



**Lethbridge**  
**SCHOOL DIVISION**

**LETHBRIDGE SCHOOL DIVISION  
SAFETY AND MAINTENANCE  
PROGRAM FOR DIVISION-OWNED  
BUSES**

---

Updated May 2020

---

## **PREAMBLE**

This handbook has been created as a guide to all persons involved in the student transportation services as provided by Lethbridge School Division school owned buses/vans. It establishes and describes the procedures to be employed when dealing with events affecting the transportation of students.

The information and procedures contained in this handbook are maintained and updated by the Transportation Coordinator based on the direction of Alberta Transportation and the National Safety Code (NSC). It is intended to function as a guide to bus/van drivers, school administrators, and users of the student transportation system.



**Carrier Name:**

**Lethbridge School Division**

**Safety Program  
For Provincially Regulated  
Commercial Transportation  
(School Owned Activity Buses)**

Updated by: Cheryl Shimbashi, Transportation Coordinator



# TABLE OF CONTENTS

<b>MODULE 1 – STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES.....</b>	<b>5</b>
AUTHORIZED DRIVERS.....	5
DESIGNATION OF SAFETY OFFICERS.....	5
<b>MODULE 2 – SAFE USE AND PROCESS OF NATIONAL SAFETY CODE VEHICLES.....</b>	<b>6</b>
SPEED LIMITS.....	6
DISTRACTED DRIVING.....	6
SEAT BELT USE.....	6
DRUG AND ALCOHOL USE.....	6
DEFENSIVE DRIVING.....	6
CARGO SECUREMENT.....	6
FUELING.....	7
COLLISIONS.....	7
LOADING AND UNLOADING STUDENTS.....	8
RAILWAY CROSSINGS.....	9
FOLLOWING DISTANCE.....	9
DANGER ZONE.....	9
EVACUATION PROCEDURES.....	10
<b>MODULE 3 – PROPER RECORDED COMPLETION.....</b>	<b>11</b>
HOURS OF SERVICE.....	11
DAILY LOG COMPLETION FOR PROVINCIAL CARRIERS.....	11
<b>MODULE 4 – COMPLIANCE WITH THE LAW.....</b>	<b>13</b>
SAFETY LAWS.....	13
<b>MODULE 5 – USE OF SAFETY EQUIPMENT.....</b>	<b>14</b>
USE OF WARNING DEVICES.....	14
USE OF FIRE EXTINGUISHER.....	14
<b>MODULE 6 – DRIVER CONDUCT AND DISCIPLINE.....</b>	<b>16</b>
CONDUCT.....	16
DISCIPLINARY PROCEDURES (STEPS).....	16
<b>MODULE 7 – EVALUATING DRIVER SKILLS.....</b>	<b>17</b>
EVALUATION DRIVING SKILLS.....	17
DRIVER EVALUATION FORM.....	18
<b>MODULE 8 – DRIVER RECORDS AND RECORD RETENTION.....</b>	<b>19</b>
DRIVER RECORDS.....	19
DRIVER RECORD RETENTION.....	19

<b>MODULE 9 – DRIVER QUALIFICATIONS.....</b>	<b>20</b>
DRIVER QUALIFICATION.....	20
<b>MODULE 10 – VEHICLE CONDITION.....</b>	<b>21</b>
VEHICLE CONDITION.....	21
<b>MODULE 11 – EMPLOYEE TRAINING.....</b>	<b>22</b>
TRAINING.....	22
ORIENTATION.....	22
ONGOING TRAINING.....	23
<b>MODULE 12 – MONITORING OF COMPLIANCE BY MOTOR CARRIERS.....</b>	<b>24</b>
<b>MODULE 13 – MAINTENANCE PROGRAM FOR BUSES.....</b>	<b>25</b>
VEHICLE MAINTENANCE.....	26
MAINTENANCE FORM (SCHEDULE 2).....	28
DAILY TRIP INSPECTIONS.....	29
SCHEDULE 2 – BUS.....	31
<b>MODULE 14 – BUS TRIP INSPECTION REPORT.....</b>	<b>35</b>
<b>MODULE 15 – RECORD KEEPING.....</b>	<b>36</b>

# MODULE 1 – STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

## Authorized Drivers

All staff authorized by company management and/or the safety officer to operate company vehicles are required to comply with the safety program policies and procedures, such as:

- part-time or occasional drivers;
- company mechanics who test drive or drive part-time;
- safety staff who train drivers;
- managers/owners who drive;
- lease operators who have their vehicles registered to the company;
- anyone else authorized to operate a company vehicle.

## Designation of Safety Officer

The person responsible for maintaining an implementing this safety program and ensuring compliance with safety laws is Cheryl Shimbashi, Transportation Coordinator.

### I. Primary Function

The Transportation Coordinator ensures that safety training etc. is being given to bus drivers via the Student Transportation Services Contractor. The contractor will provide the following:

### II. Responsibilities

- Safety training and orientation programs.
  - Program will address safety laws and their application (e.g. orientation, logbooks, load securement, weights and dimensions, fuelling, loading and unloading, railway crossings, evacuation procedures, etc.
  - Drivers will be subjected to an annual road and knowledge test.
- Meeting all transport related legislative requirements.
- Holding safety meetings with specified attendance requirements.
- Review driver's violations and incidents (collisions and near-hits).
- Ensure driver files are complete and maintained with up-to-date information.
- Update of this safety plan when required but reviewed at least annually.
- Conduct safety exercises.
- Instruct all required staff in appropriate use of applicable safety equipment.
- Review all applicable legislation that may affect the District and monitor effects of any amendments to this legislation.
- Written and practical review of driver performance as required.

