

LETHBRIDGE SCHOOL DIVISION SCHOOL ACTIVITY BUS DRIVER'S GUIDE



Lethbridge
SCHOOL DIVISION

Updated September 2021

Lethbridge School Division

School Activity Bus Driver's Guide

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INTRODUCTION

Lethbridge School Division currently holds a Safety Fitness Certificate with Provincial Operating Status. As a motor carrier that owns and operates commercial vehicles within the province of Alberta only, the school division must comply with provincial transportation regulations/legislation. This document shall serve as a guide for school administrators and drivers who operate the division's school activity buses. Much of the content is taken from the Ministry of Transportation's Education Manual. Please note that it is prudent to reference the actual regulations/legislation.



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CARRIER PROFILE

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the Transportation Industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

Provincial National Safety Code legislation applies to the school district's school activity buses.

Each jurisdiction in Canada is required under the NSC to develop and maintain a Carrier Profile System to record the following:

- Convictions
- Commercial Vehicle Safety Alliance (CVSA) Inspections
- Reportable Collisions
- Compliance Audits
- Motor Carrier Safety Fitness Rating

As a motor carrier, Lethbridge School Division uses its Carrier Profile to help monitor the success of its safety operations. The Carrier Profile report summarizes most on-road law enforcement documentation. It also provides a detailed analysis of the activities and results of contact between all drivers and enforcement officers, including dates and times. The data from the Carrier Profile can be used to help monitor drivers' daily logs for accuracy. The information can also help ensure that the school district's procedures as well as transportation legislation are being followed.

The Associate Superintendent Business Affairs and Transportation Coordinator review the school division's Carrier Profile regularly.

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BUS DRIVERS

Authorized Driver

Bus drivers must be formally authorized by the school division prior to driving the school division's school activity buses. This authorization must be in writing from the Associate Superintendent Business Affairs. The authorization letter will specify a time period in which the driver is authorized. See *Appendix A*.

Once a driver has received his/her authorized driver letter from the Associate Superintendent Business Affairs, s/he is required to track his/her duty status for **each calendar day** within the specified time period noted on the letter.

Un-authorized Driver

When the driver authorization period has expired, the Associate Superintendent Business Affairs will provide the driver with an un-authorized driver letter. See *Appendix B*.

Bus Driver Application Form

Potential activity bus drivers must complete either the *Employee Bus Driver Application Form* (employees), or the *Volunteer Bus Driver Application Form* (non-employees), whichever is applicable. See *Appendices C & D*.

All completed driver application forms must be forwarded to the Transportation Coordinator at The Education Center for processing.

Bus Driver Files

Section 41 of the *Commercial Vehicle Certificate of Insurance Regulation, AR314/2002* states that the following information be retained for each authorized bus driver:

- 1) Completed Bus Driver Application Form
- 2) Record of 3 year employment history (This information is required on the application form)
- 3) Current 5 Year Commercial Drivers Abstract
- 4) Copy of valid Driver's License (Class 1, 2 or 4)
- 5) Record of all convictions and administrative penalties for Provincial and Federal legislation relating to the operation of a commercial motor vehicle
- 6) Record of all collisions involving any motor vehicle
- 7) Record of all training completed
- 8) Copies of any training certificates issued to the driver

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*The school division requires:

Current Results of a Criminal Record Check with Vulnerable Sector Search (non-employees)

Bus driver files are housed at The Education Center with the Transportation Coordinator.

Drivers Abstracts

Lethbridge School Division has an AMVIR Agreement with Service Alberta which allows the Transportation Coordinator to pull 5 Year Commercial Drivers Abstracts for employees who drive the division's school activity buses. Employee bus drivers must complete the *Government of Alberta Drivers Abstract Consent Form* and forward it to the Transportation Coordinator at The Education Center for processing. See Appendix E.

The AMVIR Agreement *does not* allow the Transportation Coordinator to pull drivers abstracts for non-employees. Non-employee volunteer activity bus drivers must provide their 5 Year Commercial Drivers Abstract to the Associate Superintendent Business Affairs for filing.

Driver's License

Drivers must hold a valid Class 1, 2, or 4 driver's license to be eligible to drive the school division's school activity buses. A copy of the driver's license will be retained in the driver's file at The Education Center.

Transportation Coordinator should create a recall system to ensure that the driver's licence on file for each bus driver remains current.

Criminal Record Check with Vulnerable Sector Search

Potential non-employee volunteer bus drivers are required to submit a current criminal record check and vulnerable sector search on an annual basis (school year) to the Associate Superintendent Business Affairs. This document will be retained in the driver's file at The Education Center.

