

<b>Division</b> HUMAN RESOURCES	<b>Policy Series</b> 700	<b>Policy #</b> 700.2
<b>Subject</b> Risk Management	<b>Replaces</b>	
<b>Responsible Authority</b> <ul style="list-style-type: none"> <li>DIRECTOR OF EDUCATION</li> <li>ASSISTANT DIRECTOR OF HUMAN RESOURCES</li> </ul>	<b>Date Approved</b> November 15, 2008	
	<b>Effective Date</b> <i>December 15, 2008</i>	
<b>Date Reviewed</b> <i>April 23, 2012</i>	<b>Date Revised</b>	

**700.2(1) Policy Name**

**Requirement for Driver Abstracts**

**700.2(2) Policy Statement**

700.2 (2.1) The Director of Education for Nova Central School District requires that:

- 2.1.1 A satisfactory Driver's Abstract is submitted by successful candidates for bus driver positions (new employees), prior to commencing employment with the district.
- 2.1.2 A satisfactory Driver's Abstract is submitted by all Nova Central School District bus driver employees, on an annual basis.
- 2.1.3 Contracted service providers (private operators) who enter into an agreement with Nova Central School District to provide regular bussing or special transportation services, shall provide confirmation to the district that satisfactory Driver Abstracts have been completed by all of their drivers who transport students.

700.2 (2.2) A Driver's Abstract must have been executed within the preceding ninety (90) days of receipt by the district

700.2(2.3) The Driver's Abstract shall be used to determine whether an individual has a record of offences which would render him/her unsuitable for employment or placement as a driver for the district.

### 700.2(3) Policy Rationale/Purpose

The Nova Central School District has a responsibility to provide a safe and secure working and learning environment. Drivers have direct and regular contact with students and are deemed to be in positions that have a heightened risk and are safety-sensitive. All reasonable precautions shall be taken to determine that potential or current drivers do not pose a threat to students, other employees or the district.

### 700.2(4) References

The Highway Traffic Act, Carrier Safety Regulations

### 700.2(5) Scope

This policy applies to:

- 700.2(5.1) All successful candidates for positions as school bus drivers with Nova Central School District.
- 700.2(5.2) All school bus drivers employed by Nova Central School District.
- 700.2(5.3) All contracted service providers (private operators) transporting students on behalf of Nova Central School District, including special transportation providers.

### 700.2(6) Roles and Responsibilities

700.2 (6.1) Responsible Division: **Human Resources**

- 6.1.1 The **Assistant Director of Education (Human Resources)** shall be responsible for the implementation, monitoring and revision of this policy.
- 6.1.2 The **Assistant Director of Education (Human Resources)** or his/her designate shall be responsible for ensuring that satisfactory Driver's Abstracts are received by the district on all successful candidates for positions of employment as bus drivers with Nova Central School District
- 6.1.3 The **Manager of Student Transportation** shall be responsible for ensuring that a satisfactory Driver's Abstract has been completed and submitted as required by all bus drivers who are current employees with Nova Central School District, and that up-to-date Driver Abstracts for all bus driver employees are maintained at the bus depot in Gander, in accordance with provincial requirements.

6.1.4 The **Manager of Administrative Services** shall be responsible for ensuring that a satisfactory Driver's Abstract is confirmed for all drivers who are private operators or are employed by private operators, and who transport students for Nova Central School District.

#### 700.2(7) Procedures\*

**700.2(7.1) Completing, Submitting and Paying for a Driver's Abstract**

**700.2(7.2) Candidates for Employment as Bus Drivers**

**700.2(7.4) Current Bus Driver Employees**

**700.2(7.5) Contracted Service Providers (Private Operators)**

**700.2(7.5) Information Management – Driver Abstracts**

**700.2(7.6) Adjudication**

*\*[Please refer to operational procedures for Nova Central School District.]*

#### 700.2(8) Definitions

700.2(8.1) **Driver's Abstract** means a document that outlines an individual's driving record. This is a five year snapshot of a driver's history including the driver's name, licence number, class, expiry date, conditions/restrictions, height, date of birth, gender and status information as well as the driver's *Highway Traffic Act* and *Criminal Code of Canada* convictions.

#### 700.2(9) Review

This policy shall be reviewed every two years.

#### 700.2(10) School Policy

N/A.