

SCHOOL BUS DRIVER EVALUATION AND HEALTH SCREENING

Purpose:

1. To provide safe transportation of students.
2. To ensure that school bus drivers maintain a standard of skill, ability and health compatible with the requirements of their employment.

A. LICENSURE

PURPOSE

1. To ensure that drivers are licenced to drive school buses as required by applicable legislation.

PROCEDURE

1. Upon initial hire, and at anytime thereafter at the request of the Division, the driver shall produce a valid school bus operator' s certificate as issued by Manitoba Education and Training and a Class II drivers licence as issued by the Driver and Vehicle Licencing.
2. Upon initial hire, and at anytime thereafter at the request of the Division, the driver shall provide authorization for the Division to obtain a driving abstract.
3. The Driver shall advise the Division of any change in the status of his/her licence to operate a vehicle, and of any conviction for a driving related offence.

B. HEALTH REVIEW

PURPOSE

1. To provide for the safe, competent driving of school buses by ensuring that the health status of drivers is compatible with the requirements of the job.

PROCEDURE

1. Upon initial hire, and at anytime thereafter at the request of the Division, the driver shall provide authorization for the release of medical information to the Division.
2. Every driver shall file a "Medical Report - Bus Drivers" upon initial hire, and thereafter as required by the Division, but at least as follows:

Age 21 - 44 every five years
Age 45 - 59 every two years
60 and over annually

In years in which a report is required to be filed with Driver and Vehicle Licencing, a copy is to be provided to the Division in compliance with the Policy.

3. The completed "Medical Report - Bus Drivers" shall provide an opinion in accordance with the requirements of the Highway Traffic Act and the guidelines of the Canadian Medical Association.
4. Costs of the medical examination will be reimbursed to the driver by the Division upon receipt of the completed medical examination report and a copy of the receipt for the Doctor's medical fee.
5. The Division reserves the right to require a medical examination by a physician of its choice.
6. All "Medical Report - Bus Drivers" forms will be placed in each drivers confidential personnel file.

The attached "Medical Report - Bus Drivers" form, is to be used as part of this policy.

C. EVALUATION OF DRIVER

PURPOSE

1. To ensure that drivers maintain a high degree of driving proficiency.
2. To assist drivers to continually improve skills and knowledge.
3. To promote the ongoing professional development of school bus drivers.
4. To recognize and document the performance of drivers so that areas requiring improvement may be recognized and improved.
5. To provide an ongoing record of the driver's skills and abilities.

PROCEDURES

1. Every regular bus driver will have an evaluation report completed on a regular basis, at the discretion of the Transportation Supervisor, but at least every three years.
2. Evaluations on a more frequent basis will be conducted for bona fide reasons such as advancing age of the driver, complaints received from the public, remedial review of performance problems, etc.
3. The evaluation will include a "Behind the Wheel Evaluation Report" and a "Bus Driver's Evaluation Report".

...3

4. The evaluation, including areas requiring improvement, will be reviewed with the driver who will have an opportunity to respond in writing. The driver will sign the reports as acknowledgement they have been discussed with the employee.
5. The completed evaluation reports, including the driver's comments, if any, will form a permanent part of the confidential personnel file of the driver.
6. Areas requiring remedial improvement will be followed up, as necessary, by the Transportation Supervisor and the driver.
7. Upon recommendation of the Transportation Supervisor, the Division may require a driver to recertify as a school bus driver as required by the applicable provincial regulation. Arrangements for the costs of recertification will be borne by the Division.

Approved: May 19, 1992
Reviewed: October 18, 1994
Revised: December 19, 1995
Revised: March 5, 1996
Revised May 21, 2002

Bus Drivers' Evaluation Report

BUS DRIVER _____ DATE _____

Length of time employed _____

1. Behind the Wheel Evaluation Report (attached)
Comments/Recommendations:

2. Personal Attributes (relationship with superiors, bus drivers, and garage staff; public relations; neat appearance; personality; dependability; co-operation; attitude to and interest in work).
Comments/Recommendations:

3. Performance (responsibility; bus maintenance; punctuality and reliability; receptiveness to supervisor and direction; accuracy and punctuality of forms; communications with garage staff; accuracy of log book; student discipline; absenteeism)
Comments/Recommendations:

4. Knowledge (job related knowledge; school division policies; bus drivers handbook).
Comments/Recommendations:

Evaluator's Conclusions:

Date

Transportation Supervisor

Employee's Comments:

Date

Employee