



Transportation Safety Plan and Policy

Revised November 2019

1. Operating Principles

To enable access to the school and learning opportunities within the community by transporting students safely and efficiently, and keep the bus safe, clean and in good operating condition.

As school bus service providers, we:

- Provide quality services in a professional manner
- Make health and safety our primary concern
- Are conscientious, responsible, and reliable
- Treat others with courtesy, respect, fairness and equality
- Accept accountability for our performance
- Are continuous learners
- Contribute to a positive working and learning environment

2. Contact Numbers

School Office

Office (604) 485-0006

Fax (604) 485-0240

George Belyea

Safety Coordinator

Cell (604) 414-6581

Johnny Vanderkemp

Maintenance Coordinator

Cell (604) 414-4862

3. School Bus Policy

3.1. Driver hiring policy

Drivers of the PRCS school bus must either already be employed by the school or be approved or hired by the PRCS Society.

Prospective drivers must have the appropriate licensing and are required to complete an up-to-date criminal record check and provide a driver's abstract.

Applications for prospective drivers will be submitted to the Safety Coordinator.

3.2. Medical and eye examinations

Medical and eye examinations are required at specific intervals by the National Safety Code (NSC).

This schedule requires drivers holding a Class 5 licence with endorsements 18, 19 and 20, or a Class 1, 2, 3 or 4 licence to submit a Driver's Medical Examination form at the following intervals:

- Every fifth year (i.e. when the driver is in their 25th, 30th, 35th, 40th and 45th year of age).
- Every third year (i.e. when the driver is in their 48th, 51st, 54th, 57th, 60th and 63rd year of age).
- Every year for drivers age 66 and older

1.3. Monitoring process for driver performance

The start time varies depending on the students enrolled in the bus transportation program. Students should arrive at the school between 8:30 am and 8:35 am.

The driver and bus should be ready to transport students home at 3:00pm.

The acting safety coordinator will be responsible for monitoring Driver's Performance, insuring the Driver's are knowledgeable, completing paperwork correctly, monitoring, and reviewing all other records and accidents on a monthly basis.

1.4. Monitoring process for hours of service

The school bus will run a morning route to bring students to school and an afternoon route to return students home. Driver's are not to exceed the hours set out by CVSE regulations.

1.5. Monitoring process for trip inspection

Pre Trip inspection reports will be handed into the PRCS office weekly and will be reviewed by the safety coordinator. If needed, i.e. maintenance required, a copy will be forwarded to the maintenance coordinator.

1.6. Monitoring process for vehicle maintenance

Pre Trip inspection reports received by the maintenance coordinator will be acted upon within 7 days.

1.7. Monitoring process of dangerous goods

Not applicable

2. Driver Policy

2.3. Driver licensing

All drivers of PRCS school bus must have an active Class 4 commercial driver's license allowing them to drive a 25-person (including driver) vehicle in BC.

2.4. Driver's abstracts and accident reporting

A driver is required to provide a driver's abstract 'N' report when they are hired or approved to operate the bus.

In August/September of each year, returning drivers are required to provide an up-to-date driver's abstract 'N' report.

All PRCS bus drivers are to report any driving violation, conviction and accident details to the PRCS safety coordinator within 15 days of the offence, conviction or occurrence.

Drivers will have no more than one (1) violation in the last three (3) years. Maximum points on the one (1) violation can be no more than three (3) points. This includes non-moving violations. Drivers will have no suspensions or prohibitions of any kind in the past five (5) years.

2.5. Hours of service

Daily, the bus's regular hours of operation will be 7:00 AM - 8:30 AM and 3:00 PM - 4:30 PM.

In addition to the regular hours, the bus will be available for use for field trips and school outings as needed.

2.6. Disciplinary policy

A progressive disciplinary policy will be used for violations of the bus safety policies as follows:

1. Verbal warning (documented) with expectations in writing
2. Written warning, with training
3. Written warning with 3-day suspension
4. Written warning with longer suspension up to and including termination
5. Serious infractions (theft/abuse/drugs/alcohol) immediate dismissal

1.5. Driver's records

A file for each driver will be maintained in the school office containing copies of the following:

- Copy of BC Drivers Licence

- contract of employment
- driver abstracts
- accident, violation or conviction reports

Records will be kept for five calendar years including the year they were created.

5. Vehicle Maintenance

Maintenance Coordinator will be responsible for vehicle maintenance related items.

5.1. Schedule of maintenance

Commercial Vehicle Safety and Enforcement (CVSE) inspections in May and November of each year. Contact Tin Hat Services (604) 485-4000.

School Bus inspection in July each year. Contact Dave Green (250) 334-6822
dave.j.green@gov.bc.ca

Chevrolet routine service semi-annually. Contact Massullo Motors (604) 485-7981

See Appendix D for a copy of the Vehicle Maintenance Form

5.2. Trip record keeping and inspections

Powell River Christian School will provide adequate training to all drivers and other applicable employees with respect to proper completion of the required pre and post trip inspections, including actions to be taken by drivers and other applicable employees when defects are found. The training will include the proper completion and submission of the required written trip inspection reports.

The driver will complete a pre-trip inspection each day. These will be handed into the office at the end of each week and no later than 20 days.

If a defect is noticed on a pre-trip inspection, the driver will notify the principal and the maintenance coordinator prior to operating the vehicle.

