

TRANSPORTATION SAFETY & MAINTENANCE PROGRAM

NOTICE TO READERS

This includes the school's Transportation Safety and Maintenance Program which is designed for all commercial vehicle school buses with a seating capacity of 11 or more persons.

What are Safety and Maintenance Programs?

Safety and maintenance programs are written documents that provide safety and maintenance expectations for all employees within a school. All National Safety Code (NSC) schools are **required by law** to have these programs in place. The safety program allows school safety management to ensure all authorized drivers have sufficient training and qualifications to safely operate the school's commercial vehicles. The maintenance program helps management confirm that all vehicles owned by the school are properly maintained before they are operated on highways. For more information about the purpose of safety and maintenance programs, refer to Modules 5-6 of the <https://open.alberta.ca/publications/commercial-vehicle-safety-compliance-in-alberta> education manual.

For more information on **Regulatory Requirements** consult the following legislation:

- *Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002);*
- *Commercial Vehicle Safety Regulation (AR 121/2009);*
- *Vehicle Inspection Regulation (AR 211/2006); Vehicle Equipment Regulation (AR 122/2009); Traffic Safety Act.*

Alberta regulations are available from the Queens Printer at 780-427-4952 or online at: www.qp.alberta.ca

****Each Bus/Van Binder should have a written copy of this Program, Emergency Numbers, a copy of the Operating Authority Certificate and the Fitness and Safety Certificate and Child Emergency Forms/ List.***

SAFETY PROGRAM

NAME ON SAFETY FITNESS CERTIFICATE: Footprints for Learning Society
Prepared by: Laura Bancroft, Board Treasurer

AUTHORIZED DRIVERS

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to Footprints for Learning Society. Authorized drivers include:

- managers/owners who drive;
- full time drivers;
- part-time or occasional drivers;
- school mechanics who test drive vehicles or drive part-time;
- staff who train drivers;
- contractors who have their vehicles registered to the school;
- anyone else authorized to operate a school vehicle.

All authorized drivers must follow the policies and procedures found in this safety program. By following the policies in this program, all authorized drivers will be more aware of how to operate safely and to prevent collisions.

PART 1: SAFE USE AND OPERATION OF VEHICLES

Footprints for Learning Society will ensure all drivers are aware of the safe use and operation of commercial vehicles. Drivers must comply with all transportation safety laws, including those related to:

Speed Limits

Drivers must obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use

All authorized drivers, while operating or travelling as a passenger in school vehicles, must wear seat belt(s) at all times.

Drug and Alcohol Use

The possession and/or consumption of alcohol, marijuana, illegal drugs, or the misuse of prescription drugs are strictly prohibited while drivers operate school vehicles and other equipment.

Defensive Driving

Authorized drivers must operate school vehicles in a professional and courteous manner. Drivers must be prepared to avoid collision causing situations by practicing and by promoting the principles of defensive driving.

For example, drivers must be aware of their surroundings and look ahead. Drivers should leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Distracted Driving

As part of practicing the principles of defensive driving, authorized drivers must remain focused and follow all distracted driving laws. The following activities conducted while driving are considered distracted driving:

- using hand-held cell phones;
- texting or emailing (even when stopped at red lights);
- using electronic devices like laptop computers, video games, cameras, video entertainment displays, and programming portable audio players (e.g. MP3 players);
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming (brushing teeth, putting on makeup, clipping nails, shaving, etc.).

Fuelling

Before fuelling, the driver must:

- shut off engine;
- not smoke;
- check for fuel leaks;
- not overfill the tank;
- not leave nozzle unattended; and
- replace filler cap when finished fuelling.

PART 2: PROPER RECORD COMPLETION

Footprints for Learning Society will train staff in tracking their hours and any other documents that are required to be completed by law. A record will be maintained on each driver's file showing that the employee has this knowledge or any training received. The school will evaluate each type of record for proper completion.

Hours of Service Records

Refer to the following resources for more information on provincial hours of service requirements:
Alberta's [Drivers' Hours of Service Regulation \(AR317/2002\)](#)

Daily Log Completion:

Daily log completion is exempted in accordance with Driver' Hours of Service Regulation (AR317/2002) in that all drivers at Footprints for Learning Society do "not operate beyond a radius of 160 km from the home terminal [the school] of that driver and follow the below conditions:

- Driver records accurate work shift start **and** end times;
- Driver returns to the school (starts and ends shift at same location);
- Driver is released from work within **15 hours** from the start of the work shift;
- The school will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is release from work (end time).