## MODULE 2 – SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

### Speed Limits

Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

### Distracted Driving

Drivers shall obey the Distracted Driving Regulation of Alberta 113/2011

### Seat Belt Use

Anyone, while operating company vehicles must use their seat belt(s) (it's the law) at all times.

### Drug and Alcohol Use

Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

### Defensive Driving

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

**Note:** For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

### Cargo Security

An employee or driver will not 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.

A person shall not operate the vehicle unless transporting goods unless the equipment is properly used to secure the goods. The equipment may be permanently or temporarily attached to the vehicle for the purpose of transporting the goods.

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

- the place provided for carrying luggage, cargo, goods, equipment or tools under must not interfere with free access to the exits of the bus;
- be constructed so as to prevent the luggage, cargo, goods, equipment or tools from falling on or against a passenger;
- in the case of passenger luggage, protect the luggage from dust and moisture.

A school owned activity bus when used for a purpose specified under Section 19 of the Commercial Vehicle Safety Regulation (AR 121/2009) shall not transport any of the following:

- animals,
- firearms,
- explosives,
- combustible materials or substances, or
- anything of a dangerous or objectionable nature or anything that may endanger the lives or safety of the persons in the bus

If applicable the carrier and driver must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle.

### Fueling

One very important thing to remember: **NEVER FUEL THE BUS/VAN WITH PASSENGERS ON BOARD.**

Before fueling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fueling.

The driver of a school bus used for a purpose specified under Section 19 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) shall not allow any person other than the driver, in the bus when it is being fueled.

### Collisions

Drivers shall report (using the Automobile Accident Form) any and all collisions involving the school division's buses to the school's designated person of authority who shall, in turn, report same to the Transportation Coordinator at Lethbridge School Division. Drivers shall immediately report collisions to the police, as required. (Traffic Safety Act, Section 69 (4) and 71(1). AR320/2002 Section 147). The Transportation Coordinator shall notify the division's insurer. In collaboration with the insurer, Transportation Coordinator and the school's designated person of authority will arrange for the immediate repair/replacement of all bus defects which originated from the collision. All subsequent paperwork shall be

filed with the Transportation Coordinator at Lethbridge School Division, in the appropriate Vehicle File, in keeping with the transportation regulation.

### **Loading and Unloading Students**

School bus collision data shows that passengers are more likely to be killed or injured during the loading/unloading process than during the actual bus ride. This is the time of greatest danger, not only to students but also for others on the roadway.

School bus drivers should observe the following procedures:

1. Be on time.
2. Report all unsafe stopping points.
3. Understand the law regarding the use of alternately flashing lights. The driver must activate the alternately flashing lights when loading or unloading passengers except when operating on a roadway where a bylaw prohibits their use. The drivers of vehicles approaching a stopped school bus which is displaying alternately flashing red lights must stop from either direction on an undivided highway and behind you on a divided highway.
4. For buses equipped with the eight light system, the alternately flashing amber lights should be activated as the driver begins to slow for a stop. Activate the alternately flashing red lights when the bus stops completely.
5. Before loading or unloading, ensure that the transmission is in neutral, the park brake is applied and firm pressure is maintained on the brake pedal.
6. The Alberta Student Transportation Advisory Committee recommends drivers choose a location that allows students a safe footing and is at least one meter away from the waiting children.
7. Before moving off, check all mirrors including the cross-over mirror to ensure that no students are lingering near the bus.
8. Where possible, minimize traffic disruption by allowing vehicles to pass before the alternately flashing red lights are turned on and the loading or unloading process begins.
9. Students must not enter or exit the vehicle while it is moving.
10. It is against the law to back up the school bus in a school yard without guidance from a responsible person located outside at the rear of the bus.
11. Be sure that all students are seated while the bus is in motion.
12. Ensure a fire extinguisher is present, pressured up and secured.
13. Ensure warning devices are present and secured.
14. Never overload the bus.
15. Ensure that students follow your signal before exiting the bus or before moving to cross the road in front of the bus. Be certain to account for each student that comes off the bus.
16. Even though other drivers are obligated to stop, they don't always do that, so use constant mirror checks.
17. Stay alert – carelessness can kill.



## Railway Crossings

Railway crossings present a special hazard because any time is train time and a collision is likely to lead to disaster. Report any hazardous crossings to your supervisor and ask for guidance on how to handle the situation. Remember to ensure that no part of your bus is on the railway track whenever you stop in traffic. You are required by law to stop at a railway crossing unless it has a traffic control signal (lights) or a peace officer or flagman directs you to proceed.

