



NIPISSING-PARRY SOUND STUDENT TRANSPORTATION SERVICES

Section	Revised
Transportation – Roles and Responsibilities	July 31, 2012
RR – 005 Responsibilities of the Operator	
General Statement	Operators and drivers must abide by the terms and conditions of the Student Transportation Services Agreement and any other directed guideline or procedure.
Statement of Responsibility	<p>Operators shall:</p> <ol style="list-style-type: none"> 1. comply with the Nipissing-Parry Sound Student Transportation Services' (NPSSTS) guidelines and procedures; 2. comply with the terms and conditions of the transportation agreement; 3. adhere to the routes and schedules established by the NPSSTS; 4. ensure that all drivers have the most current route schedule and passenger list; 5. notify the NPSSTS of any delay of more than 10 minutes, using our website; 6. maintain effective and open communication with the NPSSTS to keep schools, parents and guardians informed of any delays in routes. Communication shall be maintained until the last student gets off the bus or other school purpose vehicle (SPV); 7. ensure that the necessary action is taken in the event of an accident, as specified in the Procedures for Accidents or Incidents; 8. maintain their vehicles and ensure that drivers operate them as required by the Highway Traffic Act and regulations, any other laws concerning school transportation vehicles and any transportation rules established by the NPSSTS; 9. keep their vehicles clean and free of any hazards; 10. provide the NPSSTS with the following documents: <ul style="list-style-type: none"> • proof that the bus driver holds a valid Class B or Class E driver's licence allowing him/her to drive a school bus



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	<ul style="list-style-type: none"> • proof of insurance • Workplace Safety and Insurance number • Commercial Operator Registration number with a Level 2 CVOR Record Search each September • a copy of MTO Motor Vehicle Inspection A and B inspection reports for all vehicles annually • a copy of their Operating Permit, if they wish to provide vehicles to school boards for non-educational outings • proof that all drivers receive training to prepare them for their responsibilities <ol style="list-style-type: none"> 11. follow up on complaints about a driver with the school principal, parents or guardians and students, and inform the NPSSTS of the incidents; 12. not refuse transportation to an eligible student for any reason whatsoever. Student misconduct shall be reported to the school principal in a Student Bus Misconduct Report. It will be the principal's duty to take the necessary disciplinary action; 13. remove a driver from a route in the event of improper conduct by said driver, as requested by the NPSSTS who has the authority to force an operator to do so; and 14. ensure in the event that a child is left unattended on a vehicle because the driver failed to complete a routine inspection, the driver shall be disciplined by the operator, as specified in the Procedures for Accidents or Incidents.
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