



## **STSYR Driver Responsibilities**

**STSYR007**

Revised: Aug. 2017

1. Obey all rules and regulations of the Highway Traffic Act at all times.
2. Adhere to the bus schedules established by Student Transportation Services of York Region (STSYR).
3. May only transport students to and from designated bus stops. Drivers may not add new bus stops without the approval of STSYR.
4. Drivers are not to accept requests for route revisions (including the addition of new stops or reactivation of previously deleted stops) from school staff.
5. Should direct any parent/guardian/student/teacher who requests route or stop changes to their child's school. Drivers should not discuss nor offer an opinion about the request.
6. Drivers who encounter any dangerous condition (unsafe bus stop or loading zone, washouts, detours, etc.) are instructed to keep students on the school bus and notify their dispatcher who should notify STSYR and school administration immediately. If necessary, STSYR, school administration and bus company staff will investigate alternate delivery options for these students.
7. Drivers should notify their dispatcher if they observe any situation where a child's safety is in jeopardy. The dispatcher is then to notify the police, school and/or STSYR.
8. Ensure the students are never left on the bus alone.
9. Drivers are to report any overloaded vehicles including rider counts per bus stop to the dispatcher who will inform STSYR.
10. Refuse to allow any unauthorized persons on the bus and report any incidents of unauthorized persons attempting to Board the bus to dispatch immediately.
11. Drivers who are notified that a student who normally rides the bus is missing should immediately seek clarification from the teacher on bus duty or call dispatch to clarify with the school.



12. If there is a medical emergency on your vehicle and 911 has been called by dispatch, wait at the scene until the ambulance arrives. Do not attempt to drive your vehicle to meet the ambulance.
13. Drivers must check their vehicle after each run to ensure that no students remain on the vehicle. Failure to do so is reason for dismissal.
14. Must understand and utilize the Safe Rider Sticker Program to help ensure JK – Grade 1 students board the correct bus at school and disembark at their appropriate stop locations.
15. Drivers who are running earlier than their scheduled pick-up and drop-off times should pull over and wait for a few minutes to get back on the proper schedule.
16. Drivers are to report routes operating more than ten (10) minutes later than scheduled times to their dispatcher who will inform STSYR.
17. Must report school vehicle accidents and incidents to their dispatcher immediately. The dispatcher will then contact the school and STSYR.
18. Drivers should attempt to maintain order and monitor conduct of students while on their vehicle.
19. Drivers should notify the Principal of any inappropriate behaviour by a student(s) on the bus. Drivers should then complete a STSYR Bus Driver's Report on Student Behaviour Form.
20. Drivers are not to fuel tanks with students on board.
21. Drivers are not to use a cell phone while operating their vehicle.
22. Drivers are to ensure the vehicle is not put in motion until all students are seated.
23. Drivers should keep their vehicles clean inside and out.
24. Route numbers must be visible in the front and side windows and be a minimum of 4 inches tall and of professional quality.
25. Drivers may not provide candy, food or gifts to any students on the bus.



26. Ensure all students on the bus are informed of the bus safety rules.
27. Use an appropriate tone of voice when speaking to students; refrain from shouting, swearing or using offensive/aggressive language.
28. Avoid starting or stopping abruptly.
29. Cooperate with the Principal when establishing a seating plan for students.
30. Never leave the vehicle with the motor running.
31. Never smoke, drink alcohol or use illegal substances on or near a school bus.
32. Ensure special needs students are transported safely according to the needs of students; follow consortium procedures for transporting students with disabilities and follow requirements in the Accessibility for Ontarians with Disabilities Act.
33. The driver will contact his/her dispatcher to identify JK-1 student(s) not met at their bus stop and the student(s) will remain on the school vehicle; the dispatcher will contact the school and STSYR to identify that the student(s) will be returned to the school.