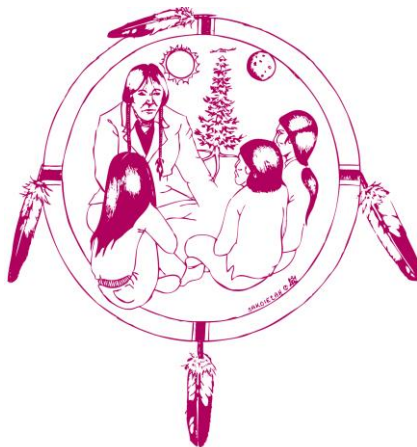


# *Ahkwesāhsne Mohawk Board of Education*



## **POLICY 600**

### **TRANSPORTATION SERVICES**

#### **Please Note:**

AMBE policies are governance documents that state the Board's decision related to an area of operation by stating purpose, guiding principles, basic procedures, and key responsibilities.

AMBE senior management is accountable for implementing Board policies, and expected to exercise good judgment when implementing the policies in the context of day-to-day operations. Where appropriate, senior management may decide to develop specific guidelines and procedures, Administrative Frameworks, to ensure the appropriate implementation of Board policy.

This policy was adopted for the first time by the Ahkwesāhsne Mohawk Board of Education (AMBE) on: Tsiothóhrha/December 19, 2019.

Subsequent amendments:  
\_\_\_\_\_, 20\_\_

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# 1. Purpose

The purpose of *Policy 600: Transportation Services* is to establish the guidelines for the safe transportation of eligible Akwesasne students.

# 2. Definitions

Alphabetical Order

3._ Akwesasne Students	All students under the jurisdiction of the <i>Mohawk Council of Akwesasne</i> who have the right to access <i>AMBE</i> early childhood, elementary, secondary and post-secondary programs and services.
3._ The Board or AMBE	Refers to the <i>Ahkwesàhsne Mohawk Board of Education</i> , which includes both the governance and administrative structure.
3._ The Council or MCA	<i>Mohawk Council of Akwesasne</i> .
3._ Director of Education	The executive officer and lead manager of the <i>Ahkwesàhsne Mohawk Board of Education</i> who is directly accountable to the Board for the administration of the Board's schools, centers, programs and services and the management of its human, financial and material resources. The <i>Director of Education</i> is an Ex-officio member of the Board.
Inclement Weather	Weather conditions that threaten student and/or public safety that results in the delay or cancellation of transportation services, including but not necessarily limited to fog, wind, severe cold, freezing rain and snow.
3._ School Year	The school year is from September 1 <sup>st</sup> to June 30 <sup>th</sup> .

# 3. Transportation Services

## 3.1. Organization of Transportation Services:

### *Principles and Directives*

- 3.1.1. The Ahkwesàhsne Mohawk Board of Education shall provide free transportation services to Akwesasne students that reside on established transportation routes within the Territory of Akwesasne, and are registered and attending: (805)
  - An AMBE school or centre; or
  - A Grades 9 to 12 program in a school division with whom the Ahkwesàhsne Mohawk Board of Education has a tuition agreement that includes the transportation of student to the program.
- 3.1.2. The Ahkwesàhsne Mohawk Board of Education will provide transportation services for approved field trips, extracurricular activities and special events planned by the school or the Board. (805)
- 3.1.3. The Ahkwesàhsne Mohawk Board of Education places the safety of its students as a top priority, and fully acknowledges the need for and importance of a bus safety program. (808)
- 3.1.4. The Ahkwesàhsne Mohawk Board of Education believes that a formal plan of school bus routing and time schedules should be developed and maintained in order to maximize the use of school buses. (806)
- 3.1.5. School buses shall be operated at all times within the provisions and regulations of current provincial legislation pertaining to the transport of students by school boards. (805)

### *Procedures*

- 3.1.6. Annually, the Transportation Supervisor will develop a *Transportation Operational Plan* for approval by the Director of Education. (*see Annex E: Transportation Planning Timeline*)

- 3.1.7. The Transportation Supervisor shall establish bus routes and time schedules to provide the safest and shortest routes for transporting students to schools as part of the annual transportation planning processes, recognizing that adjustments may be required during the year. (806)
- 3.1.8. Annually, each June the school Principals will provide the Transportation Supervisor with a list of anticipated transportation needs for the coming school year to assist with the transportation planning process, including: field trips; sporting activities; and other events that will require busing services.
- 3.1.9. Annually, the AMBE Board of Trustees will review the driver compensation rate for activities outside of their regular bus run, for field trips; sporting activities; and other events that will require busing services. (Compensation grid)
- 3.1.10. In implementing the established routes and time schedules, the Transportation Supervisor will ensure:
  - Children are dropped off and picked up at their designated stops without exception, unless there is prior written permission (paper or email) from a child's parent/guardian that is approved by the School Principal or the Transportation Supervisor 3 school days before the change. (806)
  - Drivers complete all routes as designated by the Transportation Supervisor and do not add or delete pick-up or drop-off points unless authorized by the Transportation Supervisor; and (806)
  - There is consistency in arrival times that are adhered to so that students do not wait longer than necessary, particularly during inclement weather. (806)
  - Parents are informed using reasonable means (*internet based and/or hard copies*) that they must provide transportation for their child in emergency situations, including but not limited to situations that would require a change in a student's pick up or drop off point that does not meet the three (3) school days prior written permission for approval by the School Principal or Transportation Supervisor.
- 3.1.11. The length of time a driver waits for students at pick-up points shall be determined by the Transportation Supervisor, however, under normal circumstances, the driver shall make every effort to ensure the schedule is maintained. (806) If no movement is detected at complete stop, the bus continues its route.
- 3.1.12. Individuals, other than AMBE school students and approved by the bus monitors, shall not be allowed to ride a school bus without the approval of Director of Education, and that the Transportation Supervisor is informed. (806)

### ***Roles and Responsibilities***

- 3.1.13. The AMBE Board of Trustees will:
  - Ensure that this policy is implemented under the direction of the Director of Education.
- 3.1.14. The Director of Education will:
  - Approve the Transportation Plan submitted by the Transportation Supervisor.
  - Annually, review the driver compensation rate for activities outside of their regular bus run, for field trips; sporting activities; and other events that will require busing services.
- 3.1.15. Transportation Supervisor will:
  - Annually, develop the *Transportation Operational Plan*;
  - Integrate school transportation needs into the annual transportation planning process;
  - Establish the bus routes and time schedules to provide for the safest and shortest routes for transporting students;
  - Ensure that in implementing the established routes and time schedules:

- The drop off and picked up children at their designated stops without exception, unless there is prior written permission from a child’s parent/guardian that is approved by the Transportation Supervisor; (806)
  - Drivers complete all routes as she/he designates, and that they do not add or delete pick-up or drop-off points unless she/he authorizes; (806)
  - There is consistency in arrival times that are adhered to so that students do not wait longer than necessary, particularly during inclement weather; (806)
  - Drivers make every effort to maintain their schedules, waiting for students no longer than determined by the Transportation Supervisor; and
  - Develop the transportation budget with the support and assistance of the Superintendent of Financial Services for approval by the Director of Education.
- Approve written permission for changes in students’ pick up and drop off locations, if the request is received three (3) days prior to change.
  - Ensure that parents are informed using reasonable means (*internet based and/or hard copies*) that they must provide transportation for their child in emergency situations, including but not limited to situations that would require a change in a student’s pick up or drop off point that does not meet the three (3) school days prior written permission for approval by the School Principal or Transportation Supervisor.

