

## **CONDITIONS OF EMPLOYMENT FOR BUS DRIVERS**

### **Background**

The Division is committed to the operation of a safe and effective student transportation system staffed by qualified and safety-oriented school bus drivers.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

### **Procedures**

1. As a condition of their employment, all bus drivers must provide the Division's Human Resources with a copy of each of the following:
  - 1.1 A valid Class 1 or Class 2 Alberta Operators license;
  - 1.2 A valid 'S' (School Bus Driver) endorsement certificate; and
  - 1.3 A valid First Aid certificate.

Criminal record and security checks: The Division reserves the right to disqualify candidates whose history includes evidence that they are unsuitable for employment in an educational environment (See Appendix A).

2. If for any reason a bus driver's Operator's License is suspended or withdrawn, the Director of Transportation must be notified immediately.
  - 2.1 Suspension or withdrawal of an Operator's License means that a driver must not continue driving until such time as proof of reinstatement of the license has been provided to the Director of Transportation.
  - 2.2 During the period of time that an Operator's License is suspended or withdrawn, the driver will be suspended without pay or benefits.
  - 2.3 The Director of Transportation is authorized to obtain copies of any drivers' Alberta License abstract at any time to confirm its validity.
3. Bus drivers are required to report immediately to the Director of Transportation any violations under the Traffic Safety Act or any Criminal Code convictions. This includes reporting any accidents while the driver is employed with the Division.
  - 3.1 The reporting of such occurrences is necessary to ensure that the Division's insurance coverage is not placed in jeopardy.
  - 3.2 Failure to report such incidences may result in termination of employment.

4. The Division's Director of Transportation will arrange for regular programs for bus driver training and upgrading and may direct any driver to attend such programs when deemed necessary.
  - 4.1 In addition to the above, bus drivers are expected to participate in on-going professional development activities in accordance with the provisions stated in Administrative Procedure 442 – Support Staff Professional Development.

Reference: Relevant Legislation & Guidelines

## **CRIMINAL RECORD CHECK AND CHILD INTERVENTION RECORD CHECKS**

### **Background**

It is important to provide a safe and secure environment for students and staff.

### **Procedures**

1. The screening process for new employees will include a current (within three (3) months) criminal record check and a vulnerable sector check. These record checks will be at the expense of the prospective employee.
2. When an employee is either charged with, or convicted or, an offence, under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act or similar legislation, the employee is required to immediately inform the Assistant Superintendent, Employee Services. A written explanation may accompany the notification.
3. An employee who is subject to any prohibitions, restrictions or orders; including but not limited to probation, recognizance or similar orders; issued or imposed by the court, a law enforcement agency or other government agency, that restrict or forbid the employee from having contact with minor children or that are otherwise relevant to the position held by the employee, shall immediately inform the Assistant Superintendent, Employee Services of such limitations.
4. Failure by an employee to notify the Assistant Superintendent, Employee Services as required under this administrative procedure may justify termination of the employee's employment with the Division.
5. The Assistant Superintendent, Employee Services may require an employee to provide a current (within three (3) months) criminal record check and/or vulnerable sector check at any time during the employment period.