



POLICY SECTION 813: Role of the School Bus Driver

POLICY

The Ahkwesahsne Mohawk Board of Education believes that in order to maximize the safety of the students transported on school buses, certain precautionary measures must be employed by its drivers and certain regulations must be applied to the operation of school buses.

GUIDELINES

1. The driver is responsible for the general operation of the school bus, and the safe conveyance of students to and from school and/or other appropriate trips.
2. The driver is expected to be familiar with, and all times in compliance with, the rules and regulations for the operation of school buses, currently in effect. The driver is reminded that all regulations apply even if there are no students on board.
3. The driver is expected to be familiar with the various policies for operations of buses and the Board Transportation policies for students as may be amended from time to time.
4. The driver shall at all times wear a seat belt while operating the bus.
5. The driver shall not use physical force in order to discipline students. If verbal corrections do not eliminate undesirable behavior, the matter should be discussed with the students' parents/guardians. If the problem cannot be solved to the satisfaction of the driver, the Principal and Transportation Supervisor should be notified.
6. The driver should not ask a student to leave the bus before his/her delivery to his/her home or refuse to pick-up a student unless the Principal / Transportation Supervisor has suspended the student.
7. The driver is to assign each student a seat and no student may use another seat without permission from the driver.
8. The driver may restrict items he/she considers dangerous. At no time may operative firearms be transported on the bus.
9. The driver is not to drive away from the school until directed by school personnel to do so.
10. The driver is expected to keep to a schedule and notify the Board office beforehand if any changes are anticipated.
11. The driver and the Transportation Supervisor shall arrange the bus schedule so that he/she does not arrive at school more than ten (10) minutes before the start of the school day, except in cases of difficult route conditions when arrival time may be earlier.
12. The driver is cautioned not to back up on school grounds or in bus loading/unloading areas unless a responsible adult is guiding the driver.
13. The driver is to report all accidents to the Transportation Supervisor and Director of Education as soon as possible. An Accident Report must also be forwarded to the Transportation Supervisor.



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14. The driver must keep his/her bus clean and heated according to the weather conditions. The driver is also responsible for ensuring that any bus he/she has used for a field trip is cleaned when returned.
15. The driver must, during winter months, run the bus long enough to bring the motor up to normal temperatures before attempting to move the bus.
16. The driver is forbidden to use tobacco, alcohol, drugs, or abusive language in the course of his/her duties. Infractions will result in disciplinary action, up to and including termination.
17. In cases of illness, the driver shall contact the Transportation Supervisor within a reasonable amount of time so that arrangements can be made for a suitable substitute.
18. The driver will receive additional compensation outside of their regularly scheduled bus run (i.e. field trips). This rate will be set annually by the Ahkwesahsne Mohawk Board of Education.
19. The driver must complete and sign his/her weekly timesheet and return it to the Transportation Supervisor. Late submissions of time-sheets may result in delayed payments.
20. The driver must ensure that all students have exited the bus after morning drop off at the school and upon completion of afternoon route by inspecting the entire interior of the bus.