PART 3: COMPLIANCE WITH THE LAW

Safety Laws

Drivers operating vehicles owned by Footprints for Learning Society, will comply with all transportation safety laws as required. The [Commercial Vehicle Certificate and Insurance Regulation \(AR 314/2002\)](#) identifies that:

“**safety laws**” means, as the context requires,

- i) the Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) the *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;
- iii) the laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

Safe Vehicles

Vehicle Condition:

Drivers will not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

PART 4: USE OF SAFETY EQUIPMENT

Use of Warning Devices

During the night time a commercial vehicle will not be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional; and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle.

When there is insufficient light or conditions where objects are not clearly discernible at 150 metres, commercial vehicles will not be stationary outside of the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless;

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle.

Warning triangles and hazard lights are used to make other traffic aware of parked commercial vehicles.

Use of Fire Extinguishers

If the need to use a fire extinguisher arises:

Remember the word PASS

- **Pull** – Pull the safety pin by breaking the seal;
- **Aim** – Aim the nozzle, horn or hose at the base of the fire;
- **Squeeze** – Squeeze the handle;
- **Sweep** – Sweep from side to side moving carefully toward the fire keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Safety instructions:

- remove the fire extinguisher from its bracket;
- approach the fire from upwind if possible;
- hold the extinguisher in an upright position;
- continue to use until the fire is out and the fire extinguisher is empty;
- replace the safety pin and return it to your compartment;

- have extinguisher recharged immediately or replaced before your next run;
- report use of fire extinguisher to supervisor.

Use of Personal Protective Equipment (PPE)

Footprints for Learning Society will ensure all employees are required to utilize Traffic Vests. Any applicable education or training will be documented and placed on the driver's file as applicable.

PART 5: DRIVER CONDUCT AND DISCIPLINE

Driver Conduct

Drivers must practice good conduct by keeping the following policies in mind:

- safely operate school vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- report all significant events on road to the school school Principal or Manager, including violations, near misses, etc.

Disciplinary Procedures (STEPS)

All disciplinary steps taken by Footprints for Learning Society will be progressive in nature. All actions taken, including verbal warnings, will be documented. Disciplinary action may be taken with employees for any:

- regulatory violations (identified on the School Profile, driver's abstract or through internal evaluations/audits).
- significant school policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, disciplinary action may include:

- written warnings;
- suspension; or
- termination.

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety or the passengers, the school may take disciplinary action at any stage based on the severity of the violation.

Where any form of disciplinary action is taken against a driver, this action must be documented and recorded in the driver's file.

PART 6: DRIVER QUALIFICATIONS

Driver Qualifications

When hiring new drivers, Footprints for Learning Society will ensure the driver is qualified for the job by reviewing their driver abstract. By reviewing the commercial driver abstract, the school will ensure the driver has a valid operator's licence for the class of vehicle they will be operating (Class 1 or 2 with the S endorsement for a bus and a Class 4 for a Van). The school will also examine the driver's history to determine whether they are qualified to operate a commercial vehicle safely.

When hiring new drivers, the school will also;

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers;

Drivers are also expected to immediately report changes of their Driver's Licence status to their employer (for example, suspensions or medical requirements/conditions).

Driver Evaluations

The school will perform written driver evaluations according to the intervals in the chart below:

Driver Evaluation Type	Evaluation Interval	Comments
New Hire	Evaluate on hire	Complete written driver evaluation form and place on driver file.
Probationary Driver	Weekly	Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
Non-compliant Driver	Weekly	Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
Normal Driver	Annually	Complete written driver evaluation form and place on driver file.

Drivers will be evaluated for skills involving: driving in traffic, backing up, driving defensively, conducting daily Trip Inspections, and identifying and reporting defects to the school. The school maintains an ongoing program for evaluating employees' driving skills by occasionally (a minimum of 1 time per year) going on a bus run and filling out the applicable Evaluation Form (on next page). This form will be retained in the Drivers file.

