

	TRANSPORTATION IX-D-3
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES AND GUIDELINES	Regulations and Restrictions Bus Driver Training Requirements
	Adopted: January 8, 1997 Revised: August 3, 2011 Page: 1 of 2

Bus Driver Training Requirements

POLICY STATEMENT

The Strait Regional School Board's commitment to providing a safe transportation system which supports the dignity of students, employees and chaperones, begins with a planned professional development training program. The Board will provide through a formalized process, and yearly professional development, a regulatory and professional growth plan.

In the implementation of this policy, the Board will comply with all requirements in accordance with the Province of Nova Scotia Motor Vehicle Act and Regulations under the Act, the Motor Carrier Act and Regulations under the Act, as well as other applicable school board and provincial policies, legislation and collective agreements.

Guidelines

1. All persons seeking employment with the Strait Regional School Board as a school bus driver must first complete the driver training program.
2. The training program shall consist of at least ten modules covering the following topics:
 - Hiring Procedures and School Board Operations
 - Role of the School Bus Driver and School Bus Safety
 - Air Brakes and Eight Light Warning System
 - Special Needs Bussing and Q Straint
 - Utility and Review Board (URB) Regulations
 - National Safety Code, Hours of Work and Pre-Trip Inspections
 - Safe Bus Stops
 - Breakdowns, Accident Procedures and Emergency Evacuations
 - Student Behaviour and Relationships
 - Mirror Adjustments and Backing Procedures

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3. On completion of the formalized training program, drivers are required to complete written examinations administered by Service Nova Scotia. Required testing shall include:
 - Class 2 Test
 - B Endorsement
 - Air Brake Endorsement

4. On completion of required written testing, drivers are assigned a full time driver mentor for the purpose of driver training. This training shall be for a minimum of three (3) days and shall consist of observing the mentor during regular route duties and practice driving between runs.

5. When the driver and mentor are confident in their abilities, the driver is required to undergo an official road test evaluation to be conducted by an authorized driver examiner from Service Nova Scotia or a provincially authorized SRSB Transportation Manager.

6. On satisfactory completion of all written and driving tests, the driver will complete the on road training by carrying out bus driver duties on a regular route under the supervision of a mentor for at least three (3) days to the satisfaction of the mentor.

7. Bus drivers are required to maintain certification in the following areas:
 - Professional Driver Improvements Course
 - Defensive Driving Course
 - First Aid/CPR Course
 - WHMIS

Every three (3) years, bus drivers are required to be recertified in these areas. These courses are sponsored by the Strait Regional School Board.

8. In addition to in-service training requirements, sessions shall be conducted to keep drivers aware of changing legislated requirements, technological improvements and other professional development areas.