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ACTIVITY BUS DRIVER TRAINING

Each bus driver applicant must successfully complete two on-line tests based on the following documents which are posted to the transportation webpage of the school division's website (www.lethsd.ab.ca):

- [Bus Driver's Guide](#)
- modules 2, 6 & 8 of the *Commercial Vehicle Safety Compliance in Alberta* Education Manual

Please read:

- [Activity Bus Accident Protocol](#)

80% is considered a passing grade on test #1 and #2 above. The Transportation Coordinator will grade the tests and provide the result to the applicant and the school principal via email

Courses on PSW will be assigned:

- Transportation Alberta's Provincial Driver's Hours of Service for School Buses
- Transportation (Bus Drivers) – Defensive Driving
- Transportation (Bus Drivers) – Driving in Adverse Conditions
- Transportation (Bus Drivers) – School-Bus Emergency Evacuations
- Transportation (Bus Drivers) – Daily Trip Inspections

All training will be mandatory:

- Upon initial sign up
- After every three years
- After a break in service (one school year)

Annual On-Road Driver Evaluation

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VEHICLES

Pre-Trip Inspection Report

Section 10 of the *Commercial Vehicle Safety Regulations, AR 121/2009* requires that the driver, or other persons authorized by the school division, must complete a pre-trip inspection on each school activity bus prior to its use. Section 12 specifies that a written trip inspection report must be completed for a commercial vehicle that operates under the authority of a Safety Fitness Certificate. A completed pre-trip inspection is valid for 24 hours.

Pre-trip inspections must be conducted based on items identified in *Schedule 2* of the *National Safety Code Standard 13*. See *Appendix F – Schedule 2* and *Appendix G – Pre-Trip Inspection Defect Report*. This schedule must be kept in each activity bus. The bus driver shall, on demand of a peace officer, produce a copy of the *Schedule 2* used for the most recent pre-trip inspection.

Completed *Pre-Trip Inspection Reports* must be forwarded to the Transportation Coordinator at The Education Center within 30 days of completion, in chronological order by month, for each activity bus.

Commercial Vehicle Inspection Certificates

The *Vehicle Inspection Regulation, AR/ 211/2006* requires the school division to have the school activity buses inspected every 6 months. CVIP Inspections may only be conducted by a technician and at a facility that have been certified by the Government of Alberta.

School administrators are required to arrange for their school activity buses to be inspected every 6 months. The pink copy of the Commercial Vehicle Inspection Certificate along with the inspection details must be forwarded to the Transportation Coordinator at The Education Center immediately following the inspection.

School administrators should create an inspection schedule for each of the activity buses at their school to ensure that all inspections and regular maintenance work are completed.

Commercial Vehicle Safety Alliance Inspections (CVSA)

CVSA inspections are conducted on vehicles and drivers on the roadside or at carrier premises by CVSA certified inspectors, e.g. RCMP, city, municipal and county enforcement, who are certified as CVSA inspectors, and by designated staff from the Commercial Vehicle Enforcement Branch, Alberta Transportation.

Originals of all CVSA inspections of the school district's school activity buses must be forwarded to the Transportation Coordinator at The Education Center to be kept on file.

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School Activity Bus Maintenance Records

Schools that operate school activity buses are required to maintain vehicle maintenance records for each bus. These records would include documents such as commercial vehicle inspection records, fuel invoices/receipts, repair records, parts replacement records, windshield repair records, and routine maintenance and lubrication records.

The school is required to maintain a separate binder for each school activity bus. All maintenance documentation must be in chronological order by fiscal year (Sept.1 – Aug.31). Originals of all records are to be sent to the Transportation Coordinator.

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HOURS OF SERVICE

According to Part 4 of the *Traffic Safety Act* and Section 249 of Canada's *Criminal Code*, a driver cannot operate a motor vehicle in a manner that is dangerous to the public. Fatigued driving poses a serious risk to the driver and to the motoring public. In order to ensure a bus driver does not operate a vehicle in a state of fatigue, the school division must follow the requirements set out in the Alberta provincial *Drivers' Hours of Service Regulation* (AR 317/2002). This regulation applies to all motor carriers operating solely within Alberta under a "Provincial" Operating Status as noted on the Safety Fitness Certificate.

Provincial hours of service regulations define the *maximum driving* limits and *minimum off-duty* requirements for commercial drivers operating within Alberta. These limits were created to prevent dangerous fatigue-related accidents.

The school division must ensure that activity bus drivers maintain accurate records of their duty status times for each calendar day in which they are an authorized driver. These times must be recorded on a log sheet or on a radius record (if exemption applies).

These records must be kept on file in the Transportation Coordinator at The Education Center so that the school division may ensure a bus driver does not exceed the specified hour limitations.

Driver Duty Status

The duties performed by a bus driver can be classified into 4 categories, one of which is not applicable to Lethbridge School Division's school activity bus drivers:

1. Off-duty time
2. Sleeper Berth time (not applicable to our activity bus drivers)
3. Driving time
4. On-duty time, other than driving time

Work shift Limits

13-Hour Driving Time Rule

According to Section 6(1) of the provincial *Drivers' Hours of Service Regulation* (AR 317/2002), a driver shall not drive a commercial vehicle after the driver has already driven 13 hours in a work shift. The driver must take at least 8 consecutive hours off-duty in order to be eligible to drive the activity bus again.

