

## USE OF SCHOOL ACQUIRED BUSES

### Background

The Division has a statutory obligation to provide a safe, efficient, and effective system of transportation service for its students on school acquired Multi-Function Activity Buses (MFAB) in accordance with established Administrative Procedures and Alberta Regulations.

### Guidelines

1. All drivers of an MFAB shall possess, at a minimum, a class 1, a class 2 or a class 4 license.
2. All drivers of an MFAB shall complete the employee training as described in the Division's Safety & Maintenance Program prior to operating a Division owned MFAB.
3. A copy of the driver's license and a copy of the commercial driver's abstract shall be retained on the drivers file (F 544-1) at the school site for any and all drivers of MFABs prior to their assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of the Highway Traffic Act. *AR314/2002 section 41*.
4. Formal inspections shall be conducted every six months or as required under the Alberta Highway Traffic Act and copies of reports from the semi-annual inspections shall be maintained on the vehicle file at the school site in accordance with the Divisions record retention schedule.
5. Prior to commencing a trip, the driver must always conduct a visual daily walk around inspection and at the end of a work shift complete a visual post trip walk around inspection. Daily Trip Inspection Checklist is provided by the Transportation Department.
6. The purchase of an MFAB by schools will be in accordance with Division purchasing policy.
7. Any MFAB acquired by a school shall be covered under the Greater St. Albert Catholic Schools insurance program and will be insured to the fullest extent required by law or regulation.
8. Any driver operating an MFAB will comply with the provisions and rules or requirements established by the Division Vehicle Handbook available from the Division Transportation Department and any regulations and requirements under the Highway Traffic Act or any other applicable statute.

A copy of the driver files, vehicle files, maintenance files and log books must be maintained at the school site where the vehicle is primarily housed. Records shall be retained in accordance with the Division records retention schedule.