

BUSINESS - SCHOOL OPERATIONS

Bus Safety Procedures

1.0 To detail the procedures that serve as a framework with regards to class excursions:

- (a) The Principals shall ensure that the regulations as outlined in Procedures and Guidelines for Out of Class Programs are followed.
- (b) Before any school bus leaves the school on any school/class excursion the teacher in charge shall: (i) be shown the log book, signed that morning, indicating that the inspections required under Regulation 484 have been completed that day and all deficiencies have been corrected.

NOTE: THE LOG BOOK NEEDS TO BE SIGNED. This indicates the bus driver verifies the inspections have been done. If it is not signed, the teacher shall request that the Principal call the Durham Student Transportation Services to resolve the matter.

- (c) The bus driver shows each teacher and supervisor how to operate the emergency door and window.
- (d) The bus driver shows each teacher and supervisor the location of the fire extinguisher, first aid kit, axe/crowbar, flares/fluorescent aids and emergency brakes.
- (e) While on a trip, supervisors are to follow these procedures:
 - (i) One supervisor is to sit in the seat directly behind the bus driver and on the outside of the seat which would permit the supervisor to take control of the bus if the driver becomes incapacitated.
 - (ii) A second supervisor, if present, is to sit next to the emergency door to assist in the evacuation of students as required.

2.0 Commercial School Bus/Coach Agencies Vendor List

- 2.1 Every five years Durham Student Transportation Services will conduct a Request for Vendor of Record Qualification to identify qualified school bus and coach tour operators in advance of expected future requirements. Durham Student Transportation Services shall establish specifications for vendor list submissions such as appropriate insurance, CVOR rating, vehicle guidelines, expectation of the vendor and driver guidelines.
- 2.2 A list of successful vendors shall be made available to all schools.

Appendix:

None

Effective Date

91-09-03

Amended/Reviewed

2006-08-09

2010-10-04

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