

## Use of School Acquired Activity Buses (Vans)

### Background

The Division has a statutory obligation to provide a safe, efficient, and effective system of transportation service for its students on school acquired activity buses in accordance with established Administrative Procedures and Alberta Regulations.

### Guidelines

1. All drivers of buses shall possess, at a minimum, a class 1, a class 2 or a class 4 license.
2. All drivers of buses shall complete the employee training as described in the Division's Safety & Maintenance Program prior to operating a Division owned activity bus.
3. A copy of the driver's license and a copy of the driver's license abstract shall be provided to the Transportation Department for any and all drivers of school-acquired activity buses 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 provided to the Transportation Department within one week of the issuance of such reports.
5. Prior to commencing a trip a bus 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. (lighting devices and reflectors; tires, wheels and rims; service brake; parking brake; steering mechanism; horn; windshield wipers; rear vision mirrors; emergency equipment).
6. The purchase of an activity bus by schools will be in accordance with Division purchasing policy.
7. Any activity bus 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 a school-acquired activity bus 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.

9. 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. The Division has received a divided record permit (09-112-1913) which allows these files to be kept at the school sites.