DRIVER EVALUATION

Location Name:				Current Class of Operator's Licence						
				1	2	3	4	5		
Driver Name:		Date:		Signature of Driver:			Date:			
DRIVER ACTIONS		Performance Assessment			DRIVER ACTIONS			Performance Assessment		
		Good	Fair	Poor				Good	Fair	Poor
A. CONTROLS					E. TRAFFIC LIGHTS / SIGNS					
1. Knowledge and/or use of equipment					1. Fails to anticipate / observe					
2. One-handed steering – hand position					2. Judgment – green / amber / red					
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other					
4. Shifts too soon / late / lugs										
5. Improper use of gears / grinds					F. RIGHT-OF-WAY					
6. Improper use of clutch / stalls/ coasts					1. Uncertain / hesitant					
7. Improper use of brake / park brake					2. Fails to assume own right of way					
8. Improper use of accelerator					3. Aggressive / Judgment					
9. Signals too soon / late										
10. Signals – improper / not cancelled/none					G. SPEED					
					1. Too fast for conditions					
					2. Too slow for conditions					
B. PARKING / STARTING / BACKING					H. BACKUP / TURN AROUND					
1. Fails to set brake / gear					1. Poor observation – before / during					
2. Observation – backing / starting					2. Judgment of distance / position					
3. Judgment – vehicle / wheels / angle										
5. Rolls back										
6. Unsure / too slow										
C. LANE DRIVING / CHANGING / POSITION					I. ROAD TEST DISQUALIFICATION					
1. Fails to check mirror					1. Overall poor performance					
2. Fails to check blind spot / late					2. Right of way violation – vehicle / pedestrian					
3. Uncertain / hesitant					3. Traffic light violation					
4. Road position – straddles lane					4. Stop sign violation					
5. Too close / far – stop / pass / follow					5. Speeding violation					
6. Improper lane change / late / slow					6. Other violation					
7. Fails to observe signs / conditions					7. Climbs over curb					
					8. Lacks caution at uncontrolled intersection					
D. INTERSECTIONS / TURNS / RR					9. Obstructs traffic					

1. Block crosswalk / intersection / stop line				10. Unable to perform skill maneuver				
2. Stops too far back				11. Hits vehicle / object				
3. Unnecessary stop				12. Lacks skill and control				
4. Fails to leave parking lot				13. Unsafe action				
5. Fails to observe conditions / late				14. Trip inspection failure				
6. Left turn – cuts corner / turns wide				COMMENTS:				
7. Left turn – wrong lane – before / after								
8. Right turn – cuts corner / turns wide								
9. Right turn – wrong lane – before / after								
10. Incorrect position – vehicle / wheels								
11. Too fast – before / during								
12. Too slow – before / during								
TEST ADMINISTRATION INFORMATION:								
Authorized to drive:		Yes:	No:					
Principal Name or Designate:								
Signature:								

PART 7: DRIVER RECORDS AND RECORD RETENTION

Driver Files

Footprints for Learning Society will keep a driver record for every person authorized to operate school vehicles, **including owner(s)** and management. These records will include the following information:

- the driver's completed application form for employment with the registered owner, where applicable
(note: the driver's resume is considered to be an acceptable application);
- the driver's employment history for the three years immediately preceding the time the driver started working for the school, where applicable;
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver licence, a Commercial Driver's Abstract or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention

Footprints for Learning Society will keep all driver files at the principal place of business in Alberta. These records will be:

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the school's regular business hours.

PART 8: EMPLOYEE TRAINING

Training Areas

Footprints for Learning Society will ensure all drivers have met training requirements prior to operating school vehicles. This training must be conducted to increase knowledge, reduce violations and reduce the likelihood of collisions.

All employees will receive training in the following subjects, as applicable:

- school Safety & Maintenance program;
- safe vehicle operation;
- Traffic Safety Act and relevant transportation safety laws including;
- Hours of Service;
- Other regulations, as applicable to school operations.
- any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta.

Employees will be trained: In House
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All drivers will have records of training in their file (e.g. training certificates or other records showing the time, date and type of training). A copy of applicable legislation will be made available for all staff (e.g. web site access, hard copy, or disk).

Ongoing Training and Evaluation

All employees will be evaluated on a regular basis to ensure they understand minimum transportation safety requirements. If a knowledge gap is identified in a driver evaluation, the school will ensure that driver is trained as necessary. Employees may also be subject to additional trainings throughout the year when:

- Regulations or policies concerning any of the subjects above have changed;
- How to fill out Inspections
- Reporting Requirements
- An employee has demonstrated non-compliance; or
- An employee has indicated they do not understand the minimum transportation safety requirements.