The following procedure is recommended when stopping at a railway crossing:

1. There should be no undue noise from passengers.
2. If you are in the left lane of a multi-lane highway, signal and change to the far right hand lane well in advance of the crossing.
3. Check traffic behind and signal to stop well in advance.
4. Slow to a gradual stop not less than five meters or more than 15 meters from the nearest track.
5. Put the transmission in neutral, engage the parking brake and maintain firm pressure on the brake pedal.
6. Open the front door and the driver's window.
7. Look both ways and listen for an approaching train.
8. When you are sure it is safe to proceed:
  - Select an appropriate low gear.
  - Disengage the park brake.
  - Check left and right.
  - Close the window and doors.
  - Cross the tracks.
  - Do not shift gears until you are clear of the last track.

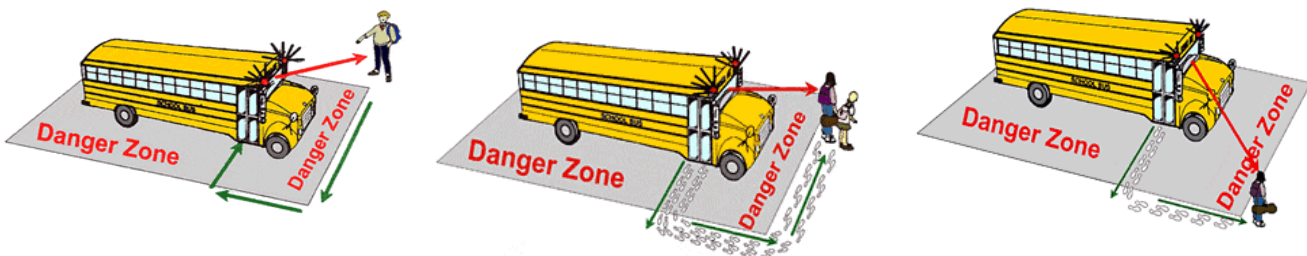
## Following Distance

School owned activity bus drivers should be looking well down the intended path of travel at least 12 to 15 seconds ahead. Due to the size and weight of a school bus, it requires a considerable distance to bring it to a full stop. Therefore, when you are following another vehicle, you should use the “four second” rule to establish a safe and acceptable following distance under ideal conditions. Under adverse road and weather conditions you should extend your following distance.

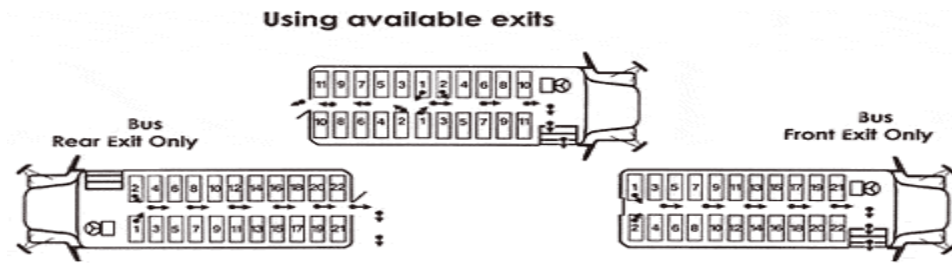
## Danger Zone

The danger zone is the area immediately around the outside of a bus where:

- The driver has poor or limited visibility;
- The student could get injured by being too close to the bus.



## Evacuation Procedures – Yellow Buses



There are three standard ways to evacuate a school bus although other methods can be used for extreme situations. Getting the passengers off the bus safely in the shortest possible time in an orderly fashion is the objective, regardless of which method is used. The three methods are (1) front exit, (2) rear exit, and (3) both front and rear exits simultaneously.

The following procedure is recommended:

- The preferred exit is the front door but the quickest method is using the front and rear door simultaneously. However, either the front or rear exits could expose your passengers to additional danger such as fire and traffic. In those cases only the safest exit should be used.
- Remain calm and speak loudly and clearly. Ask for an orderly evacuation and explain the exit(s) that will be used.
- Assign a responsible leader(s) to count the passengers as they exit and take them to a safe place you have pointed out at least 35 meters from the bus. The leader(s) will be responsible for keeping everyone together at that safe place.
- Assign the most capable and responsible student(s) to wait outside each exit to provide assistance. One will be required at the front door, two at the rear door.
- The bus driver remains inside the bus supervising the entire evacuation.
- If the rear door is used, someone (preferably the driver) should be just inside the rear door controlling the flow and advising the students to “watch your head, and use the helpers’ assistance to get down.”
- Students must remain seated until it is their turn to leave. The students closest to the area of danger begin evacuating first. The seats are emptied in an orderly left to right sequence.
- All carry-on such as lunches, books, etc., should be left behind.
- Students should walk in an orderly manner to the door.
- After the last student exits, the driver must walk the length of the bus to check that all passengers have left. The driver then exits.

## MODULE 3 – PROPER RECORD COMPLETION

The school division currently holds a Safety Certificate with a provincial operation status. The school division will educate drivers in provincial hours of service. A record will be maintained on each driver's file showing that the carrier ensures the employee has this knowledge or any training received. The school division will evaluate each type of record for proper completion.

