



ADMINISTRATIVE POLICY No. 802

SCHOOL BUS SAFETY

Prairie Spirit School Division makes provision for a school bus safety program to facilitate the safe transportation of students.

PROCEDURES

1. Safety Program

- a. An on-going school bus safety program is to be maintained and kept current by the Conveyance Manager.

2. Workshops

- a. Bus driver workshops are to be held annually. All bus drivers are required to attend. Workshops may include, but are not limited to the following topics:
 - Defensive driving
 - Bus driving skills
 - Emergency accident procedure
 - First Aid
 - Driver assertiveness training and,
 - Training in dealing with children with special needs

3. Student Awareness

- a. The Conveyance Manager is responsible for maintaining a student awareness program regarding bus safety. Principals are to cooperate and assist in the maintenance of the program.

4. Driver Instruction

- a. Prospective new bus drivers are required to complete twelve (12) to thirty (30) hours of instruction. Driver training instructions are to be given by the Conveyance Manager or designate.

5. Driver Manual

- a. The Conveyance Manager is to develop and keep current a *Bus Drivers' Manual*. The manual is to outline the duties of bus drivers, current Board procedures relevant to student transportation, and relevant information and forms required by drivers. Each driver is to receive a copy of the *Bus Drivers' Manual* and ensure that it is kept current.

6. Evaluation

- a. The Conveyance Manager is responsible for ensuring that evaluation and assessment of school bus drivers is conducted on an on-going basis. A *School Bus Drivers' Evaluation Report* is to be completed for each driver on a rotational basis.
- b. The Conveyance Manager is responsible, on an annual basis for assessing the Board's school bus safety program.