15-Hour On-duty Rule

According to Section 6(2) of the provincial regulations, a driver may not drive a commercial vehicle after the driver has been on duty for 15 or more hours. (This would

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include both driving time and on duty time, other than driving time.) The driver may drive again after they have taken at least 8 consecutive hours off-duty.

8 Consecutive Hours of Rest Rule

According to Section 5 of the provincial regulations, a driver must have at least 8 consecutive hours of off-duty time immediately before they start their next work shift.

Time Breaks

According to Section 7 of the provincial regulations, a driver may continuously drive an activity bus:

- For a period of up to 4 consecutive hours if, at the conclusion of driving for that period of time, the driver takes at least 10 consecutive minutes off-duty or of non-driving time; **OR**
- For a period of up to 6 consecutive hours if, at the conclusion of driving for that period of time, the driver takes at least 30 consecutive minutes off-duty or of non-driving time.

Emergency Conditions Exemption

Section 6(4) of the provincial hours of service regulation specifies that the requirements in respect to driving time, on-duty time and off-duty time do not apply to a driver who, in an **emergency**, requires more driving time to reach a destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle. The driver **must** stop at the **first** place of safety.

Driver Logs

Once a driver has received his/her authorized driver letter from the Associate Superintendent Business Affairs, s/he is required to track his/her duty status for **each calendar day** within the specified time period noted on the letter.

160 KM Radius Driver's Time Record – 160 Kilometre Radius Exemption

An activity bus driver would complete a *160 km Radius Driver's Time Record* if **all** of the following conditions are met:

- The driver operates within a 160 km radius of the home terminal (school address),
- The driver's work shift does not exceed 15 hours (combined driving and on-duty but not driving), and
- The driver starts and ends the work shift at the home terminal (school address).

See *Appendix H – 160 km Radius Driver's Time Record*

160 km Radius Driver's Time Records must be forwarded to the Transportation Coordinator at The Education Center within 20 days of completion. These records must be in chronological order by month, by each driver.

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Driver's Log Sheet (> 160 km or Overnight trip)

If the conditions are not met for a 160 km radius exemption, i.e. bus trip is >160 km or if the bus trip necessitates an overnight stay, the driver is required to complete a *Driver's Log Sheet* which contains the graph grid. See *Appendix I*.

The graph grid has to be completed in the prescribed manner:

- A continuous line is drawn between the appropriate markers for each 24-hour period in the grid to record the period of time when the driver is:
 - Off duty
 - Off duty in the sleeper berth (not applicable to our school activity bus drivers)
 - Driving
 - On-duty, not driving
- Record the name of the city, town or village or location on a highway, and the name of the province where each change of duty occurs;
- Record the name of the city, town or village or location on a highway, and the name of the province where fuel was obtained and the quantity of fuel obtained;
- Updated at the end of each change in duty status;
- At the end of each day the total number of hours in each duty status shall be entered in the space to the right of each graph grid below the phrase "total hours" and shall add up to 24 hours.

A driver must indicate the city, village or town and province reference at **each** duty status change. While the province reference may be abbreviated, **names of cities, villages and towns must be written out in full.**

A driver must sign the *Driver's Log Sheet*, certifying that the information provided is true and accurate.

Driver's Log Sheets must be forwarded to the Transportation Coordinator at The Education Center within 20 days of completion. These records must be sent in chronological order by driver.

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CARGO SECUREMENT

According the *Vehicle Equipment Regulation* (AR 122/2009) regarding the transportation of goods, a bus shall not be operated unless the luggage, cargo, good, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.

A driver cannot use any vehicle including a bus to transport goods unless;

1. The vehicle is constructed to carry the goods, and
2. There is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

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COMPLIANCE AUDITS

Alberta Transportation developed an audit protocol called "Assessment of Regulatory Compliance" (ARC) that meets the National Safety Code (NSC) Standard #15. The objective of the ARC is to collect and evaluate information on a motor carrier's compliance to their transportation regulatory requirements.

Alberta's NSC Audit consists of four compliance areas:

1. Carrier Safety
2. Driver Profile
3. Driver Hours of Service
4. Vehicle Maintenance

Following the completion of the audit, the motor carrier (school division) is provided a copy of the full report. All regulatory deficiencies identified in the audit must be corrected forthwith. After a reasonable time period in which to correct the deficiencies, Alberta Transportation will follow up with the carrier to ensure 100% compliance with legislation.

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WHAT DOCUMENTATION SHOULD BE IN THE ACTIVITY BUS?

