

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 or 2 Operator's Licence;
 - 2.3 Driver Abstract showing no more than four demerits (*AP 445 Transportation - Driver Licence Credentials/Demerits* will apply to the accumulated demerits of any driver); and
 - 2.4 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 trips per year (to ensure that a person operating a bus is retaining the skills required to operate safely).
 - 3.2 Obtain the 'S' Endorsement within 12 months of appointment to the list of approved drivers. Training arrangements are handled by the Transportation department.
 - 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.
4. Costs associated with the release time and mileage to permit attendance at required safety meetings will be the school's responsibility.
5. Administrative Procedure 557 (*Transportation-Field & Extracurricular Trips*) must be followed.

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)

Related APs: Transportation - Driver Licence Credentials/Demerits (AP 445)
Transportation - Field & Extracurricular Trips (AP 557)

Forms: Transportation - Teach/Coach Driver Application (567-1)
Driver Abstract Consent

Amended: April 2018