

## **TRANSPORTATION - TEACHER/COACH DRIVER APPOINTMENT**

### **Background**

The Division believes that schools sometimes require volunteer teacher/coach drivers in order to reduce expenses for transportation of students on field/extracurricular trips. Student safety is of the utmost importance.

### **Procedures**

1. Teacher/Coach drivers must be appointed to the list of approved drivers in order to be permitted to drive a Division owned bus.
2. Appointment will take place once the following have been received, verified, and approved:
  - 2.1 *Transportation - Teacher/Coach Driver Application (Form 567-1)*.
  - 2.2 Copy of a valid Alberta Class 1, 2, or 4 Operator's Licence with an 'S' Endorsement. Class required will depend on the type of vehicle to be operated.
    - 2.2.1 If a Teacher/Coach requires the 'S' Endorsement to operate a school bus, the training arrangements are handled by the Transportation Department (refer to AP 441). Transportation will cover the costs of the course and the school will be responsible for all other costs associated with Teacher/Coach drivers attending the 'S' Endorsement training.
    - 2.2.2 Should a Teacher/Coach wish to obtain the proper licence to operate a school bus then the 2S MELT program is required. Training arrangements are handled by the Transportation Department (refer to AP 441). Transportation will cover the costs of the course and the school will be responsible for all other costs associated with Teacher/Coach drivers attending the 2S MELT training.
    - 2.2.3 Driver Abstract showing no more than four (4) demerits. AP 445 will apply to the accumulated demerits of any driver.
  - 2.3 Five year's driving experience.
3. In order to remain on the list of approved Teacher/Coach drivers, the person must:
  - 3.1 Drive a minimum of five (5) times per year (to ensure that a person operating a bus is retaining the skills required to operate safely). If the minimum driving requirements per year are not met then the driver will need to undergo a Driver Evaluation (AP 442) prior to being approved to drive for the Division again.
  - 3.2 All drivers must keep an accurate and up-to-date *Hours of Service Timesheet*, which will be supplied by the Transportation Department. The original must be submitted to the Transportation Department once every twenty (20) days. The Transportation Department will retain the original for a minimum of six (6) months and the driver must retain the copy for a minimum of six (6) months.

- 3.3 All drivers on the list of approved Teacher/Coach drivers must attend safety meetings as called by the Director of Transportation. Failure to attend may result in removal from the list of approved Teacher/Coach drivers.
- 3.4 Costs associated with the release time and mileage to permit attendance at required safety meetings will be the school's responsibility.

4. Administrative Procedure 557 (*Transportation-Field & Extracurricular Trips*) must be followed.

Reference: Section 52, 53, 59, 222, 225, Education Act  
 Traffic Safety Act  
 School Bus Operation Regulation  
 Student Transportation Regulation 250/98 (amended AR 197/2000)

Related APs: Transportation - Driver Training (441)  
 Transportation - Driver Evaluation (442)  
 Transportation - Driver Licence Credentials/Demerits (445)  
 Transportation - Field & Extracurricular Trips (557)

Forms: Transportation - Teach / Coach Driver Application (567-1)  
 Transportation - Hours of Service Timesheet (booklets from the Transportation Department)  
 Driver Abstract Consent

Amended: March 2023