The school will ensure all employees are evaluated on their knowledge of the information received during training.

MAINTENANCE PROGRAM

NAME ON SAFETY FITNESS CERTIFICATE: Footprints for Learning Society

Prepared by: Laura Bancroft, Board Treasurer

OVERVIEW

All school buses and Passenger Vans registered to the school are required to comply with the school's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the school; or
- if lease operators follow their own maintenance program, then they must;
- provide a copy of the lessee's maintenance and inspection program that meets the minimum regulatory requirements;
 - o the registered owner must document that the maintenance and inspection program is "acceptable";
 - o the registered owner must ensure the lease operator is following the maintenance and inspection program.

The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- semi annual CVIP inspections;
- record keeping of all inspections, repairs, and routine maintenance.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The school's written maintenance and inspection program will be kept at the school's principal place of business in Alberta. Copies of the maintenance and inspection program will be available at each location of the school where the maintenance and inspection of the school's commercial vehicles is carried out. A copy of the program shall be readily accessible to employees of the schools who carry out the maintenance and inspection program. ***The School Manager (or School Principal) is the designated Maintenance Officer.***

PART 1: SCHEDULED VEHICLE MAINTENANCE

Footprints for Learning Society will routinely inspect applicable vehicle components as listed in:

- Alberta's [Vehicle Inspection Regulation \(AR 211/2006\)](#),
- Schedules 2 and 5 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#), and

Note: If the school bus is equipped with accessibility devices for persons with physical disabilities, the school will also be required to inspect applicable vehicle components listed in Schedules 3 and 4 of Alberta's [Commercial Vehicle Safety Regulation \(AR 121/2009\)](#)

Any component identified as being in need of repair and/or maintenance will be serviced as required. The records documenting the maintenance will be retained on the appropriate vehicle file. The school will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (Kilometres, Time or Hours)	Comments
Daily Trip Inspection:	School Bus ONLY (all types)	Every 24 hours (completed by the Driver)	Fill out and submit the electronic Bus Trip Inspection Report (sample below) The office is to keep these records for 6 months.
Lubrication Interval: (Oil Change, Greasing, etc.)	School Bus & Passenger Vans	Semi-Annually (Inspection is completed by the School Manger or Principal)	Fill out and submit the electronic Bus Trip Inspection Report (sample below) The office is to keep these records for 4 years.
Scheduled Maintenance Inspection:	School Bus ONLY (all types)		
"CVIP" Inspection:	School Bus & Passenger Vans (all types)	Semi-Annually (Completed by a Certified CVIP)	Required every 6 months before next CVIP expires - to be completed by a Certified CVIP Station. To be kept in office records for four years, with the most recent inspection copy kept in the bus binder.

PART 2: DAILY TRIP INSPECTIONS

National Safety Code (NSC) Standard 13

Footprints for Learning Society will ensure that:

- a copy of Schedule 2 and other applicable schedules are located within the vehicle. The driver shall produce the Schedule(s) when requested to a peace officer.
- a daily trip inspection is conducted on all commercial school buses with an original manufactured seating capacity of 11 passengers or more, including the driver.
- a daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected as required by Section 10(4)(b) of *Alberta's Commercial Vehicle Safety Regulation (AR121/2009)*. The daily inspection must include all components as specified in the list of items in Schedule 2 of NSC Standard 13 Part 2.
- any of the components that are routinely inspected may be added to the daily trip inspection and any components that are not applicable to the vehicle may be deleted from the daily trip inspection.

Completion of the Daily Trip Inspection Report

Drivers conducting a daily trip inspection will prepare a trip inspection report including the following information:

- the licence plate, identification number or unit number,
- the odometer or hub meter at the time of inspection,
- the name of the school operating the commercial vehicle,
- the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
- any defect related to the operation of any item required to be inspected or that no defect was detected,
- the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with section 10 of the *Commercial Vehicle Safety Regulation (AR 121/2009)*
- the name and signature (digital is acceptable) of the person making the report.

Defects Observed During Operation of the Vehicle

If a driver observes any safety defects as specified in Schedules 2 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report those defects to the school as required.

The driver shall produce this trip inspection report or other document when requested by a peace officer.

