



**School:** \_\_\_\_\_

**Bus Driver Responsibilities**

\_\_\_\_\_ **School Year**

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A. Documentation

- ☐ Holds a proper class license (Class 4, 2 or 1) depending size of bus with S Endorsement.
- ☐ Fills out [driver abstract consent form](#)
- ☐ Has completed application form to drive a school bus or an activation letter on file.
- ☐ Has Emergency First Aid or will have appropriate first aider available on all trips as per OH&S regulations and EIPS administrative procedures.
- ☐ Reviews [EIPS Safety and Maintenance Plans](#)
- ☐ Has Hours of Service Training – [Review NSC Compliance for Schools PowerPoint](#)
- ☐ Knows weight and dimension of bus(es) they are operating
- ☐ Knows how to properly secure cargo on the bus and/or within cargo departments
- ☐ Completes electronic daily Driver's Time Log (Hours of Service Timesheets) for each day the driver remains active. Will be located in shared folder.
- ☐ If trip exceeds 160 km in radius, complete the extended field trip form and graph and email [safety@eips.ca](mailto:safety@eips.ca) to inform them of the trip. Advance notice must be given.
- ☐ Completes Written Pre-Trip Inspection form for each trip. Pre-trip books are to be submitted to the **SCHOOL SAFETY OFFICER** by the 20<sup>th</sup> day of each month and submitted to Student Transportation who will retain them for 6 months. Current daily trip inspection must be kept on the bus.
- ☐ Reports defects discovered during pre-trip/post-trip to a **MECHANIC/SCHOOL SAFETY OFFICER** and a copy of the inspection form will be attached to the receipt documenting that the defect was corrected.
- ☐ Ensure there is a passenger list for each trip. Class lists are acceptable, but they need to reflect actual riders. Seating plans are recommended in the event of an accident or vandalism.
- ☐ Attends Professional Development Sessions or does [online course/quiz](#) to ensure continuous driver training. Proof of attendance or course completion certificate must be placed on driver file.

## B. Procedures

- ☐ Reads & complies with EIPS Safety & Maintenance Plans
- ☐ Does not permit alcohol, vaping or drugs on the bus
- ☐ Ensures passengers wear seat belts when the vehicle in use has them
- ☐ Responsible for passenger management (reports discipline issues to Principal).
- ☐ Drives safely
- ☐ Practices emergency evacuations
- ☐ Does not exceed hours of service (13 hours driving, 15 hours on-duty)
- ☐ Completes Pre-Trip Inspection
- ☐ Completes Post-Trip Inspection
- ☐ Fuels bus with no passengers on board
- ☐ Informs **SCHOOL SAFETY OFFICER** of any personal traffic violations or accidents (school bus use or personal vehicle use) by completing a [Violation Disclosure form](#).

The safety of students relies on bus driver's fitness for duty and compliance with the above regulations, policies and procedures.

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Safety Office Name

\_\_\_\_\_  
Safety Officer Signature

\_\_\_\_\_  
Date