### Hours of Service

Instructions will be given on time record completion as per the provincial Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313)

### Daily Log Completion for Provincial Carriers

#### 160 Kilometer Radius Exemption – 160 km Radius Driver's Time Record

A division driver would complete a 160 km Radius Driver's Time Record if **all** the following conditions were met:

- (a) The driver operates within a 160 km radius of the home terminal (school location),
- (b) The driver's work shift does not exceed 15 hours (combined driving and on-duty but not driving), and
- (c) The driver starts and ends the work shift at the home terminal (school location) on the same day (no overnight stay).

The following information must be entered in a 160 Km Radius Driver's Time Record:

- (a) start time of shift,
- (b) end time of shift,
- (c) total number of hours of shift each day for employee's that are drivers and total number of hours of shift for non-employees that are drivers for each day the non-employee drives a vehicle,
- (d) month and year of report,
- (e) driver's name printed,
- (f) driver's signature

Additional Information:

- (a) Destination of trip,
- (b) total number of km driven by the driver during the shift,
- (c) the vehicle's unit or licence plate number

Drivers are required to forward the 160 km Radius Driver's Time Records to the Transportation Coordinator at Division Office within 20 days of completion (along with any Daily Logs for trips greater than 160 km or Daily Logs for trips less than 160 km with overnight stays) for record keeping.

The driver shall also keep copies of the daily log at the driver's residence for 6 months after the day on which the daily log is completed.

### **Daily Logs (with graph grid)**

Unless exempted by the regulation, as identified above, a daily log must be completed for each day and the following information must be entered in a daily log:

The following information must be entered in a daily log:

- (a) a graph grid in the form set out in the schedule.
- (b) the date,
- (c) the odometer reading at the commencement of driving,
- (d) the total number of kilometers or miles driven by the driver during the workday,
- (e) in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has traveled during a workday,
- (f) the vehicle's unit or licence plate number,
- (g) the name of the carrier for whom the driver worked during the workday,
- (h) the name and signature of the driver,
- (i) the name of any co-driver,
- (j) the time of commencement of the work shift and the location at which the driver commenced the work shift,
- (k) the address of the principal place of business and of the home terminal of each carrier for who the driver is employed or otherwise engaged during the workday,
- (l) record at each change of duty status enter the name of city, town or village or highway location and name of province or state,
- (m) record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel,
- (n) record the total number of hours of each duty status and aggregate of these hours,
- (o) the driver signs the daily log at the end of the driver's work shift.

Drivers are required to forward all driver logs, driver time records and supporting documentation to the Transportation Coordinator at Lethbridge School Division within 20 days of completion (along with any 160 km Radius Driver's Time Records) for record keeping.

The driver shall also keep copies of the daily log at the driver's residence for 6 months after the day on which the daily log is completed.

Lethbridge School Division shall retain all daily logs and hours of service records at their principal place of Lethbridge School Division business for 6 months after the day on which the daily log is completed.

## MODULE 4 – COMPLIANCE WITH THE LAW

### Safety Laws

Drivers operating company vehicles will comply with all transportation safety laws as required.

*Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002)* identifies that:

**“safety laws”** means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

## MODULE 5 – USE OF SAFETY EQUIPMENT

### Use of Warning Devices

During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly discernible at 150 metres unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

The following policy regarding the use of warning triangles during day time may help to keep parked commercial vehicle visible to other traffic.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

NOTE: The requirement to set out warning triangles does not apply to bus or school bus that is stopped on a highway while a passenger, luggage, cargo, goods or equipment is being loaded onto or taken off the bus or school bus.

### Use of Fire Extinguisher

A bus shall not be operated unless the bus carries at least one fire extinguisher. The fire extinguisher must meet all requirements as specified in the *Commercial Vehicle Safety Regulation* (AR 121/2009) Section 17 of Schedule 1.

If the need to use the fire extinguisher arises:

1. Remember the word **PASS**:

- **Pull** - Pull the safety pin by breaking the seal;
- **Aim** - Aim the nozzle, horn or hose at the base of the fire;
- **Squeeze** - Squeeze the handle;
- **Sweep** - Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

2. Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an **upright** position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;
- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

## **MODULE 6 – DRIVER CONDUCT AND DISCIPLINE**

### **Conduct**

Good driver conduct will include:

- to safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- drivers must report all significant events on road including, violations, near misses, etc.

### **Disciplinary Procedures (STEPS)**

All disciplinary steps must be progressive in nature. All actions taken, including verbal warnings, will be documented. (May include details of what applies to each disciplinary action step, but this is not required).

Discipline actions will be taken for any:

- regulatory violation (identified on the carrier profile, driver's abstract or through the carrier's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
- significant company policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers)

As appropriate, actions to include:

- written warnings;
- re-training;
- suspension;
- termination



## **MODULE 7 – EVALUATING DRIVER SKILLS**

### **Evaluating Driving Skills**

Steps identified to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fueling, driving in the mountains, driving defensively and conducting Daily Trip Inspections, identifying and reporting defects to the carrier.

An ongoing program for evaluating employees' driving skills will be done through:

- road tests (see driver evaluation form on page 18);
- internal audits of records (logbooks, time records, etc.).

Written exams to test driver skills and knowledge on (as applicable);

- hours of service;
- weights and dimensions;
- cargo securement;
- dangerous goods;
- daily trip inspections;
- etc.

Evaluation results will be retained on each driver's file.

A sample driver evaluation form is attached.