Distribution and Retention of Trip Inspection Reports

- The person who completed the trip inspection report must forward that report to the school at the end of each month;

- The school is responsible for ensuring the trip inspection report is submitted as required. That report must be deposited and maintained at the principal place of business within 30 days of receiving the report; and
- The original report will be retained in chronological order by the school for the month it was created and an additional 6 months.

Requirement to Repair, Correct and Report Defects

- No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedules 2 of NSC Standard 13 part 2 for a description of a major defect);
- A person authorized by the school to conduct a daily trip inspection shall document any defect on the written trip inspection report;
- Footprints for Learning Society will certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary;
- If a driver or person authorized by the school to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to the school; without delay if the defect is a major defect, or in a timely manner but not later than the next required daily trip inspection in all other cases.

NSC Standard 13 Part 2

Schedule 2 – Bus

Application:

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

1. Accessibility Devices	
Defect(s) <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> • Alarm fails to operate. • Equipment malfunctions. • Interlock system malfunctions. 	Major Defect(s) <ul style="list-style-type: none"> • Vehicle fails to return to normal level after "kneeling." • Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
Defect(s) <ul style="list-style-type: none"> • Audible air leak. • Slow air pressure build-up rate. 	Major Defect(s) <ul style="list-style-type: none"> • Pushrod stroke of any brake exceeds the adjustment limit. • Air loss rate exceeds prescribed limit. • Inoperative towing vehicle (tractor) protection system. • Low air warning system fails or system is activated. • Inoperative service, parking or emergency brake.
3. Cargo Securement	

Defect(s) · Insecure or improper load covering (e.g. wrong type or flapping in the wind).	Major Defect(s) · Insecure cargo. · Absence, failure, malfunction or deterioration of required cargo device or load covering.
4. Coupling Devices	
Defect(s) · Coupler or mounting has loose or missing fastener	Major Defect(s) · Coupler is insecure or movement exceeds prescribed limit. · Coupling or locking mechanism is damaged or fails to lock. · Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s) Dangerous goods requirements not met.
6. Doors and Emergency Exits	
Defect(s) · Door, window or hatch fails to open or close securely. · Alarm inoperative.	Major Defect(s) (Passengers may not be carried1.) · Required emergency exit fails to function as intended. ----- 1 vehicle may be moved when no passenger carried.
7. Driver Controls	
Defect(s) · Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	Major Defect(s) (Passengers may not be carried2.) · Accelerator sticking and engine fails to return to idle.
	----- 2 vehicle may be moved when no passenger carried.
8. Driver Seat	
Defect(s) · Seat is damaged or fails to remain in set position.	Major Defect(s) · Seatbelt or tether belt is insecure, missing or malfunctions.
9. Electric Brake System	
Defect(s) · Loose or insecure wiring or electrical connection.	Major Defect(s) · Inoperative breakaway device. · Inoperative brake.
10. Emergency Equipment & Safety Devices	
Defect(s) · Emergency equipment is missing, damaged or defective.	
11. Exhaust System	
Defect(s) · Exhaust leak.	Major Defect(s) · Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	

Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Insecure or missing body parts. Insecure or missing compartment door. Damaged frame or body. 	<ul style="list-style-type: none"> Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	Major Defect(s) <ul style="list-style-type: none"> Missing fuel tank cap¹. Insecure fuel tank. Dripping fuel leak. <p>----- ¹ vehicle may be moved when no passenger carried.</p>
14. General	
	Major Defect(s) <ul style="list-style-type: none"> Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
15. Glass and Mirrors	
Defect(s)	Major Defect(s) (Passengers may not be carried.²)
<ul style="list-style-type: none"> Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. Required mirror or glass has broken or damaged attachments onto vehicle body. 	<ul style="list-style-type: none"> Driver's view of the road is obstructed in the area swept by the windshield wipers. <p>----- ² vehicle may be moved when no passenger carried.</p>
16. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Control or system failure. 	<ul style="list-style-type: none"> Defroster fails to provide unobstructed view through the windshield.
17. Horn	
Defect(s)	
<ul style="list-style-type: none"> Vehicle has no operative horn. 	