DRIVER'S CHECKLIST ✓

- ☐ **Pre-Trip Inspection Report** is completed & signed by the person who did the inspection and this report is in the bus
- ☐ **Driver's Log Sheet or 160 km Radius Driver's Time Record** is in the bus and the driver's **two previous days' driver's log sheets /160 km driver's time records**
- ☐ **Authorized Driver Letter** signed by the Associate Superintendent, Business Affairs is in the bus
- ☐ **Pink insurance card** is in the bus
- ☐ Valid **Commercial Vehicle Inspection Certificate** is in the bus
- ☐ Copy of **Schedule 2 of the NSC Standard 13** is in the bus
- ☐ **Safety Fitness Certificate** (Provincial Operating status) is in the bus
- ☐ **All Field Trip permission documentation** is in the bus
- ☐ **All Fuel and accommodation receipts** for that trip are in the bus
- ☐ **Valid Driver's License** (Class 2, 4 or 5 - carried by the driver)
- ☐ ***Unlock the back door of the bus** just prior to the students boarding

When there are students on the bus, the back door **must be unlocked in case of emergency. Emergency personnel must be able to access the bus from the outside.*

AFTER THE TRIP CHECKLIST

- ☐ Driver has completed in full, the *160 km Radius Driver's Time Record* or *Driver's Log Sheet* for the trip and has submitted the documentation to the school office staff
- ☐ Driver has submitted fuel receipts, and any other field trip documentation to the school office staff
- ☐ Driver has noted any defects regarding the activity bus on the *Pre-trip Inspection Report*, and has signed and submitted the inspection report to the school office staff

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PERTINENT TRANSPORTATION LEGISLATION & USEFUL WEBSITES

Vehicle Equipment Regulation, AR 122/2009
Operator Licensing and Vehicle Control Regulation, AR 320/2002
Vehicle Inspection Regulation, AR 211/2006
Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002
Commercial Vehicle Safety Regulation, AR 317/2009
Drivers' Hours of Service Regulation, AR 317/2002

Ministry of Transportation Website:
<http://www.transportation.alberta.ca/index.htm>

Commercial Vehicle Safety Compliance in Alberta – Education Manual:
<http://www.transportation.alberta.ca/Content/docType276/Production/Edmanual.pdf>

APPENDICES



APPENDIX A

Authorized Driver Letter

September 3, 2020

Ms. Jane Smith is an authorized driver for Lethbridge School Division for the following time period:

04/09/2020 – 30/06/2021

Christine Lee, Associate Superintendent
Business Affairs

Date

NOTE: Ms. Jane Smith, you are required to keep a record of your duty status for each calendar day within the above time period, using either a 160 km radius Driver's Time Record or a Driver's Daily Log Sheet, whichever is applicable



APPENDIX B

Un-Authorized Driver Letter

June 27, 2020

Mr. James Smith has been un-authorized as a driver for Lethbridge School Division as of:

07/01/2020

Christine Lee, Associate Superintendent
Business Affairs

Date

APPENDIX C

EMPLOYEE BUS DRIVER APPLICATION FORM

Name of Applicant: _____



Lethbridge School Division
433 – 15 Street South
Lethbridge, AB T1J 2Z5
403-380-5300
www.lethsd.ab.ca

Please forward application to Transportation Coordinator, Cheryl Shimbashi

APPENDIX C



Lethbridge School Division
433 - 15 Street South
Lethbridge, AB T1J 2Z5
403-380-5303 (phone) 403-320-9117(fax)
lethsd.ab.ca

BUS DRIVER APPLICATION



NAME: _____
Surname Middle Name First Name

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

SCHOOL DRIVING FOR: _____

EMPLOYMENT HISTORY (last 3 yrs):

a. _____	Dates: _____
b. _____	Dates: _____
c. _____	Dates: _____
d. _____	Dates: _____

As a yellow or white bus driver for Lethbridge School Division, I acknowledge that :

1. prior to becoming a school bus driver, I must attach a **Commercial Driver's Abstract** request this form for the sole purpose of applying to become an activity bus driver for Lethbridge School Division. I understand this applies to all drivers whether or not I am a volunteer, full or part time employee of Lethbridge School Division;
2. I must be in possession of a Class 2 (a bus with a seating capacity exceeding 24 including the operator) or a Class 4 Driver's (a bus with a seating capacity of not more than 24 excluding the operator) License prior to driving a yellow or white commercial bus for Lethbridge School Division;
3. while driving an activity bus, I will have all applicable legislated bus driver documentation in the bus with me at all times while driving;
4. I will submit all required **original** documents in accordance with Alberta Regulation (AR) 314/2002 (Maintenance Form for Activity Buses) to the Transportation Coordinator, Cheryl Shimbashi at the end of each month.
5. I will submit my personal Driver's Log (Daily and Over 160 km) and Pre-trip Inspections to the school at the end of every month, for forwarding to the School Board Transportation Coordinator, as required by Law. This includes Lethbridge School Division employees and Volunteer drivers; and
6. I have attached my original *Police Record Check* and *Child Intervention Check (Southwest Child and Family Services, main floor of the Bay Mall)* forms as directed by Lethbridge School Division.

