

TRANSPORTATION - DRIVER LICENCE CREDENTIALS/DEMERITS

Background

The Division believes that the safe operation of Division-owned vehicles, including school buses, is of utmost importance.

Procedures

1. All drivers, prior to and during the term of their employment/volunteerism, must demonstrate to the Director of Transportation or designate that they are in possession of a current, valid operator's licence of the appropriate class required to operate the vehicle(s) in question.
2. All drivers will be required to provide and/or release the required information relative to their driving records as noted in this administrative procedure and/or as required by the Director of Transportation or designate.
3. Each driver shall, prior to the licence expiry date, provide the Director of Transportation or designate a copy of their renewed licence.
4. Every third year (or more frequently upon the request of the Director of Transportation), each driver will be required to sign a *Driver Abstract Consent* form authorizing the release of their driver abstract to the Division.
5. The Director of Transportation will review the above-noted Driver Abstracts and, if they are found to indicate a driver has accumulated demerit points, the following will guide the actions of the Director of Transportation, the Secretary-Treasurer and/or the Superintendent.

Regular/Substitute School Bus Drivers:

- 5.1 If a driver has a single conviction resulting in the assignment of four (4) or more demerit points, the driver will be issued a letter from the Director of Transportation and further training may be required before operating a Division vehicle.
- 5.2 If a driver has accumulated six (6) or more demerit points as a result of convictions, the driver will be issued a letter from the Director of Transportation indicating the requirement to complete a Defensive Driving Course or Professional Driver Improvement Course before operating a Division vehicle (employment suspension). The employment suspension will be without pay. The Division will pay the cost of the course once during the driver's employment with Battle River School Division. It is expected that the course will be completed within four (4) weeks of being informed of the requirement to complete. Failure to complete the course within this timeline will result in termination of employment.
- 5.3 A driver who accumulates six (6) or more demerit points as a result of convictions a second time during their employment will be terminated immediately.

- 5.4 Any driver who has accumulated eight (8) demerit points as a result of convictions will be terminated immediately.
- 5.5 Any driver convicted of any traffic violation (other than parking tickets) must report the fact to the Director of Transportation within two (2) weeks of the conviction. Failure to do so could result in disciplinary action being taken.

Teacher/Coach (Volunteer) Drivers:

- 5.6 If the Driver Abstract of a Teacher/Coach Driver shows four (4) or more demerit points, the driver will be removed from the list of approved drivers. If the nature of a single charge is deemed a serious safety issue, a driver may be removed from the list of approved drivers regardless of the demerits.

Staff Operating Division Vehicles (Other):

- 5.7 If the Driver Abstract of Staff Operating Division Vehicles (Other) shows four (4) or more demerit points, the driver will be removed from the list of approved drivers. If the nature of a single charge is deemed a serious safety issue, a driver may be suspended from operating a division-owned vehicle.
6. If the Division receives a photo radar ticket, the Director of Transportation will investigate to determine who the individual was driving the vehicle at the time. This individual will be required to pay for the cost of the ticket and provide evidence of payment to the Director of Transportation. If two (2) or more photo radar tickets are received within one (1) year, the individual's supervisor and the Assistant Superintendent - Human Resources will be notified to determine further actions, up to and including termination of employment.
7. All demerit points are to be considered in applying this administrative procedure, whether or not they were obtained while driving a school bus or private/commercial/farm vehicle.
8. The Director of Transportation will, upon confirmation of unsafe driving practices of a driver, take disciplinary action, up to and including possible termination.

Reference: Section 52, 53, 222, 225, Education Act

Related APs: Transportation - Teacher/Coach/Volunteer Driver Appointment (AP 567)

Forms: Driver Abstract Consent