



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

Section	Revised
Transportation – Roles and Responsibilities	July 31, 2012
RR – 006 Responsibilities of the Driver	
General Statement	Operators and drivers must abide by the terms and conditions of the Student Transportation Services Agreement and any other directed guideline or procedure.
Statement of Responsibility	<p>Drivers shall:</p> <ol style="list-style-type: none"> 1. obey all Highway Traffic Act regulations at all times; 2. adhere to the schedules established by the Nipissing-Parry Sound Student Transportation Services (NPSSTS); 3. pick up and drop off students only at the stops designated by the NPSSTS; 4. follow the routes planned and approved by the NPSSTS. Drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the dispatcher immediately; 5. make suggestions to the NPSSTS concerning route changes through their operator. No changes are permitted without the NPSSTS' approval; 6. notify the NPSSTS of any unsafe designated stops through their operator and may suggest a more appropriate alternative. No changes are permitted without NPSSTS approval; 7. ensure that students are never left alone on a vehicle; 8. advise the NPSSTS through their operator if the number of passengers on their vehicle exceeds the number of seats; 9. ensure that any students who are not on the passenger list provided by the NPSSTS and who board their vehicle are reported to the NPSSTS for follow-up; 10. refuse to allow any unauthorized persons to board the vehicle, and report any attempt by an unauthorized person to board the vehicle to the dispatcher immediately; 11. check at the end of each trip whether any students or personal objects are left on the vehicle. If there are, notify the dispatcher immediately;



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	<ol style="list-style-type: none">12. keep their vehicles clean and free of any hazards;13. use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language;14. speak to students in the language of their school, if possible (bilingualism is an asset);15. never put the vehicle in reverse without first ensuring that it is safe to do so;16. exercise discipline on the vehicle in cooperation with the school principal. Such discipline shall be exercised with prudence, in a way that is respectful of students but firm with regard to safety rules;17. notify the school principal in writing of any inappropriate or unsafe behavior on the appropriate form;18. support any disciplinary action on the vehicle taken by the principal;19. avoid stopping or starting abruptly;20. deal with an immediate discipline issue on the vehicle by assigning each student involved a seat. Follow up by advising the principal;21. cooperate with the principal when establishing a seating plan for the vehicle;22. turn on the flashing red lights before stopping to pick up or drop off students, and extend the stop sign as soon as the school bus is stopped;23. always cooperate with the schoolyard supervisors;24. give students a signal to indicate when it is completely safe to cross the street, and wait for the students to finish crossing before pulling away;25. check their convex rear view mirrors and ensure that all areas are clear before moving the vehicle;26. ensure that students remain seated until the vehicle comes to a full stop at its destination;
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	<ol style="list-style-type: none">27. never leave the vehicle when the motor is running or there are students on board;28. notify the dispatcher in the event of a breakdown or an emergency;29. refrain from eating, drinking, smoking, drinking alcohol or using illegal substances on or near the vehicle;30. drop off a junior or senior kindergarten student only if a responsible person is present;31. in the event of an accident, follow the procedure described in the Procedures for Accidents or Incidents;32. refrain from photographing the students or allowing them to be photographed; and33. refrain from using a cell phone or other portable personal electronic device while operating a school vehicle transporting students, including while picking up and dropping off students, except in an emergency. In such cases, the driver shall move the school vehicle to a safe place and bring the school vehicle to a complete stop. For the purpose of this guideline, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation;
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