



TRANSPORTATION 10 – Suspension of School Bus Operator

Date: March 16, 2007

Responsible Administrator: Director, Transportation Services

1.0 RATIONALE

The Division has an obligation to provide safe school bus service for its students. The Division believes that school bus operators shall at all times conduct themselves professionally while adhering to all of the Division's safety operating guidelines.

2.0 PROCESS

The Director, Transportation Services shall maintain this Administrative Practice.

3.0 GUIDELINES

- 3.1 Prior to the commencement of each school year, a driver's handbook that pertains to the standard operating procedures for the current year will be distributed to the school bus operators.
- 3.2 In the instance of a breach of any of the procedures the following process will occur:
 - 3.2.1 Upon proof of the first offence a written warning will be issued
 - 3.2.2 Upon proof of a second offence the operator will be suspended from his/her duties for a determined period of time.
 - 3.2.3 Any additional offences will result in permanent suspension.
- 3.3 Where the Director, Transportation Services deems students to be at risk, the Director may remove the operator immediately, without warning, until an investigation is concluded.
- 3.4 The holder of the contract, whose operator has been suspended in accordance with the process outlined in this administrative practice, may appeal the suspension to the Board of Trustees. Application to appeal must be submitted within ten days of receiving the suspension letter.

References: *Board Policy:*