110
Other Relevant Acts	<i>The Saskatchewan Traffic Safety Act, 2006</i>
Holy Family Related Procedures	OP 8042 Hazardous Conditions and Emergencies OP 8043 Training and Workshops OP 8051 Cancellation of Buses
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	<i>Transportation Safety Reporting Guidelines</i> , Education Funding Branch, Ministry of Education, September 2016
Date Reviewed	October 25, 2016

### Procedures:

The Transportation Manager shall follow the *Best Practices* as outlined in the *Transportation Safety Reporting Guidelines*, Education Funding Branch, Ministry of Education (September 2016) as listed below:

1. Driver Competence:
  - 1.1. Annual driver meetings are to be held. Reference [OP 8043 Training and Workshops](#).
  - 1.2. Review driver abstracts annually and summarize findings and actions taken.
  - 1.3. Monitor status of drivers' licenses monthly using Saskatchewan Government Insurance (SGI) intranet.
  - 1.4. Periodically evaluate the safety of drivers and routes (e.g., ride along program).
  - 1.5. Make complaint process available to the public.
  - 1.6. Hold area meetings and monthly communications with drivers.

- 1.7. Require driver training, as necessary, for operation of bus drivers.
2. Student Behaviour:
  - 2.1. Provide a safety awareness communication to parents early in the school year.
  - 2.2. Use bus safety awareness communication for elementary students.
  - 2.3. Post student conduct rules visibly on all school buses.
  - 2.4. Take appropriate measures to monitor student behavior on school buses.
3. Vehicle Maintenance / Condition:
  - 3.1. Require school bus maintenance regularly and monitor its timely completion.
  - 3.2. Use standard inspection checklists when maintaining buses.
  - 3.3. Monitor expiry dates for required annual SGI school bus inspections during summer.
  - 3.4. Ensure vehicles are serviced by certified journeymen technicians.
4. External Factors:
  - 4.1. Require drivers to have means of communication (cell phones) in event of trouble with vehicle or road.
  - 4.2. Use standardized forms to document all collisions involving buses as per [OP 8042 Hazardous Conditions and Emergencies](#) form [OP 8042 Appendix 1 Accident Report](#).
  - 4.3. Ensure the auto-dialer (Synervoice) is set up for transportation registrants in manner to communicate transportation notifications to families.
    - 4.3.1. Communication must be able to go out efficiently in the event of emergencies and/or cancellations of buses.
  - 4.4. Maintain [OP 8051 Cancellation of Buses](#) criteria for use during severe weather, including methods of communicating cancellations to the public (e.g., local radio stations, automated callback system).
    - 4.4.1. Annually provide a note to families registered for transportation summarizing bus cancellation procedures.

4.4.2. Require drivers to conduct and document evacuation drills with students at least twice per year.

4.4.3. Monitor school bus zones and unloading zones and ensure school bus zones are clearly marked.

5. Annual Records:

5.1. The Transportation Manager will keep an annual record of the following:

5.1.1. [OP 8021 Appendix 1 Reporting Key Risks](#) to outline strategies used to address key risks in student transportation.

5.1.2. [OP 8021 Appendix 2 Reporting Transportation Performance Indicators](#)

5.1.3. [OP 8021 Appendix 3 Transportation Safety Complaint Tracking](#)