3.1.16. Principals will:

- Provide the Transportation Supervisor with list of anticipated transportation needs for the coming school year to assist with the transportation planning process, including: field trips; sporting activities; and other events that will require busing services; and

3.1.17. Drivers will:

- Drop off and pick up children at their designated stops without exception, unless there is prior written permission from a child’s parent/guardian that is approved by the Transportation Supervisor; (806)
- Complete all routes as designated by the Transportation Supervisor and do not add or delete pick-up or drop-off points unless authorized by the Transportation Supervisor; (806)
- Ensure consistency in arrival times are adhered to so that students do not wait longer than necessary, particularly during inclement weather; and (806)
- Make every effort to maintain their schedules, waiting for students no longer than determined by the Transportation Supervisor.

3.1.18. Parents/Guardians will:

- When they wish to have their child picked up or dropped off at a location other than their child’s designated stop, submit written request (paper or email) for approval by the Transportation Supervisor three (3) days prior to the change.
- Provide transportation for their child in emergency situations, including but not limited to situations that would require a change in a student’s pick up or drop off point that does not meet the three (3) school days prior written permission for approval by the School Principal or Transportation Supervisor.

## **3.2. Operation of School Buses & the Drivers’ Roles:**

### *Principles and Directives*

- 3.2.1. The Ahkwesàhsne Mohawk Board of Education believes that in order to maximize the safety of the students transported on school buses, drivers must take precautionary measures, follow all related laws and regulations, and apply all AMBE directives in the operation of school buses. (813)

- 3.2.2. The driver is responsible for the general operation of the school bus, and the safe conveyance of students to and from school and/or other authorized trips; to do so the driver must be familiar with all rules and regulations for the operation of school buses currently in effect. (*Note: All rules and regulations apply at all times when operating a school bus, whether students are on board or not.*) (813)
- 3.2.3. The Ahkwešàhsne Mohawk Board of Education requires that procedures be developed regarding regular inspection of all buses to ensure that a safe student transportation system is maintained. (807)
- 3.2.4. Drivers' wellbeing and health are of key important to the safety of our students, therefore the Ahkwešàhsne Mohawk Board of Education depends on its drivers to report any concerns related to their wellbeing and/or health that may impact their ability to drive their vehicle.

### ***Procedures***

- 3.2.5. The Transportation Supervisor must adhere to the Fleet Management Policy of the Mohawk Council of Akwesasne and ensure that all bus registrations are current. (807)
- 3.2.6. The Transportation Supervisor will ensure that all transportation personnel, most importantly drivers, meet all requirements for the driving of a school bus, have been notified of all their roles and responsibilities, and are provided with any training required for the safe operation of school buses.
- 3.2.7. By the second week of September, the driver will create and submit a written seating plan of his vehicle to the Transportation Supervisor. Changes to plan will be updated as required.
- 3.2.8. Prior to operating any school bus vehicle for the purposes of transporting children, the driver shall: (807)
- Inspect the vehicle, including all components and operating characteristics as per the *School Bus Daily Inspection Checklist (Annex F)*;
  - Record the date, odometer reading, defects, and name of the individual to whom any defects were reported in their log book; and
  - Check certificate of inspection to ensure validity.
- 3.2.9. If any defects are found that could interfere with the safe operation of the vehicle during a driver's daily inspection, the vehicle cannot be used to transport children until repairs are completed, and the mechanic completing repairs documents that the defects have been corrected. (807)
- 3.2.10. When operating or preparing to operate a bus, the driver: (813)
- Will ensure that any concerns regarding their ability to safely operate they vehicle related to their wellbeing and/or health are immediately reported to the Transportation Supervisor;
  - Must wear a seat belt while operating the bus;
  - Is strictly forbidden to use tobacco, alcohol, cannabis, and/or drugs in the course of his/her duties; (*Note: Infractions will result in disciplinary action, up to and including termination.*)
  - Is strictly forbidden to use inappropriate and/or abusive language in the course of his/her duties; (*Note: Infractions will result in disciplinary action, and if repetitive, could result in termination.*)
  - In cases of illness or emergency, must contact the Transportation Supervisor 90 minutes prior to the bus run so that arrangements can be made for a suitable substitute;
  - Keep to the schedule provided by the Transportation Supervisor, respecting the school start time.;
  - Notify the Transportation Supervisor before making any changes, or if changes are anticipated, in the bus route;

- Should not ask a student to leave the bus before her/his delivery to her/his home or refuse to pick-up a student unless the Transportation Supervisor has suspended the student's busing privileges;
- During the winter months, bring the bus motor up to normal running temperature before attempting to move the bus and start her/his route;
- Assign each student a seat at mid-September, ensuring that students do not use another seat without her/his permission;
- Inspect the entire interior of the bus after morning drop off at the school and upon completion of afternoon route to ensure that all students have exited the bus, ensuring that they contact the school indicating that their bus is clear of students;
- Refuse to transport items she/he considers dangerous, including a strict ban on any type of weapon or firearm;
- Wait until directed by school personnel before driving away from the school;
- Do not back-up on school grounds or in the bus loading/unloading areas, unless being guided by a responsible adult;
- Keep the bus clean and heated according to the weather conditions;
- Ensure that any bus she/he uses for a field trip is cleaned when returned;
- Complete and sign his/her weekly timesheet, and return it to the Transportation Supervisor. (*Note: Late submissions of time-sheets may result in delayed payments.*)

3.2.11. When dealing with student behaviour, the driver must: (*see also 3.3 Student Conduct*) (809 and 813)

- Remember that her/his primary responsibility is to drive students safely to and from school;
- Clearly state to students her/his expectations for their behaviour on the bus, reminding students that they are responsible for their own behaviour on the bus, especially when it jeopardizes the safety of other passengers;
- Not use any kind of physical force to discipline a student;
- Must report all disciplinary action taken using the *School Bus Incident Report Form (Annex C)*, which should be delivered no later than the next school day to the school Principal;
- Not wait for a problem to escalate, reporting a problem should be considered a request for the student to correct his/her behaviour on the bus and a strong notice to the student that the problem will not be allowed to continue;
- Not suspend a student from bus service, as suspending busing services is the responsibility of the Transportation Supervisor upon the recommendation of the school Principal;
- If required, meet with school staff and parents when necessary to attempt to work out problems that may exist on a bus route.

