

This administrative procedure also applies to bus drivers working for bus contractors.

1. All bus drivers are required to hold the appropriate Provincial Operator's Licence.
2. All bus drivers are required to hold valid Q Endorsement certification.
3. All bus drivers must be authorized by the Director of Transportation or designate including those driving for bus contractors.
4. All bus drivers, including spares, volunteers and teachers shall be required to complete the "S" Endorsement and Standard First Aid courses within one year of the date of employment or prior to the signing of the initial contract in the case of contractors.
5. Spare drivers must complete two (2) field trips or route runs per year to remain active as a spare driver.
6. Transportation Department shall sponsor in-service for bus drivers as required.
7. All bus drivers shall be provided with appropriate support and guidance in dealing with student discipline.
8. Teachers, other staff, and volunteers must meet the same criteria as regular and spare bus drivers in order to be authorized to drive Division buses.
9. Training of new bus drivers will consist of:
  - a. A complete pre-trip inspection, depending on the qualification of the trainee, (e.g. Q endorsement) the inspection may be just one or both;
    - i. Inspection of a hydraulic brake bus
    - ii. Inspection of an air brake bus for persons having Q endorsement
  - b. Review of bus driver procedures, as outlined in the Division Administrative Procedures and the Bus Driver Handbook
  - c. New employee orientation
  - d. One-on-one driving instruction on the operation of a school bus for the delivery of students on a route
  - e. Alberta Professional Drivers' Handbook online orientation
  - f. Division approved road test
  - g. Mentor Program, a minimum of one (1) ride along with an approved bus driver and one (1) drive regular route with supervision of an approved bus driver