SIGNATURE: _____ DATE: _____

APPENDIX C

Driver Records (Excerpt from Alberta Regulation 314/2002)

41(1) The Registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must maintain, for each of that owner's drivers, a driver record file containing the following information:

- a. the driver's completed application form for employment with the registered owner;
- b. a copy of the driver's commercial abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- c. the driver's employment history for the 3 years immediately preceeding the time the driver started working for the carrier;
- d. a record of all collisions involving a (any) motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- e. a copy of a current driver's license; criminal record check and child intervention check

APPENDIX D

VOLUNTEER BUS DRIVER APPLICATION FORM

Name of Applicant: _____



Lethbridge
SCHOOL DIVISION

Lethbridge School Division
433 – 15 Street South
Lethbridge, AB T1J 2Z5
403-380-5300
www.lethsd.ab.ca

Please forward application to Transportation Coordinator, Cheryl Shimbashi

APPENDIX D



Lethbridge School Division
433 - 15 Street South
Lethbridge, AB T1J 2Z5
403-380-5303 (phone) 403-320-9117(fax)

BUS DRIVER APPLICATION



NAME: _____
Surname Middle Name First Name

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

SCHOOL DRIVING FOR: _____

EMPLOYMENT HISTORY (last 3 yrs):

a. _____	Dates: _____
b. _____	Dates: _____
c. _____	Dates: _____
d. _____	Dates: _____

As a yellow or white bus driver for Lethbridge School Division, I acknowledge that :

1. prior to becoming a school bus driver, I must attach a **Commercial Driver's Abstract** request this form for the sole purpose of applying to become an activity bus driver for Lethbridge School Division. I understand this applies to all drivers whether or not I am a volunteer, full or part time employee of Lethbridge School Division;
2. I must be in possession of a Class 2 (a bus with a seating capacity exceeding 24 including the operator) or a Class 4 Driver's (a bus that has a seating capacity of not more than 24 excluding the operator) License prior to driving a yellow or white commercial bus for Lethbridge School Division;
3. while driving an activity bus, I will have all applicable legislated bus driver documentation in the bus with me at all times while driving;
4. I will submit all required **original** documents in accordance with Alberta Regulation (AR) 314/2002 (Maintenance Form for Activity Buses) to the Transportation Coordinator, Cheryl Shimbashi at the end of each month.
5. I will submit my personal Driver's Log (Daily and Over 160 km) and Pre-trip Inspections to the school at the end of every month, for forwarding to the School Board Transportation Coordinator, as required by Law. This includes Lethbridge School Division employees and Volunteer drivers; and
6. I have attached my original *Police Record Check* and *Child Intervention Check (Southwest Child and Family Services, main floor of the Bay Mall)* forms as directed by Lethbridge School Division.

SIGNATURE: _____ DATE: _____

APPENDIX D

Driver Records (Excerpt from Alberta Regulation 314/2002)

41(1) The Registered owner of every commercial vehicle who is required to operate the vehicle under the authority of a safety fitness certificate must maintain, for each of that owner's drivers, a driver record file containing the following information:

- a. the driver's completed application form for employment with the registered owner;
- b. a copy of the driver's commercial abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- c. the driver's employment history for the 3 years immediately preceeding the time the driver started working for the carrier;
- d. a record of all collisions involving a (any) motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- e. a copy of a current driver's license; criminal record check and child intervention check

In accordance with s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Height
- Class
- Licence Number
- Expiration Date
- Address
- Weight
- Issue Date
- Current Demerit Points
- Reinstatement conditions (if any)
- Date of Birth
- Sex
- MVID Number
- Suspended Status
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.

PART 1

I, JANE SMITH of 1234-5 STREET S, ANY TOWN, AB T0K 0B0,
Full Name Full Address

declare that my Driver's Licence Number is: 12345-67, my Date of Birth is: JANUARY 1, 1972,
month by name, day, year

and I give consent for my: ☐ 3 Year, ☐ 5 Year, ☐ 10 Year Driver Abstract (SDA),
☐ 3 Year, ☒ 5 Year, ☐ 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to LETHBRIDGE SCHOOL DIVISION of 433-15 STREET S, LETHBRIDGE, AB T1J 2Z4,
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the *Alberta Motor Vehicle Information Regulation* (AMVIR) (choose one of the following subsections):

☐ 5(1)(a) driver's abstract released to a person known by myself

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.
NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

☒ 5(1)(b)(iii) driver's abstract released to my employer or prospective employer

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

☐ 5(1)(b)(v) driver's abstract released to a lawyer representing me

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

April 29, 2020 Jane Smith
Date Signature

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, _____ of _____,
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to _____
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

Date Signature of Employer or Lawyer



APPENDIX F

Lethbridge School Division Commercial Bus Daily Trip Inspection

PHYSICAL LOCATION OF INSPECTION (SCHOOL NAME & ADDRESS) CHINOOK HIGH SCHOOL, 259 Britannia Blvd. W, Lethbridge, AB T1J 4A3

LICENSE #:

ODOMETER READING:

DATE & TIME OF INSPECTION:

INSPECT ALL OF THE ITEMS LISTED BELOW AND IDENTIFY ALL SERVICABLE ITEMS WITH A CHECK ☒ MARK.
WITH AN "X", IDENTIFY THE DEFECTIVE ITEMS AND DESCRIBE IN THE "REMARKS" SECTION

