

## **TRANSPORTATION - SCHOOL BUS DRIVER TRAINING**

### **Background**

The Division is committed to ensuring a safe and healthy environment for students. In the interests of providing safe transportation service, the Division requires that all regular and substitute school bus drivers, and volunteer teacher/coach drivers who operate Division-owned school buses successfully complete the MELT Program, the School Bus Driver Improvement Program ('S' Endorsement) and First Aid.

### **Procedures**

1. MELT PROGRAM – Each driver shall complete the MELT Program prior to operating a school bus for the Division as a school bus driver. Training arrangements are handled by the Transportation Department.
  - 1.1 The Division will pay for all instructor fees and materials related to MELT. Staff will be required to sign the MELT Training Agreement (Form 441-1) prior to training commencement.
  - 1.2 Regular and Substitute School Bus Driver salaries and mileage will be paid in order to fulfill the requirements of this mandatory training. A timesheet with all hours of training and an expense claim will need to be submitted for mileage reimbursement. These forms must be authorized by the Director of Transportation of designate for payment.
  - 1.3 Failure to successfully complete this program will result in removal from the list of approved school bus drivers until such time as the program has been completed.
2. 'S' ENDORSEMENT - Each driver shall complete the 'S' Endorsement prior to operating a school bus for the Division. Training arrangements are handled by the Transportation Department.
  - 2.1 The Division will pay for all instructor fees and materials for the driver to obtain the 'S' Endorsement.
  - 2.2 Regular and Substitute School Bus Driver salaries and mileage will be paid in order to fulfill the requirements of this mandatory training. A timesheet with all hours of training and an expense claim will need to be submitted for mileage reimbursement. Any forms must be authorized by the Director of Transportation of designate for payment.
  - 2.3 Failure to successfully complete this program within the 12 month period will result in removal from the list of approved school bus drivers until such time as the program has been completed.

3. FIRST AID - The Division mandates that every regular bus driver shall carry a current Emergency First Aid and CPR/AED Level C certificate.
  - 3.1 Substitute bus drivers are not required, but are encouraged, to obtain first aid training. Contact the Transportation department for first aid training arrangements.
  - 3.2 Regular bus drivers must obtain their first aid certification within 12 months of being appointed to a regular route. The Transportation department will make the first aid training arrangements.
  - 3.3 The Division will pay for all fees assessed related to the instructor fees and materials for any first aid training.
  - 3.4 Bus driver salaries and mileage will be paid for by the Division. A timesheet with all hours of training and an expense claim will need to be submitted for mileage reimbursement. Any forms must be authorized by the Director of Transportation of designate for payment.
  - 3.5 All regular and substitute bus drivers will be offered recertification prior to the expiration of their first aid training.

Reference: Section 52, 53, 59, Education Act

Forms: Transportation - School Bus Driver Training - **MELT Training Agreement** (441-1)  
Expense Claim (115-1) or Expense Reimbursement eForm (PowerSchool AERP)  
Timesheet - Bus Driver

Amended: November 2022