

Topic	Number of Pages	Date in Effect
1.1 Responsibilities of the Bus Company	1 of 1	March 2009

Policy Statement

Bus companies under contract to STS are obligated to uphold the transportation policies and procedures set out by STS and any contractual documents that exist between the parties.

Procedure

The bus company, in accordance with the terms set out in the contract between the company and STS, will:

- Adhere to the transportation policies and procedures set out by STS.
- Provide training to dispatch and bus drivers which is in keeping with the above, including outlining related procedures in the driver manual.
- Use route information and run copy as provided by STS via the on-line portal.
- Provide bus drivers run copy and ensure that drivers adhere to the schedule as it is provided.
- Contact the school principal in the event of a delay of 15 minutes or more.
- Contact STS immediately in the event of a serious accident or incident.
- Not accept any requests from a parent/guardian or school with respect to custom or special transportation arrangements and advise the parent/guardian it is not in keeping with the transportation policies and procedures and can not be done.
- Ensure that all specifications set out by the Ministry of Transportation, related sections of the Highway Traffic Act and any other related legislative components are upheld.
- Ensure all drivers maintain a valid class license in good standing in accordance with the Ministry of Transportation and conduct audits to ensure compliance.
- Keep vehicles maintained to Ministry standards, clean and in good working order and not put a vehicle into service that is not compliant.
- Submit documentation to STS as requested, which may include, but is not limited to, detailed fleet information, driver training records, proof of license for bus drivers, insurance certificate, CVOR number.
- Audit bus driver performance periodically or at the request of STS to ensure that the bus driver is adhering to route performance as set out by STS.
- Provide on-going professional development to bus drivers with respect to safe driving and/or customer service and will comply with any mandatory training requirements as set out by the Ministry of Transportation or Ministry of Education.
- Work cooperatively with the principal, parents/guardians and STS when disputes or problems arise.
- Develop, design and implement driver recruitment and retention programs to support business continuity.