ENGINE COMPARTMENT

- ☐ General Appearance
- ☐ Fluid Leaks Under Vehicle Oil / Fuel / Coolant
- ☐ Engine Oil
- ☐ Transmission Oil
- ☐ Coolant Level
- ☐ Fan Blades and Belts Condition / Tension
- ☐ Brake Fluid Level
- ☐ Power Steering
- ☐ Hoses and Wires Mounts / Connections
- ☐ Windshield Washer Fluid Level
- ☐ Hood Supports, Mounts and Braces
- ☐ Battery Compartment

START-UP CHECK

- ☐ Pre-Start-Up Service Brake Booster
- ☐ Pre-Ignition - On Position Gauges Functioning
- ☐ Start-Up Gauges Functioning
- ☐ Oil Pressure Warning Light
- ☐ Service Brake Warning Light
- ☐ Parking Brake Light
- ☐ Alternator Warning Light
- ☐ Ammeter / Voltmeter
- ☐ Water Temperature Gauge
- ☐ Fuel Gauge Fuel Level / Fuel Envelope
- ☐ Vehicle Insurance/Registration/Operating Authority
- ☐ Inspection Certificate & Schedule 2

PRE ON-ROAD CHECKS

- ☐ Parking Brake Tug-Test Forward
- ☐ Service Brake Low Speed Response
- ☐ Steering Play / Response

EXTERIOR CHECK

- ☐ Windshield / Windows / Mirrors
- ☐ Licence Plates Front / Back
- ☐ Fuel Tank Securements
- ☐ Emergency Door Operation Buzzer
- ☐ Exhaust - Tailpipe
- ☐ Tires, Wheels and Lug Nuts
- ☐ Under the Bus - Exhaust System / Drive Line / Hub / Axle Leaks / Securements / Shocks / Springs / U-Bolts / Brake Lines / Damage
- ☐ General Appearance Cleanliness / Reflectors
- ☐ Luggage Compartments

EXTERIOR LIGHTS CHECK

- ☐ Turn Signals Left/Right / Dash Indicator
- ☐ Headlights Low / High / Dash Indicator / Day Time Running Lights/
- ☐ Hazards Exterior / Dash Indicator
- ☐ Tail Lights Licence Plate Light
- ☐ Brake Lights
- ☐ Back-Up Lights / Alarm
- ☐ Clearance Lights and Side Markers
- ☐ Strobe Lamp - If Equipped

INTERIOR CHECK

- ☐ Driver Seat and Adjustment
- ☐ Seat Belt & Shoulder Harness
- ☐ Passenger Seats Bottoms / Backs / Securement
- ☐ Floors Heater Leaks / Housekeeping
- ☐ Emergency Equipment First Aid Kit / Fire Extinguisher / Reflectors
- ☐ Horn
- ☐ Child Check System (If equipped)
- ☐ Heaters / Defrosters / Dash Fan
- ☐ Windshield Wipers High / Low / Washer / Intermittent Control Driver / Passenger
- ☐ Interior Lights
- ☐ Stepwell Lights
- ☐ Emergency Doors / Emergency Windows / Hatch
- ☐ Front Door Operation

WHEELCHAIR LIFT & EQUIPMENT (If applicable)

- ☐ W/C Lift Operation
- ☐ Lift Door Warning Device
- ☐ W/C Lift Platform Pivots & Bushings / Hinges / Latches / Pins / Condition
- ☐ W/C Lift Hydraulic System for Leaks
- ☐ Check Retractors / Number of Retractors
- ☐ Ensure Webbing not Frayed / Damaged
- ☐ Check Shoulder Belt Anchors
- ☐ Check Lap / Shoulder Belt not Frayed / Damaged
- ☐ All Belts are Clean
- ☐ Check Buckles for Damage
- ☐ Check Floor Anchors
- ☐ Check all Parts not Worn / Broken or Cracked

EXTERIOR CHECK

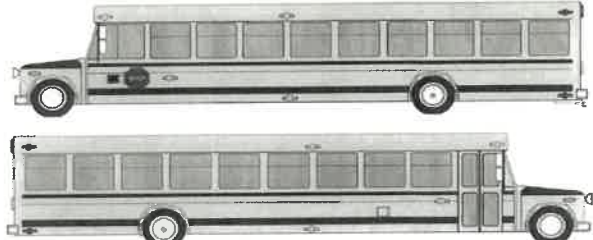
- ☐ Body Damage

Indicate body damage using diagrams below



LEFT

RIGHT



DRIVER'S REMARKS:

(Provide details of defects)

I HAVE (Check ☒ the appropriate statements)

- ☐ Completed a trip inspection and detected no defect or deficiency in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown
- ☐ Completed a vehicle damage inspection
- ☐ In my possession a valid driver's licence for the operation of the vehicle above
- ☐ Detected the defects as described in the DRIVER'S REMARKS AREA AND INFORMED MY TRANSPORTATION COORDINATOR OF ANY REPAIR OR SERVICE AS REQUIRED.

