

Procedures

1. All bus drivers (regular, staff and volunteers) must be appointed to the list of approved drivers in order to be permitted to drive a Division owned bus.
2. Appointment of regular or spare bus drivers will take place once the following have been received, verified , and approved by Central Office:
 - 2.1 “Application to Drive a School Bus” (Form 613-1)
 - 2.2 Copy of a valid Alberta Class 1, 2 or 4 Operator’s License
 - 2.3 Holder of S Endorsement Course
 - 2.3.1 Effective March 1, 2019, bus drivers must successfully complete the S-Endorsement before driving a school bus.
 - 2.3 Hold a valid First Aid certificate (New Drivers have 6 months to obtain)
 - 2.4 Driver’s Abstract
 - 2.5 Criminal Record Check
 - 2.6 Child Welfare Check
 - 2.7 3 Year Employment History
 - 2.8 Minimum of three suitable references
 - 2.9 Minimum three years with a non-graduated driver’s license.
3. Appointment of staff or volunteer drivers will take place once the following have been received, verified, and approved by Central Office:
 - 3.1 “Application to Drive a School Bus” (Form 613-1) – Applications are approved by the Principal and forwarded to Central Office.
 - 3.2 Valid class of license for school bus being driven
 - 3.3 S-Endorsement must be successfully completed before transporting students.
 - 3.4 Hours of Service Training (must be completed by November of new school year)
 - 3.5 WHIMIS training (must be completed by November of new school year)
 - 3.6 First Aid/CPR (if bus driver is also the supervisor – Emergency First Aid Level B CPR if another person in a supervisory position has first aid then it is not necessary for the school based bus driver to have First Aid/CPR.)
 - 3.7 Copy of current driver’s license on file
 - 3.8 Current year driver abstract on file
 - 3.9 Criminal Record Check and Vulnerable Sector Check (if not one on employee file)

Created: April 2018

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98
AP 411 – Criminal Record Check and Child Welfare Check
AP 701.6 – Buffalo Trail Public Schools