3.2.12. In the case of an accident, the driver must: (813)

- Immediately call for emergency assistance (*911*), secure the bus, and verify the welfare of all passengers;
- As soon as possible, report the accident to the Transportation Supervisor, who will report it to the Director of Education;
- Complete and forward an *Accident Report (Annex D)* to the Transportation Supervisor.

### ***Roles and Responsibilities***

3.2.13. The Director of Education will:

- Ensure the safe operation of AMBE vehicles by ensuring that the Transportation Supervisor supervises and monitors bus and van drivers in the performance of their roles and responsibilities as articulated in this policy; and
- In the event that a driver does not fulfil their roles and responsibilities, ensure that the Transportation Supervisor takes the appropriate action to correct the situation.

3.2.14. Transportation Supervisor will:

- If a driver reports a concern regarding their wellbeing and/or health, appropriate action is taken to support the driver and ensure the safety of the students;
- Ensure the safe operation of AMBE vehicles by supervising and monitoring the bus and van drivers' performance of their roles and responsibilities as articulated in this policy; and
- In the event that a bus or van driver does not fulfil their roles and responsibilities, take the appropriate action to correct the situation.

3.2.15. Drivers will:

- Ensure that any concerns regarding their ability to safely operate they vehicle related to their wellbeing and/or health are immediately reported to the Transportation Supervisor;
- Fulfil all their roles and responsibilities as articulated in this policy with particular attention to the safety and security of their passengers; and
- In the event that they are not fulfilling their roles and responsibilities, take the appropriate action to correct the situation as required by the Transportation Supervisor.

3.2.16. Principals will:

- Support the drivers in the fulfilment of their roles and responsibilities as articulated in this policy with particular attention to the safety and security of their passengers; and
- In the event that they are aware that a driver is not fulfilling her/his roles and responsibilities, speak to the driver and inform the Transportation Supervisor immediately.

### **3.3. Drug, Alcohol and Cannabis Testing for Drivers**

#### *Principles and Directives*

- 3.3.1. The purpose of mandated *Drug, Alcohol and Cannabis Testing* is to ensure that each individuals employed as a bus or van driver has the capacity to safely and reliably perform their responsibilities and duties. (814)
- 3.3.2. Recognizing that bus and van drivers are responsible for the safe transport of school age children and young adults, it is imperative that drivers be free of any mind altering substances and, in particular, alcohol, cannabis, and illegal and/or subscription drugs in order to perform the essential duties of their job safely, reliably and efficiently. (814)
- 3.3.3. The requirement for regular and random testing is necessary because the Board: (814)
- Does not directly supervise bus and van drivers on their daily routes and there is limited peer interaction;
  - Covers a large geographic district, resulting for the most part in bus and van drivers leaving from and returning to their own homes following their runs;
  - As a result, has limited means for direct supervision by which to assess the day-to-day abilities of a bus or van driver, and relies upon being alerted to a potential problem by:
    - Higher than normal accident rates; and/or
    - Parent and student complaints.



- 3.3.4. Therefore, the Board’s policy of requiring regular and random testing is instituted in order to identify employees with dependency problems and to assist them in overcoming addictions that render them incapable of safely performing their driving duties. (814)

***Procedures***

- 3.3.5. All bus and/ van drivers must as a condition of employment with the AMBE submit to regular and random drug, alcohol and cannabis testing.
- 3.3.6. This section of the policy will be applied in accordance with *Annex B: Application of Drug, Alcohol and Cannabis Testing of Drivers* of this policy.
- 3.3.7. Testing will include, but not limited to, analysis for the presence of: alcohol, cannabis, inhalants and prescription/mind-altering drugs, as well as any illegal or illicit drugs.
- 3.3.8. Samples will be taken at the Akwesasne Medical Clinic by community health representatives, and forwarded to a registered agency for testing.
- 3.3.9. Confidentiality of test results is extremely important; therefore, test results will be provided to only the Transportation Supervisor, the Director of Education and the employee concerned.

***Roles and Responsibilities***

- 3.3.10. The Director of Education will in accordance with *Annex B: Application of Drug, Alcohol and Cannabis Testing of Drivers* of this policy:
- Ensure that drug, alcohol and cannabis regular and random testing of bus and van drivers is conducted annually; and
  - In the event that a bus or van driver tests positively, ensure that the appropriate action is taken.
- 3.3.11. Transportation Supervisor will in accordance with *Annex B: Application of Drug, Alcohol and Cannabis Testing of Drivers* of this policy:
- Ensure that drug, alcohol and cannabis regular and random testing of bus and van drivers is conducted annually; and
  - In the event that a bus or van driver test positively, ensure that the appropriate action is taken.
- 3.3.12. Bus and van drivers will in accordance with *Annex B: Application of Drug, Alcohol and Cannabis Testing of Drivers* of this policy:
- Submit to regular and random drug, alcohol and cannabis testing, include, but not limited to, analysis for the presence of: alcohol, cannabis, inhalants and prescription/mind-altering drugs, as well as any illegal or illicit drugs;
  - In the event of a positive result test, comply with the requirements identified in *Annex B*.
- 3.3.13. Parents/Guardians and/or student will:
- Alert the Principal, Transportation Supervisor or Director of Education of any bus or van drivers’ behaviour that appears to be problematic.

**3.4. Inclement Weather Provisions:**

***Principles and Directives***

- 3.4.1. The decision to delay or cancel transportation services will always focus primarily on the safety of students and the public.
- 3.4.2. Decisions related to the delay or cancellation of transportation services for inclement weather are taken very seriously by the Board as it is aware of the impact on families.
- 3.4.3. Every effort will be made to communicate any delay or cancellation of transportation services, or the early dismissal of school, in the most timely and expedient way possible by 6:30 am.

### ***Procedures***

- 3.4.4. *Inclement Weather Conditions:* AMBE Transportation Services will carefully monitor weather conditions to ensure that inclement weather conditions, such as fog, wind, severe cold, freezing rain and snow, are identified as early as possible and appropriate action is taken in the most timely and expedient way possible.
- 3.4.5. *Delay or Cancellation of Transportation and Early Dismissal Decision Process:* The Transportation Supervisor, under the direction of the Director of Education, will establish a process for deciding to delay or cancel transportation services and early dismissal from school due to inclement weather.
- 3.4.6. *Communication of Decisions:* The Transportation Supervisor, under the direction of the Director of Education, will establish a process for communicating decisions related to inclement weather to Parents/Guardians/Staff.