DATE:

INSPECTOR (PRINT):

INSPECTOR'S SIGNATURE:

The vehicle identified on this report has been inspected in accordance with NSC Standard 13, Schedule 2 requirements. No person shall drive a commercial vehicle on a highway unless in possession of a Daily Trip Inspection Report. A Daily Trip Inspection Report is valid for 24 hours and must be produced to a Peace Officer upon demand. Driver shall forward the original of each inspection report to the Transportation Coordinator at Lethbridge School District No. 51 within 20 calendar days of the completion of the report.

Carrier's Name and Address: Lethbridge School District No. 51 433 - 15 Street South, Lethbridge, AB T1J 2Z5

Schedule 2 – Bus

Application:

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

1. Accessibility Devices	
Defect(s) <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> • Alarm fails to operate. • Equipment malfunctions. • Interlock system malfunctions. 	Major Defect(s) <ul style="list-style-type: none"> • Vehicle fails to return to normal level after "kneeling." • Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
Defect(s) <ul style="list-style-type: none"> • Audible air leak. • Slow air pressure build-up rate. 	Major Defect(s) <ul style="list-style-type: none"> • Pushrod stroke of any brake exceeds the adjustment limit. • Air loss rate exceeds prescribed limit. • Inoperative towing vehicle (tractor) protection system. • Low air warning system fails or system is activated. • Inoperative service, parking or emergency brake.
3. Cargo Securement	
Defect(s) <ul style="list-style-type: none"> • Insecure or improper load covering (e.g. <u>wrong type or flapping in the wind</u>). 	Major Defect(s) <ul style="list-style-type: none"> • Insecure cargo. • Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s) <ul style="list-style-type: none"> • Coupler or mounting has loose or missing fastener. 	Major Defect(s) <ul style="list-style-type: none"> • Coupler is insecure or movement exceeds prescribed limit. • Coupling or locking mechanism is damaged or fails to lock. • Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s) <ul style="list-style-type: none"> • Dangerous goods requirements not met.
6. Doors and Emergency Exits	
Defect(s) <ul style="list-style-type: none"> • Door, window or hatch fails to open or close securely. • Alarm inoperative. 	Major Defect(s) (Passengers may not be carried¹.) <ul style="list-style-type: none"> • Required emergency exit fails to function as intended. <p>¹ vehicle may be moved when no passenger carried.</p>
7. Driver Controls	
Defect(s) <ul style="list-style-type: none"> • Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	Major Defect(s) (Passengers may not be carried².) <ul style="list-style-type: none"> • Accelerator sticking and engine fails to return to idle. <p>² vehicle may be moved when no passenger carried.</p>

8. Driver Seat	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Seat is damaged or fails to remain in set position. 	<ul style="list-style-type: none"> • Seatbelt or tether belt is insecure, missing or malfunctions.
9. Electric Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Loose or insecure wiring or electrical connection. 	<ul style="list-style-type: none"> • Inoperative breakaway device. • Inoperative brake.
10. Emergency Equipment & Safety Devices	
Defect(s)	
<ul style="list-style-type: none"> • Emergency equipment is missing, damaged or defective. 	
11. Exhaust System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Exhaust leak. 	<ul style="list-style-type: none"> • Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Insecure or missing body parts. • Insecure or missing compartment door. • Damaged frame or body. 	<ul style="list-style-type: none"> • Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	Major Defect(s)
	<ul style="list-style-type: none"> • Missing fuel tank cap¹. • Insecure fuel tank. • Dripping fuel leak.
	¹ vehicle may be moved when no passenger carried.
14. General	
	Major Defect(s)
	<ul style="list-style-type: none"> • Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
15. Glass and Mirrors	
Defect(s)	Major Defect(s) (Passengers may not be carried. ²)
<ul style="list-style-type: none"> • Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. • Required mirror or glass has broken or damaged attachments onto vehicle body. 	Driver's view of the road is obstructed in the area swept by the windshield wipers.
	² vehicle may be moved when no passenger carried.
16. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Control or system failure. 	<ul style="list-style-type: none"> • Defroster fails to provide unobstructed view through the windshield.

