
Board Governance Policy Cross Reference: [1](#), [12](#), [14](#), [16](#)

Administrative Procedures Cross Reference:

[Recruitment and Selection of Employees](#)

[Reimbursement for Employee Expenses](#)

[Reporting of Accidents/Injuries/Incidents – Staff](#)

[Spare Bus Driver Incentive Fee](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba School Bus Driver's Handbook](#)

[MPI Driver's Handbook](#)

[Professional Driver's Manual](#)

[The Drivers and Vehicles Act](#)

[The Public Schools Act \(School Buses Regulation \(465/88R\)\)](#)

The Interlake School Division (ISD) is committed to providing safe transportation for students. To operate a school bus for the Division, individuals are required to meet all training and testing requirements of the ISD, Manitoba Public Insurance (MPI) and Manitoba Education. An overview of all requirements is presented below.

Two separate clauses in [The Public Schools Act, School Buses Regulation 465/88R](#), outline Manitoba Education requirements for new school bus drivers:

Requirements of driver

15 The driver of the school bus shall

(i) obtain a school bus operator's certificate from the office of the Pupil Transportation Unit of the Department of Education before operating a school bus carrying passengers;

Driver instruction

18(1) The school board shall ensure that

(a) each new school bus driver receives a minimum of 24 hours of instruction in school bus driver training prior to operating a school bus carrying passengers;

The minimum 24 hours of instruction required to obtain a School Bus Operator's Certificate is offered through the Interlake School Division. Successful completion of another Manitoba Division's course may be acceptable, at the discretion of the Transportation Supervisor. The training, which focuses primarily on the [Manitoba School Bus Driver's Handbook](#), the [MPI Driver's Handbook](#), and the [Professional Driver's Manual](#) is conducted by School Bus Driver Instructors who have been certified by Manitoba Education. The 24 hours of training will focus on:

- General school bus knowledge;
- Instruction for performing a thorough and effective pre-trip inspection;
- In-vehicle and behind-the-wheel instruction.

Once the individual is familiar with the school bus vehicle, he/she will be scheduled to write/perform the following MPI tests at an MPI Service Centre:

- a written Class 2 knowledge test;
- a written school bus knowledge test;
- a pre-trip inspection (failing a pre-trip inspection automatically cancels the road test);
- a road test in a school bus vehicle (road test fees are non-refundable if the test is cancelled due to failure of the vehicle to meet standards under *The Highway Traffic Act* and its Regulations.)

Upon successful completion of all requirements, the new school bus driver will receive a Class 2F driver's licence from MPI, and a School Bus Operator's Certificate from the Pupil Transportation Unit, Manitoba Education.

If the candidate so requests, an Interlake School Division Bus Driver Mentor will be assigned to provide up to 10 hours of one-on-one additional training, including hands on driving.

Manitoba Education also requires that school divisions/contractors provide annual inservicing to certified school bus drivers as outlined in [The Public Schools Act, School Buses Regulation 465/88R](#):

Driver instruction

18(1) The school board shall ensure that

(b) each school bus driver receives a minimum of eight hours inservice training during each school year.

Additional ISD Bus Driver Requirements:

1. All bus drivers must maintain a good driving abstract. Any violations may be considered grounds for dismissal.
2. Drivers must be familiar with all information in the [Manitoba School Bus Driver's Handbook](#), the Interlake School Division Bus Driver's Handbook and the Interlake School Division Emergency Preparedness Plan for School Buses.

3. Drivers must comply with all regulations under the Manitoba Highway Traffic Act, the Manitoba Public Schools Act, Manitoba Transportation and Safety Regulations, and Interlake School Division Procedures.
4. Drivers who are inactive for one year must attend 8 hours of training before being re-instated to the active spare driver list, or before being considered for a regular driver position.
5. Drivers who are inactive, and have not attended training for 3 consecutive years must re-take the 24 Hour School Bus Driver Course before being considered for an active spare position or a regular bus driver position.
6. Drivers must be neat and tidy at all times.
7. Smoking on the bus is strictly prohibited.
8. Consumption of alcohol is strictly prohibited while driving and for 8 hours prior to driving a school bus. If a driver is suspected of being under the influence of drugs or alcohol, s/he could be required to take a drug or alcohol test. Failure to comply with testing will make the driver liable to summary dismissal.
9. Drivers must refrain from using profanity and/or inappropriate language while on duty.
10. Drivers must submit all required paperwork to the Transportation Department office in a timely manner. Drivers must maintain a current copy of the passenger manifest, route map, and seating plan on the bus. Drivers must also complete the log book and time sheets on a daily basis.
11. Drivers must report to the Transportation Supervisor all accidents, moving violations and or any other traffic violations which have occurred while they were operating a motor vehicle (whether school bus or not).
12. In the event of a road safety incident involving a school bus, the bus driver will complete a School Bus Drivers Accident Report and a RCMP Traffic Accident Report as required by MPI. The Transportation Department will report the incident to the Pupil Transportation Unit, Manitoba Education.
13. Drivers must meet established minimum medical requirements:
 - a) An individual applying for a Class 2F driver's licence must undergo a medical examination and file a Medical Examination Report completed and signed by a licensed physician or nurse practitioner.
 - b) Applicants applying for a Class 2F driver's licence are required to have their vision tested and must meet minimum vision standards. If the applicant requires corrective lenses, they will be required during the vision screening testing. Applicants who fail to meet minimum vision standards will be denied the class of driver's licence sought.
 - c) Applicants applying for a Class 2F driver's licence must meet specific hearing standards. The use of hearing aids may be used to achieve hearing standards. If a hearing impairment exists, an audiogram report may be required.
 - d) All Class 2F drivers must submit an MPI Medical Examination Report form every five years between the ages of 18 and 45, every three years between the ages of 46 and 64, and annually thereafter.

- e) ISD require an annual medical annually after age 60. The medical will be completed within one hundred and twenty (120) days of the end of the driver's birthday month and must be completed by a physician, unless it is a year when the medical has been requested by MPI.
- f) Should a specific medical issue arise, the Division may request that a medical examination be performed. Drivers with specific medical conditions may be required to submit medical reports more frequently. If it is a year when a driver must provide MPI with a medical examination, written proof of the medical exam will be accepted to fulfill the minimum requirements.
- g) Costs for the medical examination for all active Bus Drivers will be reimbursed by the Division.