### ***Roles and Responsibilities***

- 3.4.7. The AMBE Board of Trustees will:
- Ensure that this policy is enforced; and
  - Ensure that the Director of Education has the appropriate processes in place to make decisions related to inclement weather to ensure the safety of students and the public, and communicate decisions to parents/guardians and staff.
- 3.4.8. The Director of Education will:
- Ensure that this policy is enforced; and
  - Ensure the appropriate processes in place to make decisions related to inclement weather to ensure the safety of students and the public, and communicate decisions to parents/guardians and staff.
- 3.4.9. Transportation Supervisor will:
- Comply with this policy; and
  - Assist the Director of Education in establishing the appropriate processes to make decisions related to inclement weather to ensure the safety of students and the public, and communicate decisions to parents/guardians and staff.
- 3.4.10. Drivers will:
- Comply with the provisions of this policy and any administrative procedures put in place by the Transportation Supervisor under the direction of the Director of Education.
- 3.4.11. Parents/Guardians will:
- Ensure they are aware of processes in place to make decisions related to inclement weather to ensure the safety of students and the public, and communicate decisions to parents/guardians.

## **3.5. Student Conduct:**

### ***Principles and Directives***

- 3.5.1. The Ahkwesàhsne Mohawk Board of Education believes that proper student conduct while riding a school bus is one of the most important elements in the providing safe transportation services. (1020)
- 3.5.2. The Board wishes to note that riding a school bus is a privilege, not a right.
- 3.5.3. Students must play an active role in maintaining bus safety by adhering to established rules for student conduct when benefiting from AMBE transportation services.

- 3.5.4. The bus is an extension of the school; therefore, the Board requires children to conduct themselves while on the bus in a manner consistent with established standards for classroom behaviour. (1020)

#### ***Procedures***

- 3.5.5. Annually, in consultation with the Superintendent of Student Services and the Principals, the Transportation Supervisor will review and revise as required the established rules for *Student Conduct on School Buses*. (Annex A)
- 3.5.6. The Transportation Supervisor will present any revisions to the rules for *Student Conduct on School Buses* to the Director of Education for review and approval.
- 3.5.7. Annually, the Principals will ensure that the rules for *Student Conduct on School Buses* is reviewed with all the students and a copy is sent home to parents/guardians .
- 3.5.8. The established rules for *Student Conduct on School Buses* will be posted on the AMBE website so that it is easily accessible to students, staff, parents/guardians, and the Akwesasne community.

#### ***Roles and Responsibilities***

- 3.5.9. The Director of Education will:
- Approve the annual rules for *Student Conduct on School Buses*.
- 3.5.10. Transportation Supervisor will:
- Review and revise the rules for *Student Conduct on School Buses* as required, and submit them to the Director of Education for approval;
  - Seek the input of the Superintendent of Student Services and Principals in the review and revision of the rules for *Student Conduct on School Buses* as required; and
  - Ensure the implementation of the rules for *Student Conduct on School Buses*.
- 3.5.11. The Superintendent of Student Services:
- Provide the Transportation Supervisor with input into the review and revision of the rules for *Student Conduct on School Buses*; and
  - Assist the Transportation Supervisor in the implementation of the rules for *Student Conduct on School Buses*.
- 3.5.12. Principals will:
- Provide the Transportation Supervisor with input into review and revision of the rules for *Student Conduct on School Buses*; and
  - Assist the Transportation Supervisor and drivers in the implementation of the rules for *Student Conduct on School Buses*.
- 3.5.13. Drivers will:
- Implementation of the rules for *Student Conduct on School Buses*.
- 3.5.14. Parents/Guardians will:
- Assist the Transportation Supervisor and drivers in the implementation of the rules for *Student Conduct on School Buses*, reinforcing at home the importance of their child following the rules for *Student Conduct on School Buses*.

### **3.6. Transportation Safety Program:**

#### ***Principles and Directives***

- 3.6.1. The Akwesasne Mohawk Board of Education places the safety of its students as a top priority, and fully acknowledges the need for and importance of a *Transportation Safety Program*. (808)

#### ***Procedures***

- 3.6.2. Annually, the Transportation Supervisor will develop a *Transportation Safety Program* aimed at maintaining and improving the safety of the AMBE transportation services. (808)
- 3.6.3. The Transportation Supervisor will present the *Transportation Safety Program* to the Director of Education for review and approval.
- 3.6.4. The *Transportation Safety Program* will include at a minimum:
- Training sessions on bus evacuation procedures and expectations for student conduct at each school; (808)
  - A review for drivers of their roles and responsibilities, and *Bus Inspection Procedures*; and
  - Information sessions as required to inform drivers, managers, and/or parents/guardians of any changes or adjustments in provincial or MCA laws, regulations, or policies related to transportation safety.
- 3.6.5. In consultation with the Superintendent of Student Services and Principals, the Transportation Supervisor will consider the addition to the *Transportation Safety Program* of an activity that engages students actively in considering bus safety.

### ***Roles and Responsibilities***

- 3.6.6. The Director of Education will:
- Approve the annual *Transportation Safety Program*.
- 3.6.7. The Transportation Supervisor will:
- Develop the annual *Transportation Safety Program* in accordance with the criteria established in 3.2.4 and 3.2.5, and submit it to the Director of Education for approval;
  - Seek the input of the Superintendent of Student Services and Principals into the addition to the *Transportation Safety Program* of an activity that engages students actively in considering bus safety; and
  - Ensure the implementation of the *Transportation Safety Program*.
- 3.6.8. The Superintendent of Student Services:
- Provide the Transportation Supervisor with input into the addition to the *Transportation Safety Program* of an activity that engages students actively in considering bus safety; and
  - Assist the Transportation Supervisor in the implementation of the *Transportation Safety Program*.
- 3.6.9. Principals will:
- Provide the Transportation Supervisor with input into the addition to the *Transportation Safety Program* of an activity that engages students actively in considering bus safety; and
  - Assist the Transportation Supervisor in the implementation of the *Transportation Safety Program*.
- 3.6.10. Drivers will:
- Assist the Transportation Supervisor in the implementation of the *Transportation Safety Program*.
- 3.6.11. Parents/Guardians will:
- Where possible, assist the Transportation Supervisor in the implementation of the *Transportation Safety Program*, reinforcing the importance of bus safety at home.

## **4. Policy Review and Revision**

### **4.1. Regular Review and Revision of the Policy**

***Principles and Directives:***

- 4.1.1. It is important for the policies of the Ahkwas̓hsne Mohawk Board of Education to remain current and serve the best interest of Akwasasne students and the Akwasasne community.
- 4.1.2. The Board of Trustees recognizes that this policy should be reviewed at a minimum of every 5 years and/or when the legal or regulatory requirements of the Mohawk Council of Akwasasne change or the Board must meet new government obligations.