# DRIVER EVALUATION

<b>Carrier Name:</b>				<b>Current Class of Operator's Licence</b>					
				1	2	3	4	5	
<b>Driver Name:</b>				<b>Signature of Driver:</b>				<b>Date:</b>	
<b>Date:</b>									
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS		Performance Assessment		
		Good	Fair	Poor			Good	Fair	Poor
<b>A. CONTROLS</b>				<b>E. TRAFFIC LIGHTS / SIGNS</b>					
1. Knowledge and/or use of equipment				1. Fails to anticipate / observe					
2. One-handed steering – hand position				2. Judgment – green / amber / red					
3. Steering Control – wanders / recovery				3. Judgment – stop / yield / other					
4. Shifts too soon / late / lugs									
5. Improper use of gears / grinds				<b>F. RIGHT-OF-WAY</b>					
6. Improper use of clutch / stalls/ coasts				1. Uncertain / hesitant					
7. Improper use of brake / park brake				2. Fails to assume own right of way					
8. Improper use of accelerator				3. Aggressive / Judgment					
9. Signals too soon / late									
10. Signals – improper / not cancelled/none				<b>G. SPEED</b>					
				1. Too fast for conditions					
<b>B. PARKING / STARTING / BACKING</b>				2. Too slow for conditions					
1. Fails to set brake / gear				<b>H. BACKUP / TURN AROUND</b>					
2. Observation – backing / starting				1. Poor observation – before / during					
3. Judgment – vehicle / wheels / angle				2. Judgment of distance / position					
5. Rolls back									
6. Unsure / too slow				<b>I. ROAD TEST DISQUALIFICATION</b>					
<b>C. LANE DRIVING / CHANGING / POSITION</b>				1. Overall poor performance					
1. Fails to check mirror				2. Right of way violation – vehicle / pedestrian					
2. Fails to check blind spot / late				3. Traffic light violation					
3. Uncertain / hesitant				4. Stop sign violation					
4. Road position – straddles lane				5. Speeding violation					
5. Too close / far – stop / pass / follow				6. Other violation					
6. Improper lane change / late / slow				7. Climbs over curb					
7. Fails to observe signs / conditions				8. Lacks caution at uncontrolled intersection					
<b>D. INTERSECTIONS / TURNS / RR</b>				9. Obstructs traffic					
1. Block crosswalk / intersection / stop line				10. Unable to perform skill maneuver					
2. Stops too far back				11. Hits vehicle / object					
3. Unnecessary stop				12. Lacks skill and control					
4. Fails to leave parking lot				13. Unsafe action					
5. Fails to observe conditions / late				14. Trip inspection failure					
6. Left turn – cuts corner / turns wide				<b>COMMENTS:</b>					
7. Left turn – wrong lane – before / after									
8. Right turn – cuts corner / turns wide									
9. Right turn – wrong lane – before / after									
10. Incorrect position – vehicle / wheels									
11. Too fast – before / during									
12. Too slow – before / during									
<b>TEST ADMINISTRATION INFORMATION:</b>									
<b>Authorized to drive:</b>		<b>Yes:</b>		<b>No:</b>					
<b>Safety Officer's Name:</b>		<b>Signature:</b>							

## MODULE 8 – DRIVER RECORDS AND RECORD RETENTION

### Driver Records

Driver records as identified in Alberta's Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) Section 41(1)(a-j) will be maintained for each driver that operates school division commercial vehicle(s).

- the driver's completed application form for employment with the registered owner;
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier;
- a copy of the driver's 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;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a 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;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the *Transportation of Dangerous Goods Regulations* under the *Transportation of Dangerous Goods Act, 1992*; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver licence or a note from the medical doctor in lieu of the medical certificate.

### Driver Record Retention

The school division will retain these records at the carrier's principal place of business in Alberta (Lethbridge School Division, Education Centre, 433 – 15 St. South, Lethbridge, Alberta T1K 2Z4);

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the carrier's regular business hours.

## MODULE 9 – DRIVER QUALIFICATION

### Driver Qualifications

The school division will ensure all operators have the correct and valid class of licence related to type of vehicle being operated. Drivers must immediately report changes of this status to their employer.

The school division will maintain a recall system to ensure drivers' licenses remain current.

Hiring Process and Procedures as follows:

- review Employee or Volunteer Bus Driver Application Form
- ensure all documents below have been received:
  - Driver Abstract Consent
  - Commercial Driver's Abstract (dated within 30 days of application)
  - Driver's License is Valid
  - Criminal Record Check
  - Child Intervention Check
- Authorize the applicant to driver for the duration of the school year if successful.
- evaluate the skills and knowledge of a driver by conducting a written exam;
- maximum abstract of 10 point threshold (e.g. specify maximum points allowed within a three year period and will not be hired if exceeded);
- collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
- policy addressing procedures for suspended licence. Drivers must immediately report changes of their Driver's Licence status to their employer.

## **MODULE 10 – VEHICLE CONDITION**

### **Vehicle Condition**

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

## MODULE 11 – EMPLOYEE TRAINING

### Training

To increase knowledge and reduce violations.