17. Horn	
Defect(s)	
<ul style="list-style-type: none"> • Vehicle has no operative horn. 	
18. Hydraulic Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Brake fluid level is below indicated minimum level. 	<ul style="list-style-type: none"> • <u>Parking brake is inoperative.</u> • Brake boost or power assist is inoperative. • Brake fluid leak. • Brake pedal fade or insufficient brake pedal reserve. • Activated (other than ABS) warning device. • Brake fluid reservoir is less than ¼ full.
19. Lamps and Reflectors	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • <u>Required lamp</u> does not function as intended. • Required reflector is missing or partially missing. • Passenger safety or access lamp does not function. 	<p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> • Failure of both low-beam headlamps. • Failure of both rearmost tail lamps. <p><i>At all times:</i></p> <ul style="list-style-type: none"> • Failure of a rearmost turn-indicator lamp. • Failure of both rearmost brake lamps.
20. Passenger Compartment	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Stanchion padding is damaged. • Damaged steps or floor. • Insecure or damaged overhead luggage rack or compartment. • Malfunction or absence of required passenger or mobility device restraints. • Passenger seat is insecure. 	<p><i>When affected position is occupied:</i></p> <ul style="list-style-type: none"> • Malfunction or absence of required passenger or mobility device restraints. • Passenger seat is insecure.
21. Steering	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Steering wheel lash (free-play) is greater than normal. 	<ul style="list-style-type: none"> • Steering wheel is insecure, or does not respond normally. • <u>Steering wheel lash (free-play) exceeds required limit.</u>
22. Suspension System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Air leak in air suspension system. • Broken spring leaf. • Suspension fastener is loose, missing or broken. 	<ul style="list-style-type: none"> • Damaged¹ or deflated air bag. • Cracked or broken main spring leaf or more than one broken spring leaf. • Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. • Loose U-bolt.
	¹ <u>patched, cut, bruised, cracked to braid, mounted insecurely.</u>

23. Tires	
Defect(s) <ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>). 	Major Defect(s) <ul style="list-style-type: none"> • Flat tire. • Tire tread depth is less than wear limit. • Tire is in contact with another tire or any vehicle component other than mud-flap. • Tire is marked "Not for highway use". • Tire has exposed cords in the tread or outer side wall area.
24. Wheels, Hubs and Fasteners	
Defect(s) <ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	Major Defect(s) <ul style="list-style-type: none"> • Wheel has loose, missing or ineffective fastener. • Damaged, cracked or broken wheel, rim or attaching part. • Evidence of imminent wheel, hub or bearing failure.
25. Windshield Wiper/Washer	
Defect(s) <ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear driver's field of vision. 	Major Defect(s) <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"> • Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.



APPENDIX G

PRE-TRIP INSPECTION DEFECT REPORT

Vehicle Description: _____

Odometer reading: _____

Name of person identifying defect(s): _____

Signature of person identifying defect(s): _____

Provide details of defect(s):

Certification of Repairs Completed:

☐ I certify all defects have been repaired

Or

☐ I certify repairs(s) were unnecessary

Description of repairs completed:

Name of Certifier
(Print Name)

Signature of Certifier



Carrier: Lethbridge School Division
433 - 15 Street South
Lethbridge, Alberta
T1J 2Z5

School:

APPENDIX H

Under 160 km Radius
Driver's Time Record

Driver's Full Name (Print): _____

Month / Year: _____ / _____

Date	Start Time	End Time	Total Hours On Duty	Description (i.e. field trip, teaching)	License Plate #
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____
16	_____	_____	_____	_____	_____
17	_____	_____	_____	_____	_____
18	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____
21	_____	_____	_____	_____	_____
22	_____	_____	_____	_____	_____
23	_____	_____	_____	_____	_____
24	_____	_____	_____	_____	_____
25	_____	_____	_____	_____	_____
26	_____	_____	_____	_____	_____
27	_____	_____	_____	_____	_____
28	_____	_____	_____	_____	_____
29	_____	_____	_____	_____	_____
30	_____	_____	_____	_____	_____
31	_____	_____	_____	_____	_____

NOTES: According to the *National Safety Code, Driver's Hours of Service Regulation AR317/2002*, all drivers are to record the start and end times of their work (complete the Time Record). All fields are required to be completed. This log is driver specific and must be carried by the driver even if different vehicles are driven throughout the day. This record must be completed for all trips within the radius exemption of 160 km (i.e. Cgy/Edm. A DAILY LOG page, good for 24 hours only, must be completed for all trips outside the 160 km radius (i.e. Lethbridge)

Submit this Time Record to: Michelle Loxton, Transportation Coordinator at Lethbridge School District Education Centre
2 days after completion.

Driver's Signature: _____

Alberta's Provincial Drivers Hours of Service

School: _____

What is required on a Daily Drivers Log?

COMMERCIAL BUS DRIVER DAILY LOG - Over 160 km Radius

Carrier: Lethbridge School District No. 51

433 – 15 Street South, Lethbridge, AB T1J 2Z5

Date: _____

License Plate#: _____

Odometer-Start: _____

Odometer-Finish: _____

Total Driving Distance Today: _____ km

Hour at which day begins = midnight

	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
Off-duty time other than in sleeper berth																										
Off-duty time in sleeper berth																										
Driving time																										
On-duty time other than driving time																										

Note: This log must be completed for every 24 hour period that the driver goes outside the 160 km radius (i.e. Calgary, Edmonton, Red Deer, etc) and attached to the Daily Time Record. i.e. If you drive to Calgary, Medicine Hat etc. and you stay overnight, then a Daily Log must be completed for each of the two days you are away. Once back in Lethbridge, continue with the Daily Time Record.

Printed Name of Driver

Signature of Driver (Certified True and Correct)