***Procedures:***

- 4.1.3. The Board of Trustees will establish a timeline for the regular review of this policy that requires the policy be reviewed at the minimum 5 years from the date of approval by the Board or as required by new circumstance or obligations.

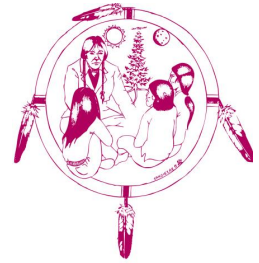
***Roles and Responsibilities:***

- 4.1.4. Board of Trustees will:
  - Establish a timeline for the regular review of this policy and ensure that it is respected; and
  - Ensure that this policy is reviewed at a minimum every 5 years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwasasne change or the Board must meet new government obligations.
- 4.1.5. The Director of Education will:
  - Initiate a review of this policy at a minimum every 5 years from the date of approval, or when the legal or regulatory requirements of the Mohawk Council of Akwasasne change or the Board must meet new government obligations.

## *Annex A: Student Conduct on School Buses*

# Ahkwesàhsne Mohawk Board of Education

## Student Conduct on School Buses



### ***The AMBE Policy 600 – Transportation Services states:***

- The Ahkwesàhsne Mohawk Board of Education believes that proper student conduct while riding a school bus is one of the most important elements in providing safe transportation services.
- The Board wishes to note that riding a school bus is a privilege, not a right.
- The bus is an extension of the school; therefore, the Board requires children to conduct themselves while on the bus in a manner consistent with established standards for classroom behaviour.
- Students must play an active role in maintaining bus safety by adhering to established rules for student conduct when benefiting from AMBE transportation services.

### ***The Student's Responsibilities:***

- *Students using the AMBE Transportation Services must:*
  - Arrive at pick up point 5 minutes before scheduled pick up time, as the driver has a time schedule to follow and is unable to wait for any student; and
  - Remain at all times seated in passenger seats, while the bus is in motion; and
  - Maintain proper classroom conduct while on the bus;
  - Talk to each other in a normal voice, ensuring that the volume does not disturb the driver when driving.
- *Students using the AMBE Transportation Services will refrain from:*
  - Littering on the bus or roadway;
  - Eating on the bus;
  - Extending any part of their body out of the bus window;
  - Using of alcohol, cannabis, tobacco, vaping, or drugs; and
  - Using abusive or profane language.

### ***The Driver's Responsibilities:***

- The driver shall report to the Principal any child who violates or refuses to abide by the rules.
- The driver shall not discipline a student while the bus is in motion.
- If a serious situation occurs where student safety may be threatened, pull over at the first safe opportunity, and insist that the student's behaviour be corrected.

### ***The Parent's/Guardian's Responsibility:***

- Parents/Guardians should reinforce the established rules for student conduct on buses.

### ***The Principal's Responsibility:***

- The Principal has the authority to discipline students that do not follow the established rules for student conduct on school buses while being transported by the AMBE Transportation Services.

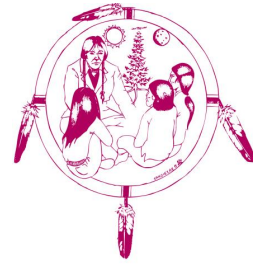
### ***Serious or Persistent Disciplinary Problems:***

- Students who become a serious or persistent disciplinary problem on the bus may have their riding privileges suspended by the Ahkwesàhsne Mohawk Board of Education.
- The Parents/Guardians of each child whose riding privileges are suspended becomes responsible for seeing that their child gets to and from school safely until such time the Board reinstates riding privileges.

### ***Vandalism:***

- The Parents/Guardians of students guilty of vandalism will be charged with the cost of repairs, and the student may be prohibited from riding the bus.

## *Annex B: Application of Drug, Alcohol and Cannabis Testing for Drivers*



# Ahkwesãhsne Mohawk Board of Education

## Application of Drug, Alcohol and Cannabis Testing for Drivers

In accordance with AMBE Policy 600: Transportation Services, Section 3.5

### **A. Application:**

The application of drug, alcohol and cannabis testing applies to all individuals employed by the Ahkwesãhsne Mohawk Board of Education as a bus and/or van driver, including without limitation, all casual, part-time and full-time drivers.

### **B. Annual and Random Testing:**

The Board requires all drivers to submit to urinalysis, blood testing, or hair samples prior to the commencement at the beginning of each school year prior to starting their driving duties. The Board may also, from time to time throughout the school year, require a driver to submit to random testing. The requirement to submit to an additional test during the school year may be required in the event of an accident, student/parent complaint of suspected impairment, or such other circumstances as may cause the Board to question the ability of the individual to safely perform his/her driving responsibilities.

### **C. Requirement to Advise of Prescription/Non-Prescription Drug Use:**

Drivers are required to contact the Transportation Supervisors to advise of his/her use of any prescription or non-prescription drug containing codeine prior to taking their scheduled run(s). The driver is expected to monitor any side effects of such drugs that would impact upon his/her ability to drive.

### **D. Board Required Testing Will Include:**

The Board required testing will include, but not be limited to, analysis for the presence of: alcohol, cannabis, inhalants and prescription/mind-altering drugs, as well as any illegal or illicit drugs.

### **E. Conducting the Tests:**

Samples will be taken at the Akwesasne Medical Clinic by community health representatives, and forwarded to a registered agency for testing.

### **F. In the Event of a Positive Test:**

In the event of a positive test, another test will be taken as soon as possible following release of the report of a positive test. The driver will immediately be removed from his/her driving responsibilities; attempts may be made to offer modified work where possible (i.e. bus monitor).

### **G. Return to Work following Rehabilitative Efforts**

Drivers will only be entitled to return to driving responsibilities when they test negative, and where appropriate, have successfully completed any dependency rehabilitation program that may be mandated by the Board. Other conditions of return to work may be stipulated by the Board depending upon individual circumstances. For example, as a condition of return to work, the individual may be required to undergo more frequent testing, to attend Alcoholics Anonymous meetings, or such other conditions as are applicable in the circumstances.

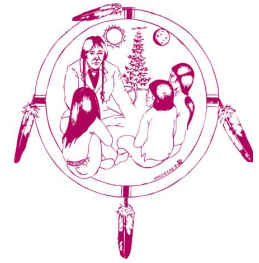
### **H. Termination of Employment**

Refusal to be tested, repetitive or persistent positive test results, failure to complete the required rehabilitation counselling and remain substance-free, and/or to meet the conditions of continued employment as stipulated by the Board, may result in termination of employment.

