

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, present evidence to the Director of Transportation or designate that the driver has renewed their licence and is in possession of a valid operator's licence. Provide Transportation with a copy of the renewed licence certifying that all medical requirements have been met.
4. Annually, (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 Assistant Superintendent - Business and/or the Superintendent.

Regular/Substitute School Bus Drivers:

- 5.1 If a driver has a single conviction resulting in the assignment of five or more demerit points, the driver will be suspended for a period of at least ten consecutive school days and may be terminated by the appropriate personnel.
- 5.2 If a driver has accumulated seven or more demerit points as a result of convictions, the driver will meet with the Director of Transportation and a record of the meeting will be placed in the appropriate file retained at the Division Office.
- 5.3 Any driver who has accumulated ten demerit points as a result of convictions will be suspended for a period of ten consecutive school days and will be made aware that an accumulation of eleven or more demerit points will result in immediate termination.
- 5.4 Any driver whose abstract indicates an accumulation of eleven or more 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 weeks of the conviction.

Teacher/Coach (Volunteer) Drivers:

- 5.6 If the Driver Abstract of a Teacher/Coach Driver shows four 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 more than 4 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. 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.
7. The Director of Transportation may, upon the confirmation of unsafe driving practices of a driver, take action in the form of a warning, consultation, suspension and/or recommendation for termination.
8. Drivers who do not, within a period of one month of being requested to do so, provide the appropriate authorization for release of a Driver Abstract may be suspended.

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

Forms: Driver Abstract Consent

Revised: September 2019