**Note:** All school bus drivers employed on or before September 1, 2010 must have the appropriate “S” endorsement on their operator’s licence by September 1, 2011 and all school bus drivers hired after September 1, 2010 must have the appropriate “S” endorsement on their operator’s licence upon their hire date. (if applicable)

Training will cover the following subjects: (as applicable)

- company safety program;
- safe vehicle operation;
- company maintenance program;
- *Traffic Safety Act* and regulations;
  - Hours of Service,
  - “S” Endorsement training (see note above)
  - Daily Trip Inspection,
  - Weights and dimensions,
  - Cargo Securement,
  - School Bus Operation Requirements (*Commercial Vehicle Safety Regulation* (AR121/2009));
  - Other regulations, as applicable to company operations.
- the *Dangerous Goods Transportation and Handling Act* and regulations made under that Act;
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

**Note:** Records of all employees training must be documented in the employee file as required by Alberta’s *Commercial Vehicle Certificate and Insurance Regulation* (AR 314/2002) Section 41(1) (h). A copy of applicable legislation should be made available for any staff (e.g. web site access, hard copy, or disk).

### Orientation

The carrier’s safety and maintenance policies will be covered on initial hire. In addition, include a written road test, knowledge of hours of service (logbooks and/or time records), weights and dimension, permits, cargo securement, and dangerous goods (if applicable) and how to conduct effective Daily Trip Inspections will be part of the orientation process.

## Ongoing Training

Should cover at least the following:

- hours of service (logbooks and/or time records) – Assess the need for training by conducting daily and periodic internal audits of:
  - driver's hours of service records to ensure documents are not falsified,
  - daily log completion to ensure they meet the legislated requirements (form and manner),
  - other fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip Inspection – ongoing training provided through spot checks and monitoring of vehicle defects.
- load securement – ongoing training and monitoring of compliance.
- other regulations, example: School Bus Operation Requirements under the *Commercial Vehicle Safety Regulation (AR 121/2009)*.
- “S” Endorsement – Ensure drivers complete the “S” endorsement training in the required time period, monitor drivers and retrain when necessary. (if applicable)

## **MODULE 12 – MONITORING OF COMPLIANCE BY MOTOR CARRIERS**

The Transportation Coordinator shall monitor the compliance of each driver with the provincial Hours of Service regulation. When the Transportation Coordinator finds evidence of non-compliance the Transportation Coordinator shall issue a notice documenting the non-compliance and shall take immediate remedial action.

The Transportation Coordinator shall record the dates on which the non-compliance occurred, the date of the notice of non-compliance and the remedial action taken.

As a provincial motor carrier the school division will monitor driver's hours of service records in accordance with the following standards;

- Verify that all drivers have a record for all calendar days
- Check all drivers to ensure that drivers apply the Regulations to all roads in Canada
- Check all drivers for all form and manner compliance (i.e. name, date, etc.)
- Check all drivers for fatigue-related violations (i.e., driving over hours, two logs for 1 day, false logs, etc.)
- Use independent supporting documents to verify hours of service records
- Train new drivers until carrier is satisfied that they understand the rules.
- Check drivers with previously identified problems more frequently until carrier believes they now are following the rules
- Record dates on which non-compliance occurred and record date that the motor carrier issued a notice of non-compliance
- The Transportation Coordinator is responsible for performing internal monitoring, preparing the summary reports, taking actions, etc.
- The division is responsible for ensuring that the Transportation Coordinator has the appropriate training and experience to conduct internal auditing of hours of service records and shall document the relevant training and experience on file.
- The Transportation Coordinator may delegate the responsibility for conducting internal auditing so long as the Transportation Coordinator ensures that these employees have the necessary training and experience to perform the monitoring
- The motor carrier shall document the training and experience of the delegated employees relevant to internal auditing of hours of service records and retain the information on file
- The Transportation Coordinator shall address all identified deficiencies with individual drivers, taking appropriate actions (e.g. re-training or discipline) and documenting the actions taken in the staff file
- The Transportation Coordinator shall prepare a summary report at least monthly of the findings of this internal audit (even if no evidence of non-compliance is found), the corrective actions taken; provide this report at least to carrier's senior management/ and retain all such reports for at least 6 months (longer is recommended)
- The division shall ensure that the Transportation Coordinator performs the responsibilities related to internal auditing of hours of service records. It is the school division's responsibility to ensure that all the drivers, including new drivers, comply with the Regulations.



## MODULE 13 – MAINTENANCE PROGRAM FOR BUSES

### Application

All school owned activity buses registered to the company are required to comply with the company's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;
  - the registered owner must indicate the maintenance and inspection program is "acceptable";
  - the registered owner must monitor the lease operator to ensure the maintenance program and inspection program is being implemented

The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- semi-annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

No person shall change, reconstruct or modify the body or seating capacity of a school bus without the written approval of the registrar.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation

The school division's written maintenance and inspection program will be kept at the company's principal place of business in Alberta. Copies of the maintenance and inspection program will be available at each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles is carried out. A copy of the maintenance and inspection program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

The applicable maintenance and inspection schedules under the *Commercial Vehicle Safety Regulation* (AR 121/2009) will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance is carried out.