### **I. Confidentiality**

Confidentiality of test results is extremely important; therefore, test results will be provided to only the Transportation Supervisor, the Director of Education, and the employee concerned.

# Ahkwesãhsne Mohawk Board of Education



## SCHOOL BUS INCIDENT REPORT FORM

Student's Name	Student's Address	Phone Number	
School	Class/Grade	Date of Incident	
Bus Driver	Bus Number	Trip:	AM    PM
			<input type="checkbox"/> <input type="checkbox"/>

Parents: The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both acknowledge the action taken by the driver and to cooperate with the corrective action initiated by the school principal.

### INFRACTION

<input type="checkbox"/>	Improper Boarding / Departing Procedures	<input type="checkbox"/>	Failure to remain seated	<input type="checkbox"/>	Lighting matches / Smoking on the bus	<input type="checkbox"/>	Rude, dis courteous and annoying conduct
<input type="checkbox"/>	Bringing articles aboard bus of injurious or objectionable nature	<input type="checkbox"/>	Refusing to obey driver	<input type="checkbox"/>	Spitting / Littering	<input type="checkbox"/>	Destruction of property
<input type="checkbox"/>	Fighting / Pushing / Tripping	<input type="checkbox"/>	Unnecessary noise	<input type="checkbox"/>	Other behavior relating to safety, well-being and respect for others	<input type="checkbox"/>	Hanging out of window
<input type="checkbox"/>	Throw ing objects in or out of bus	<input type="checkbox"/>	Tampering with bus equipment	<input type="checkbox"/>	Other		

**Other Details:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1 <sup>st</sup> Warning	1 <sup>st</sup> Warning	1 <sup>st</sup> Warning
2 <sup>nd</sup> Warning	2 <sup>nd</sup> Warning	2 <sup>nd</sup> Warning
3 <sup>rd</sup> Warning	3 <sup>rd</sup> Warning	3 <sup>rd</sup> Warning
1 <sup>st</sup> Suspension	2 <sup>nd</sup> Suspension	3 <sup>rd</sup> & Final Suspension for the remainder of the School Year

**Bus riding is a privilege which may be revoked. Parents are urged to acknowledge the disciplinary action taken and to discuss this with their children to prevent further occurrence.**

**Submitted by:** \_\_\_\_\_

White = Parent's Copy

Yellow= School's Copy

Pink= Board 's Copy

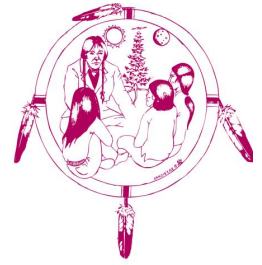
AMBE School Bus Incident Form - 99



*Annex D: Accident Report Form*

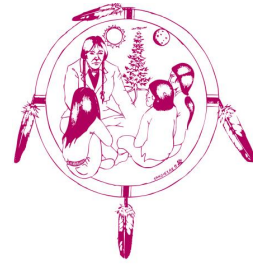
**Ahkwesãhsne Mohawk Board of Education  
Accident Report Form**

*Add text and information as required.*



## *Annex E: Transportation Planning Timeline*

# Ahkwesāhsne Mohawk Board of Education Transportation Planning Timeline



The *Transportation Planning Timeline* is designed to assist the Transportation Supervisor in the planning of all activities related to Transportation Services to ensure that the AMBE maintain safe and secure transportation services to protect its students and the public.

Annually, the Transportation Supervisor will review and update the *Transportation Planning Timeline* to ensure that all transportation activities are included.

### **April:**

#### ***Transportation Planning & Budgeting***

- Prepare Ioha:hiio invoice for the new fiscal year.
- Make preparations for the Ontario Transportation Expo in Toronto, ON.
- Variance report due

#### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due
- Review with the Superintendent of Student Services & Principals the rules of *Student Conduct on Buses (Annex A)* for next school year
- Consider any recommended changes to *Policy 600: Transportation Services* for the next school year
- Consider any recommended changes to *AF 32-1: Inclement Weather* for the next school year

#### ***Routing & Scheduling:***

- Plan end of School Year Trips with schools

#### ***Bus Registration, Verification & Maintenance:***

- New Insurance Cards into Fleet

#### ***Bus Driver & Transportation Supervisor Training:***

- OSBA Ontario Transportation Expo

#### ***Safety Programming:***

- MTO Roundtable discussion at OTE
- Work with Superintendent of Student Services & Principals on the development of the *Bus Safety Program* for next school year

### **May:**

#### ***Transportation Planning & Budgeting***

- Finalize end of year field trips and publish in each school.

#### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due
- Present any recommended changes to Policy 600 and AF 32-1 for next school year to the DE for consideration

#### ***Routing & Scheduling:***

- End of year trips
- Plan summer school bus drivers training
- Plan summer school bus monitor training

#### ***Safety Programming:***

- Present draft *Bus Safety Program* for next school year to the DE review and approval

## **June:**

### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

## **July:**

### ***Transportation Planning & Budgeting***

- Variance Report Due

### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

### ***Routing & Scheduling:***

- Summer Trips scheduled and verified

### ***Bus Registration, Verification & Maintenance:***

- Make sure all buses have proper paperwork, gas cards, and bridge passes

## **August:**

### ***Transportation Planning & Budgeting***

- Post bus routes, drivers and bus numbers at least 3 weeks in advance on newspaper, AMBE Website and FB Page. Do Radio Talk show for updates and reminders.

### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

### ***Routing & Scheduling:***

- Finalize New School Year bus routes and drivers

### ***Bus Registration, Verification & Maintenance:***

- Make sure all buses are ready and clean by August 31

### ***Bus Driver & Transportation Supervisor Training:***

- AMBE Admin Training and planning
- NYS School Bus Drivers 30 Hour Training @ Salmon River
- NYS School Bus Monitors 13 Hour Training @ Salmon River

### ***Safety Programming:***

- CPR/First Aid as necessary, EpiPen Training

## **September:**

### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

### ***Routing & Scheduling:***

- First day of School, make sure students are safe.