See Appendix A for a copy of the pre-trip inspection report.

The driver will also fill out a log book for each trip. The daily log book includes the following:

- Driver's name
- Time duty starts and ends
- State driving and on-duty time separately

The daily logs will be turned into the office weekly and no later than 20 days, are filed within 30 days of receipt, and kept for a minimum of 6 months.

The log book will be reviewed monthly by the safety coordinator. If the driver is not compliant they will be reminded according to the driver disciplinary process.

See Appendix B for a copy of the daily trip log.

In the event of a failed OOS or CVSA report, actions will be taken to address areas of concern as soon as possible, and have the necessary inspections completed before service resumes.

1.3. Vehicle records

A file will be maintained in the office for the school bus containing the following:

- trip inspections reports
- copies of manufacturer recall notices for 4 years
- copies of CVIP reports for 3 years, including the current report
- copies of CVSA roadside inspection reports for 4 years
- record of all repairs done and parts replaced for 3 years
- records for vehicles that are no longer in service for a minimum of 6 months
- accident reports that resulted in either injury or death or total damage to property, including cargo of \$1,000 for the calendar year in which it occurred and the following 4 years
- records of vehicle maintenance for 3 years

I have read and agree with the policies regarding operating the PRCS School Bus.

Employee signature

Date

- Evacuation drills to be performed q/ term and recorded on the operational log
- **In Case of Emergency while travelling on the bus**
- 1. Teacher is to contact emergency services as required.
- 2. Teacher is to contact the school informing the Principal of the emergency.

Appendices

Appendix A – Sample Pre-trip Inspection

DRIVER'S VEHICLE INSPECTION REPORT

Vehicle/Load (MB Reg. 95/2008) _____ Height _____ Width _____
 _____ / _____
 _____ / _____

Company _____

Name & Address: _____

Pre-trip Time of Inspection: _____ AM/PM Date: _____ Location of Inspection: _____

Post-trip Time of Inspection: _____ AM/PM Date: _____ Odometer Reading (If Equipped): _____

Tractor/Truck Plate or Unit No.: _____ Trailer(s) Plate or Unit No.: #1 _____ #2 _____

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements.

Inspector / Driver's Name Print _____

Inspector / Driver's Signature _____

Driver's Signature (If Different From Inspector) _____

No Defects Found

If Item is Defected Use X Under the D Column / When Repaired Use ✓ Under the R Column.

Tractor/Truck		Trailer #				Tractor/Truck		Trailer #				Tractor/Truck		Trailer #			
D	R	D/Defect	R/Repaired	D	R	D	R	D	R	D	R	D	R	D	R	D	R
		1. Air Brake System						9. Emergency Equipment & Safety Devices						17. Hydraulic Brake System			
		2. Cab						10. Exhaust System						18. Lamps & Reflectors			
		3. Cargo Securement						11. Frame & Cargo Body						19. Steering			
		4. Coupling Devices						12. Fuel System						20. Suspension System			
		5. Dangerous Goods (If Any)						13. General Defects						21. Tires			
		6. Driver Controls						14. Glass & Mirrors						22. Wheels / Hubs / Fasteners			
		7. Driver Seat						15. Heater / Defroster						23. Windshield Wipers & Washers			
		8. Electric Brake System						16. Horn									

Remarks: _____

Above defects corrected

Above defects need not be corrected for safe operation of vehicle

Authorized Repairer's Signature _____

Date _____

Driver's Signature _____

Date _____

Appendix B – Daily Trip Log



DRIVER'S DAILY LOG

(24 HOURS)

(Day) / (Month) / (Year)

Cycle 70 Hr./7 Day 120 Hr./14 Day

Original - File at home terminal
Duplicate - Driver retains in his/her possession for 15 days

RECAP
Complete at end of workday.

Starting Odometer Ending Odometer Total Distance Driven Today

Home Terminal Name and Address

License Plate(s) or Unit Number(s) (show each unit)

Principal Place of Business Name and Address

Name of Co-Driver

Driver's Name

I certify these entries are true and correct:

Driver's Full Signature

Start Time (if other than midnight)

- 1. Off-duty time other than time spent in a sleeper berth
- 2. Off-duty time spent in a sleeper berth
- 3. Driving time
- 4. On-duty time other than driving time

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	TOTAL HOURS
1. Off-duty time other than time spent in a sleeper berth																										
2. Off-duty time spent in a sleeper berth																										
3. Driving time																										
4. On-duty time other than driving time																										

REMARKS

If deferred off duty: Day 1 Day 2

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Remarks																										

SHIPPING DOCUMENTS:

B/L or Manifest No. or Shipper & Commodity

PREVIOUS 14 DAYS	DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	TOTAL HOURS ON DUTY														
TOTAL HOURS OFF DUTY															

Personal Use:

Start ODO End ODO

Enter name of place you reported and where released from work and when and where each change of duty occurred.

USE TIME STANDARD AT HOME TERMINAL

4019911

A. Total hours on duty last 6 days, including today.

B. Total hours available tomorrow, 70 hr. minus A.*

C. Total hours on duty last 7 days, including today.

70 Hour/7 Day Drivers

A. Total hours on duty last 13 days, including today.

B. Total hours available tomorrow, 120 hr. minus A.*

C. Total hours on duty last 14 days, including today.

*If you took 3672 consecutive hours off duty, you have 70120 hours available again.