The school division's vehicle maintenance and inspection program will be implemented as follows:

## Vehicle Maintenance

### **Preventive Maintenance Schedules**

**PM-1 Grease & service is to be performed every 5000 km's for all units**

**PM-2 Grease only is to be performed every 2500 km's for all units**

**PM-3 Semi-Annual Inspection is performed every 180 days**

**PM-4 Fuel Filters replaced every 20,000 km's**

**PM-5 Service – Automatic Transmissions series number AT545, 2000 every 35,000 km's**

Applicable vehicle components must also be routinely inspected as required by Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009), Alberta's *Vehicle Inspection Regulation* (AR 211/2006) and the applicable schedule(s) of NSC Standard 13 Part 2 (daily trip Inspection).

Components to be inspected are described in schedule 2, 5 and if applicable schedule 3 and 4 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 2 and any other applicable Schedules of NSC Standard 13 Part 2 trip Inspection). (Copy attached and/or direct internet access available).

Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.



## Maintenance Form (Schedule 2)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_

Address of Inspection Shop: \_\_\_\_\_

Licence Plate Number(s): \_\_\_\_\_ Vehicle Unit Number: \_\_\_\_\_

Odometer: \_\_\_\_\_ Hour Meter: \_\_\_\_\_ Signature: \_\_\_\_\_

- Body and Seats (S.1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Drive Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
- C-Dolly Steering (S. 20)
- Steering Linkage (S. 21)
- Suspension (S. 22)
- Electrical General Requirements (S. 23)
- Windshield Wipers and Washers (S. 24)
- Heating and Defrosting System (S. 25)
- Starting Switch (S. 26)
- Lamps and Reflectors (S. 27)
- Tires (S. 28)
- Wheels (S. 29)
- Lubrication (S. 30)
- Fifth Wheel Coupling Device (S. 31)
- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

## Daily Trip Inspections

Production of the Schedules of NSC Standard 13 Part 2:

- The division shall ensure that a copy of Schedule 2 and any other applicable Schedules including any modifications made to the Schedule(s) is located within the vehicle and a driver shall produce the Schedule(s) when requested to a peace officer.

## Trip Inspections

- a daily trip inspection shall be conducted on all school buses with an original manufactured seating capacity of 11 passengers or more including the driver.
- a daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected in a Daily Trip Inspection as required by Section 10 (4)(b) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009). The daily inspection must include all applicable components specified in the list of items in Schedule 2 of NSC Standard 13 part 2 and any other applicable schedules (copy attached and/or direct internet access available).
- Any of the components that are routinely inspected may be added to the "Daily Trip Inspection" and any components that are not applicable to the vehicle may be deleted from the "Daily Trip Inspection".

Completing and Production of the Daily Trip Inspection Report:

- except when specifically exempted by the legislation, the person conducting the "Daily Trip Inspection" shall prepare a trip inspection report;
- the trip inspection report must contain the following information;
  - the licence plate, identification number or unit number,
  - the odometer or hub meter at the time of inspection,
  - the name of the carrier operating the commercial vehicle,
  - the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
  - any defect related to the operation of any item required to be inspected or that no defect was detected,
  - the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with *Section 10* of the *Commercial Vehicle Safety Regulation* (AR 121/2009),
  - the name and signature of the person making the report.

The driver shall, when requested, produce a copy of the report to a peace officer.

Defects Observed During Operation of the Vehicle

- Regardless of whether a trip inspection report is required to be prepared, if a driver observes any safety defects specified in Schedule 1, 2, 3 or 4 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip

- inspection report or in a written document and report the defect to the carrier as required.
- The driver shall produce this trip inspection report or other document when requested to a peace officer.

#### Distribution and Retention of Trip Inspection Reports

- the driver must forward the trip inspection reports to the home terminal of the carrier responsible for the commercial vehicle within 20 days of completion of the trip inspection report
- the carrier will ensure the driver submits the trip inspection report, as required, and deposit the original trip inspection report at the carrier's principal place of business with 30 days of receiving the report from the driver,
- the original report will be retained in chronological order by the carrier for the month it was created and an additional 6 months.

#### Requirement to Repair, Correct and Report Defects:

- no person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see the applicable Schedule (2, 3 or 4) of NSC Standard 13 part 2 for a description of a major defect),
- a person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report,
- the carrier or a person authorized by the carrier to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary,
- if a driver or person authorized by the carrier to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the carrier;
  - without delay if the defect is a major defect, or
  - in a timely manner but not later than the next required daily trip inspection in all other cases.

## 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.

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

<b>7. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<b>Major Defect(s)</b> ( <i>Passengers may not be carried<sup>2</sup>.</i> ) <ul style="list-style-type: none"> <li>Accelerator sticking and engine fails to return to idle.</li> </ul> <hr/> <sup>2</sup> vehicle may be moved when no passenger carried.
<b>8. Driver Seat</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
<b>9. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Loose or insecure wiring or electrical connection.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Inoperative breakaway device.</li> <li>Inoperative brake.</li> </ul>
<b>10. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
<b>11. Exhaust System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
<b>12. Exterior Body and Frame</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure or missing body parts.</li> <li>Insecure or missing compartment door.</li> <li>Damaged frame or body.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
<b>13. Fuel System</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Missing fuel tank cap<sup>1</sup>.</li> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul> <hr/> <sup>1</sup> vehicle may be moved when no passenger carried.
<b>14. General</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
<b>15. Glass and Mirrors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Required mirror or window glass fails to provide the required view to the</li> </ul>	<b>Major Defect(s)</b> ( <i>Passengers may not be carried<sup>2</sup></i> )