### ***Safety Programming:***

- Make sure Bus Drivers address buses regarding rules of the bus(2x daily first week of school)
- Initiate the Bus Safety Program

## **October:**

### ***Transportation Planning & Budgeting***

- Variance Reports due

### ***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

### ***Routing & Scheduling:***

- First PD with Staff

### ***Safety Programming:***

- School Bus Safety Week
- School Bus Evacuations and Rules of the bus

## **November:**

### ***Transportation Planning & Budgeting***

- First draft of budget due
- Policy, Practices and Procedures Updating & Review:***
- 7<sup>th</sup> Fleet Management Report is due
  - 5<sup>th</sup> Report to Donna Lahache is due

***December:***

***Transportation Planning & Budgeting***

- Second draft of budgets due

***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

***Routing & Scheduling:***

- Second PD with Staff/ Staff Christmas Party

***Bus Registration, Verification & Maintenance:***

- School Bus Registrations renewal

***January:***

***Transportation Planning & Budgeting***

- Final Draft of budgets due
- Variance Report due

***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

***Bus Driver & Transportation Supervisor Training:***

- Do Winter Talk Show on Transportation

***Safety Programming:***

- Reinforce the *Bus Safety Program*

***February:***

***Transportation Planning & Budgeting***

- Ensure final budget has been submitted

***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

***March:***

***Transportation Planning & Budgeting***

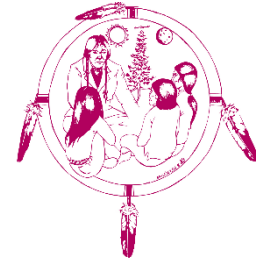
- End of year bus reports are due.
- Final budget for new fiscal submitted

***Policy, Practices and Procedures Updating & Review:***

- 7<sup>th</sup> Fleet Management Report is due
- 5<sup>th</sup> Report to Donna Lahache is due

***Bus Registration, Verification & Maintenance:***

- End of year for School Bus insurance



# Ahkwesāhsne Mohawk Board of Education

## School Bus Daily Inspection Checklist

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
<b>Part 1. Air Brake System</b>	<input type="checkbox"/> (a) audible air leak. <input type="checkbox"/> (b) slow air pressure build-up rate.	<input type="checkbox"/> (a) brake is beyond its adjustment limit. <sup>1</sup> <input type="checkbox"/> (b) air loss rate exceeds prescribed limit. <sup>2</sup> <input type="checkbox"/> (c) low air warning system fails or system is activated. <input type="checkbox"/> (d) inoperative service, parking or emergency brake.
<b>Part 2. Alternating Overhead Lamps</b>	<input type="checkbox"/> (a) a lamp is missing or inoperative. <input type="checkbox"/> (b) lamps do not alternate. <input type="checkbox"/> (c) a lamp is not of the proper colour.	<i>When use of lamp is required:</i> <input type="checkbox"/> (a) a lamp is missing or in operative. <input type="checkbox"/> (b) lamps do not alternate. <input type="checkbox"/> (c) a lamp is not of the proper colour.
<b>Part 3. Doors and Windows, other than Emergency Exits</b>	<input type="checkbox"/> (a) a window or door fails to open or close securely.	<i>When carrying passengers:</i> <input type="checkbox"/> (a) door fails to open or close securely. <i>At all times:</i> <input type="checkbox"/> (a) window fails to provide the required view <sup>16</sup> to the driver as a result of being cracked, broken, damaged, missing, maladjusted, clouded or fogged.
<b>Part 4. Driver Controls</b>	<input type="checkbox"/> (a) accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	<input type="checkbox"/> (a) accelerator is sticking, and the engine fails to return to idle.
<b>Part 5. Emergency Exits</b>	<input type="checkbox"/> (a) required alarm is inoperative. <sup>17</sup>	<i>When carrying passengers:</i> <input type="checkbox"/> (a) window fails to open from inside or close securely. <input type="checkbox"/> (b) door fails to open freely from inside and outside. <input type="checkbox"/> (c) a required door alarm is inoperative. <sup>17</sup>
<b>Part 6. Emergency Flares, Lamps or Reflectors</b>	<input type="checkbox"/> (a) missing or insecure.	-

## School Bus Daily Inspection Checklist

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
<b>Part 7. Exhaust System</b>	<input type="checkbox"/> (a) exhaust leak except as described in Column 3.	<input type="checkbox"/> (a) exhaust leak that causes exhaust gas to enter the occupant compartment.
<b>Part 8. Exterior Body and Frame</b>	<input type="checkbox"/> (a) insecure or missing body parts. <input type="checkbox"/> (b) insecure or missing compartment door. <input type="checkbox"/> (c) damaged frame or body.	<input type="checkbox"/> (a) one or more visibly shifted, cracked, collapsing or sagging frame member.
<b>Part 9. Fire Extinguisher</b>	<input type="checkbox"/> (a) fire extinguisher missing. <input type="checkbox"/> (b) the gauge on any required fire extinguisher indicates an empty condition or a complete lack of pressure .s <sup>1</sup> <input type="checkbox"/> (c) fire extinguisher is not securely mounted or stored in a manner that prevents the extinguisher from being a projectile object.	<i>When carrying passengers:</i> <input type="checkbox"/> (a) fire extinguisher missing. <input type="checkbox"/> (b) the gauge on any required fire extinguisher indicates an empty condition or a complete lack of pressure_ is
<b>Part 10. First Aid Kit</b>	<input type="checkbox"/> (a) required first aid kit is missing. <sup>19</sup> <input type="checkbox"/> (b) kit is incomplete.	<i>When carrying passengers:</i> <input type="checkbox"/> (a) required first aid kit is missing. <sup>19</sup>
<b>Part 11 . Fuel System</b>	-	<input type="checkbox"/> (a) missing fuel tank cap. <input type="checkbox"/> (b) insecure fuel tank . <input type="checkbox"/> (c) dripping fuel leak .
<b>Part 12. General</b>	-	<input type="checkbox"/> (a) serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
<b>Part 13 . Heater/ Defroster</b>	<input type="checkbox"/> (a) control or system failure.	<input type="checkbox"/> (a) defroster fails to provide an unobstructed view through the windshield and through the side windows to the left and right of the driver ' s seat.
<b>Part 14. Horn</b>	<input type="checkbox"/> (a) no operative horn.	-
<b>Part 15. Hydraulic Brake System</b>	<input type="checkbox"/> (a) brake fluid level is below indicated minimum level.	<input type="checkbox"/> (a) brake boost or power assist is not operative. <input type="checkbox"/> (b) brake fluid leak. <input type="checkbox"/> (c) brake pedal fade or insufficient brake pedal reserve. <input type="checkbox"/> (d) activated (other than ABS) warning device. <input type="checkbox"/> (e) brake fluid reservoir is less than ¼ full. <input type="checkbox"/> (f) inoperative service or parking brake .
<b>Part 16. Inspection Stickers</b>		<input type="checkbox"/> (a) a required sticker is missing , unreadable or is invalid. <sup>20</sup>

