

Administrative Procedure 562 – Appendix

Appendix – DIVISION EMPLOYEE & VOLUNTEER QUALIFICATIONS – OPERATION OF BUSES AND VANS

Division employee or volunteers who operate school buses or vans owned by the schools or rented* from other agencies require the following qualifications:

License	Buses over 24 passenger Buses 24 passenger (D250 or D270) & under Vans or other vehicles (regular duties) Vans or other vehicles (occasional) * 15 passenger vans are not to be rented or used for school-related activities When an employee is operating a private vehicle for the purpose of transporting a student during regular duties, they are deemed to be paid during that time and are required to have a Class 4 driver's license.	Class 1S or 2S Class 4S Class 4 Class 5
Abstract	Required Annually	No more than 6 demerits Schools may obtain driver abstracts at the reduced rate through the Occupational Health & Safety Advisor but require a permission form from the employee or volunteer allowing the Division to obtain the abstract.
References/ Application Form	Two (2) letters of reference and an application form are required to be on file as per National Safety Code regulations.	
First Aid	Buses – Required every three (3) years or on expiry Vans/Other Vehicles – Required every three (3) years	
S Endorsement	Buses – Required immediately for Class 2 drivers. Required immediately for Class 4 drivers operating D250 or D270 vehicles. Vans/Other Vehicles – Recommended	
Criminal Record Check		
Current Employee	Required to be updated every five (5) years	
New Employee	Required immediately	
Age Requirement	School employees/volunteers must be a minimum of twenty-five (25) years of age in order to operate a school bus/van or other vehicle for the purpose of transporting passengers. School employees/volunteers cannot operate a school bus/van or	

other vehicle for the purpose of transporting passengers effective June 30th following their sixty-seventh (67th) birthday.

Maintenance Program

It is a requirement of the National Safety Code that all maintenance of vehicles be recorded and performed in accordance with the written maintenance program developed for the Division. The Division's Sample Safety and Maintenance Program can be found on the Division website under Transportation.

Safety Program

It is a requirement of the National Safety Code that all operators of vehicles for the purpose of transporting passengers have a written training and safety program consistent with the program developed by the Division. The Division's Sample Safety and Maintenance Program can be found on the Division website under Transportation.