<p>driver as a result of being cracked, broken, damaged, missing or maladjusted.</p> <ul style="list-style-type: none"> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<ul style="list-style-type: none"> <li>Driver's view of the road is obstructed in the area swept by the windshield wipers.</li> </ul> <p><sup>2</sup> vehicle may be moved when no passenger carried.</p>
<b>16. Heater/Defroster</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Control or system failure.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>Defroster fails to provide unobstructed view through the windshield.</li> </ul>
<b>17. Horn</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Vehicle has no operative horn.</li> </ul>	
<b>18. Hydraulic Brake System</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Brake fluid level is below indicated minimum level.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>Parking brake is inoperative.</li> <li>Brake boost or power assist is inoperative.</li> <li>Brake fluid leak.</li> <li>Brake pedal fade or insufficient brake pedal reserve.</li> <li>Activated (other than ABS) warning device.</li> <li>Brake fluid reservoir is less than ¼ full.</li> </ul>
<b>19. Lamps and Reflectors</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Required lamp does not function as intended.</li> <li>Required reflector is missing or partially missing.</li> <li>Passenger safety or access lamp does not function.</li> </ul>	<p><b>Major Defect(s)</b></p> <p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> <li>Failure of both low-beam headlamps.</li> <li>Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times:</i></p> <ul style="list-style-type: none"> <li>Failure of a rearmost turn-indicator lamp.</li> <li>Failure of both rearmost brake lamps.</li> </ul>
<b>20. Passenger Compartment</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Stanchion padding is damaged.</li> <li>Damaged steps or floor.</li> <li>Insecure or damaged overhead luggage rack or compartment.</li> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>	<p><b>Major Defect(s)</b></p> <p><i>When affected position is occupied:</i></p> <ul style="list-style-type: none"> <li>Malfunction or absence of required passenger or mobility device restraints.</li> <li>Passenger seat is insecure.</li> </ul>
<b>21. Steering</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>Steering wheel lash (free-play) is greater than normal.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>Steering wheel is insecure, or does not respond normally.</li> <li>Steering wheel lash (free-play) exceeds required limit.</li> </ul>
<b>22. Suspension System</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>

<ul style="list-style-type: none"> <li>• Air leak in air suspension system.</li> <li>• Broken spring leaf.</li> <li>• Suspension fastener is loose, missing or broken.</li> </ul>	<ul style="list-style-type: none"> <li>• Damaged<sup>1</sup> or deflated air bag.</li> <li>• Cracked or broken main spring leaf or more than one broken spring leaf.</li> <li>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</li> <li>• Loose U-bolt.</li> </ul> <p><sup>1</sup> patched, cut, bruised, cracked to braid, mounted insecurely.</p>
<b>23. Tires</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire.</li> <li>• Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>).</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Flat tire.</li> <li>• Tire tread depth is less than wear limit.</li> <li>• Tire is in contact with another tire or any vehicle component other than mud-flap.</li> <li>• Tire is marked “Not for highway use”.</li> <li>• Tire has exposed cords in the tread or outer side wall area.</li> </ul>
<b>24. Wheels, Hubs and Fasteners</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Hub oil below minimum level. (When fitted with sight glass.)</li> <li>• Leaking wheel seal.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Wheel has loose, missing or ineffective fastener.</li> <li>• Damaged, cracked or broken wheel, rim or attaching part.</li> <li>• Evidence of imminent wheel, hub or bearing failure.</li> </ul>
<b>25. Windshield Wiper/Washer</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Control or system malfunction.</li> <li>• Wiper blade damaged, missing or fails to adequately clear driver’s field of vision.</li> </ul>	<p><b>Major Defect(s)</b> <i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none"> <li>• Wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper.</li> </ul>

# MODULE 14 – BUS TRIP INSPECTION REPORT



## Lethbridge School District. No. 51 Commercial Bus Daily Trip Inspection

PHYSICAL LOCATION OF INSPECTION (SCHOOL NAME & ADDRESS)

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/ Exterior / Dash Indicator
- 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
- Interior Lights Driver / Passenger
- 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

## MODULE 15 – RECORD KEEPING

The company will maintain the following records pertaining to each commercial vehicle used in the carrier's business:

- an identification of the vehicle, including
  - a unit number, the manufacturer's serial number or a similar identifying mark,
  - the make of the vehicle, and
  - the year of manufacture;
- a record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2009), and repairs, lubrication and maintenance for the vehicle, including
  - the nature of the inspection or work performed on the vehicle, and
  - the date on which that inspection or work took place and the odometer or hub meter reading on the vehicle at that time;
- notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
- trip inspection reports prepared under section 12 of Alberta's Commercial Vehicle Safety Regulation.
- Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business.

We shall ensure that the records required to be maintained under this section are true, accurate and legible.

Trip inspection reports will be retained for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of.

A person authorized by the carrier to conduct a daily trip inspection shall certify on the trip inspection or report that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary/ a driver shall not drive or be permitted to drive until all major defects have been repaired.