## School Bus Daily Inspection Checklist

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
<b>Part 17. Lamps and Reflectors</b>	<input type="checkbox"/> (a) required interior or exterior lamp does not operate or function as intended. <sup>21</sup> <input type="checkbox"/> (b) required reflector is missing or partially missing. <sup>9</sup>	<i>At all times:</i> <input type="checkbox"/> (a) vehicle does not have at least one left and one right rear turn signal lamp. <input type="checkbox"/> (b) vehicle does not have at least one brake lamp. <i>When use of lamps is required:</i> <input type="checkbox"/> (a) vehicle does not have at least one low-beam headlamp. <input type="checkbox"/> (b) vehicle does not have at least one tail lamp.
<b>Part 18. Mirrors</b>	<input type="checkbox"/> (a) a mirror fails to provide the required view to the driver as a result of being cracked, damaged or maladjusted. <input type="checkbox"/> (b) a mirror has broken or damaged attachments onto vehicle body.	<input type="checkbox"/> (a) a mirror is missing or broken. <input type="checkbox"/> (b) the glass surface of a mirror has an aggregate non-reflective area exceeding 6.5 square centimetres .
<b>Part 19. Mobility Device Lift</b>	-	<input type="checkbox"/> (a) extendable lift, ramp or other passenger-loading device fails to retract.
<b>Part 20. Mobility Device Ramp</b>	-	<input type="checkbox"/> (a) ramp will not attach securely to vehicle when positioned to load or unload passengers in mobility devices or will not remain in the stored position. <input type="checkbox"/> (b) ramp structure is weak, damaged or worn.
<b>Part 21. Passenger Compartment</b>	<input type="checkbox"/> (a) stanchion padding is damaged. <input type="checkbox"/> (b) damaged steps or floor. <input type="checkbox"/> (c) insecure or damaged overhead luggage rack or compartment.	-
<b>Part 22. Pedestrian-Student Safety Crossing Arm</b>	<input type="checkbox"/> (a) the arm is missing or fails to function as intended.	-

## School Bus Daily Inspection Checklist

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
<b>Part 23. Seats and Seat Belts</b>	<input type="checkbox"/> (a) driver's seat fails to remain in set position. <input type="checkbox"/> (b) required restraint system or component of required restraint system is missing. <sup>23</sup> <input type="checkbox"/> (c) restraint system or component of restraint system is defective. <input type="checkbox"/> (d) seat is insecure. <input type="checkbox"/> (e) restraint system for passenger in mobility device or mobility device restraint system or component of either system is missing or defective.	<p><i>When affected position is occupied:</i></p> <input type="checkbox"/> (a) required restraint system or component of restraint system is missing. <sup>23</sup> <input type="checkbox"/> (b) restraint system or component of restraint system is defective. <input type="checkbox"/> (c) seat is insecure. <p><i>When affected position is occupied with a mobility device or a passenger in a mobility device:</i></p> <input type="checkbox"/> (a) passenger restraint system, mobility device restraint system or component of either system is missing or defective. <p><i>When affected position or position behind it is occupied:</i></p> <input type="checkbox"/> (a) passenger seat or passenger protection barrier is insecure <input type="checkbox"/> (b) seat back or passenger protection barrier padding is missing, partially missing or has shifted from position so as not to be effective.
<b>Part 24. Steering</b>	<input type="checkbox"/> (a) steering wheel lash (free-play) is greater than normal.	<input type="checkbox"/> (a) steering wheel is insecure or does not respond normally. <input type="checkbox"/> (b) steering wheel lash (free-play) exceeds prescribed limit. <sup>10</sup>
<b>Part 25. Stop Arm</b>	<input type="checkbox"/> (a) if equipped with flashing lamps to illuminate letters of the word "STOP", any lamp is partially or wholly inoperative. <input type="checkbox"/> (b) stop arm or stop sign is missing. <input type="checkbox"/> (c) stop arm or stop sign is damaged so as to significantly affect visibility. <input type="checkbox"/> (d) will not extend fully or stay fully extended. <input type="checkbox"/> (e) either light on stop arm is inoperative or lights do not alternate or lights are not red.	<p><i>When use of stop arm or stop sign is required:</i></p> <input type="checkbox"/> (a) stop arm or stop sign is missing. <input type="checkbox"/> (b) stop arm or stop sign is damaged so as to significantly affect visibility. <input type="checkbox"/> (c) will not extend fully or stay fully extended. <input type="checkbox"/> (d) either light on stop arm is inoperative or lights do not alternate or lights are not red.
<b>Part 26. Suspension System</b>	<input type="checkbox"/> (a) air leak in air suspension system. <input type="checkbox"/> (b) one broken spring leaf. <input type="checkbox"/> (c) suspension fastener is loose, missing or broken.	<input type="checkbox"/> (a) damaged (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag. <input type="checkbox"/> (b) cracked or broken main spring leaf or more than one broken spring leaf. <input type="checkbox"/> (c) part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. <input type="checkbox"/> (d) loose U-bolt. <input type="checkbox"/> (e) broken spring on other than a leaf spring system.



## School Bus Daily Inspection Checklist

Column 1 Systems and Components	Column 2 Minor Defects	Column 3 Major Defects
<b>Part 27. Tires</b>	<input type="checkbox"/> (a) damaged tread or sidewall of tire. <input type="checkbox"/> (b) tire leaking, if leak cannot be heard .	<input type="checkbox"/> (a) flat tire. <input type="checkbox"/> (a.1) tire leaking, if leak can be felt or heard. <input type="checkbox"/> (b) tire tread depth is less than wear limit. <sup>11</sup> <input type="checkbox"/> (c) tire is in contact with another tire or any vehicle component other than mud -flap. <input type="checkbox"/> (d) tire is marked "Not for highway use " . <input type="checkbox"/> (e) tire has exposed cords in the tread or outer sidewall area.
<b>Part 28. Wheels, Hubs, Fasteners and Bearings</b>	<input type="checkbox"/> (a) hub oil below minimum level (when fitted with sight glass). <input type="checkbox"/> (b) leaking wheel seal.	<input type="checkbox"/> (a) wheel has loose, missing or ineffective fastener. <input type="checkbox"/> (b) damaged, cracked or broken wheel, rim or attaching part. <input type="checkbox"/> (c) evidence of imminent wheel, hub or bearing failure.
<b>Part 29. Windshield Wiper / Washer</b>	<input type="checkbox"/> (a) control or system malfunction. <input type="checkbox"/> (b) wiper blade is damaged , missing or ineffective. <input type="checkbox"/> (c) wiper or washer fails to adequately clear the windshield in the areas swept by both wipers.	<i>When use of wipers or washers is required:</i> <input type="checkbox"/> (a) control or system malfunction. <input type="checkbox"/> (b) wiper is damaged, missing or ineffective. <input type="checkbox"/> (c) wiper or washer fails to adequately clear the windshield in the areas swept by both wipers.

0. Reg. 199/07, Sched. 5; 0 . Reg. 411/10, s. 2; 0. Reg. 242/14, s. 13.