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

Administrative Procedures Cross Reference:

Form Cross Reference:

[School Bus Driver Time Sheet](#)

Legal/Regulatory Reference:

[Commercial Vehicle Drivers Hours of Service Regulations \(Canada\)](#)

[Drivers Hours of Service Regulation \(Manitoba\)](#)

[The Highway Traffic Act \(Manitoba\)](#)

The Interlake School Division (ISD) is committed to providing safe transportation for students and as such, adheres to all federal and provincial regulations regarding bus driver service requirements. The following is a summary of the impacted areas of [The Highway Traffic Act](#) (Manitoba), including [Drivers Hours of Service Regulation \(Manitoba\)](#) and Transport Canada's [Commercial Vehicle Drivers Hours of Service Regulations](#) that relate to school bus drivers. School bus drivers employed by the Interlake School Division are required to fully comply with all federal and provincial regulations.

1. Time Sheets

All bus drivers are required to complete a daily time sheet of the hours they drive the bus, which includes hours driving their regular route, extra-curricular activities and offsite activity trips. Drivers must include non-division driving-for-hire hours on the timesheet (see 7. for clarification). The completed sheets must be submitted to the Transportation Department office at the end of each month. See [School Bus Driver Time Sheet](#). Completion of the time sheets is a legal requirement, compliance is mandatory.

2. Driving Hours

The number of hours that a school bus driver may drive in a 24-hour period is 13 hours actual driving time. Driving a personal vehicle to and from bus pick up is not included in driving hours.

3. On-Duty Hours

The number of hours a school bus driver may be on duty in a 24-hour period is 14 hours. On-duty time is the time you spend doing pre-trip and post-trip inspections, as well as time spent with the bus, waiting for students. For example:

- a) 0.5 hour (a.m.) to complete pre-trip inspection.
- b) 1.5 hours to complete regular run.
- c) 0.5 hour waiting until 9:00 a.m. extra-curricular trip.
- d) 1.0 hour driving students to Winnipeg.
- e) 4.0 hours wait time until 2:00 p.m. pick-up.
- f) 1.0 hour trip back to school for 3:00 p.m.
- g) 0.5 hour waiting until 3:30 p.m. to load for the p.m. run
- h) 1.5 hours to complete p.m. run.
- i) 0.5 hour to complete the post-trip inspection.

In the above example, the driver has been on duty for 11 hours.

4. Shift Hours

Shift hours are made up of the total of on-duty hours plus driving hours in a 24 hour period. Any one shift cannot exceed 16 hours in total.

5. Rest Hours

Every driver must have 10 hours of rest every 24 hours, of these 10 hours 8 must be consecutive hours. This will impact those drivers taking overnight trips, they must book off 10 hours per day, of which 8 hours must be consecutive.

6. Transportation Log Book Requirements

Every trip that is more than 160 km (one way) from the driver's home requires completion of a Commercial Driver's Log. These books will be available at the bus garage for those drivers taking long distance trips. There is a sample sheet in each log book explaining what areas need to be completed, and how to fill in the log correctly. The log books should be returned to the garage with your trip requisition, as soon as possible after the trip.

7. Driver Obligation to Report Hours

School bus drivers who also drive commercially for another carrier are legally obligated to report the hours that they drive outside of the Division's employ to the Transportation Supervisor.

Farmers who have a Class 1 license and haul grain for their own farm, without remuneration, do not have to report their hours. However, if they use their farm truck to haul grain for a neighbor and receive pay for their labour, they are then considered a commercial driver and must report those hours. These hours must be included on the [School Bus Driver Time Sheet](#).