18. Hydraulic Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	<ul style="list-style-type: none"> Parking brake is inoperative. Brake boost or power assist is inoperative. Brake fluid leak. Brake pedal fade or insufficient brake pedal reserve. Activated (other than ABS) warning device. Brake fluid reservoir is less than ¼ full.
19. Lamps and Reflectors	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Required lamp does not function as intended. Required reflector is missing or partially missing. 	When lamps are required: <ul style="list-style-type: none"> Failure of both low-beam headlamps. Failure of both rearmost tail lamps. <i>At all times:</i> Failure of a rearmost turn-indicator lamp. Failure of both rearmost brake lamps.

<ul style="list-style-type: none"> • Passenger safety or access lamp does not function. 	
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20. Passenger Compartment

Defect(s) <ul style="list-style-type: none"> • Stanchion padding is damaged. • Damaged steps or floor. • Insecure or damaged overhead luggage rack or compartment. • Malfunction or absence of required passenger or mobility device restraints. • Passenger seat is insecure. 	Major Defect(s) <i>When affected position is occupied:</i> <ul style="list-style-type: none"> • Malfunction or absence of required passenger or mobility device restraints. • Passenger seat is insecure.
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21. Steering

Defect(s) Major Defect(s) <ul style="list-style-type: none"> • Steering wheel does not • Steering wheel 	<ul style="list-style-type: none"> lash (free-play) is greater. Steering wheel is insecure, or respond than normal. normally. lash (free-play) exceeds required limit.
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22. Suspension System

Defect(s) <ul style="list-style-type: none"> • Air leak in air suspension system. • Broken spring leaf. • Suspension fastener is loose, missing or broken. 	Major Defect(s) Damaged ¹ or deflated air bag. <ul style="list-style-type: none"> • Cracked or broken main spring leaf or more than one broken spring leaf. • Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. • Loose U-bolt. <p>-----</p> <ul style="list-style-type: none"> 1patched, cut, bruised, cracked to braid, mounted insecurely.
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23. Tires

Defect(s) <ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>). 	Major Defect(s) <ul style="list-style-type: none"> • Flat tire. • Tire tread depth is less than wear limit. • Tire is in contact with another tire or any vehicle component other than mud-flap. • Tire is marked "Not for highway use". • Tire has exposed cords in the tread or outer side wall area.
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24. Wheels, Hubs and Fasteners

Defect(s) <ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	Major Defect(s) <ul style="list-style-type: none"> • Wheel has loose, missing or ineffective fastener. • Damaged, cracked or broken wheel, rim or attaching part. • Evidence of imminent wheel, hub or bearing failure.
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25. Windshield Wiper/Washer

Defect(s)	Major Defect(s)
<ul style="list-style-type: none">• Control or system malfunction.• Wiper blade damaged, missing or fails to adequately clear driver's field of vision.	<p><i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none">• Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

Bus Trip Inspection Report

School Name:		NSC Number:			
Inspection Type (circle):	Daily	Three Month			
Time of Inspection:	Date of Inspection:	Location of Inspection:			
Odometer Reading:		Vehicle Plate or Unit Number:			
Name of Driver:		Signature of Driver:			
Name of Person Inspecting (if different from driver):		Signature of Person Inspecting (if different from driver):			
When item inspected, check "I" column. If defect identified during inspection, check "RR" (requires repair) column.					
I	RR	Item Inspected	I	RR	Item Inspected
		Accessibility Devices			Fuel System
		Air Brake System			General
		Cargo Securement			Glass and Mirrors
		Coupling Device			Heater/Defroster
		Dangerous Goods			Horn
		Doors and Emergency Exits			Hydraulic Brake System
		Driver Controls			Lamps and Reflectors
		Driver Seat			Passenger Compartment
		Electric Brake System			Steering
		Emergency Equipment/Safety Devices			Suspension System
		Exhaust System			Tires, Wheels, Hubs and Fasteners
		Exterior Body and Frame			Windshield Wipers/Washers
		Other: _____			
<input type="checkbox"/> No Defects Found					
Details of defect(s) detected:					
Defects observed during operation of vehicle (time other than initial inspection):					
Certification of Repairs Completed					

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of NSC Standard 13 and as per Schedules 2 and/or 3,4, 5 of Alberta's *Commercial Vehicle Safety Regulation* (AR121/2009). I certify that:

- The above defects have been repaired.
- Above defects do not affect safe operation of vehicle; any minor defects identified will be addressed before next use of vehicle.

Name of person inspecting:	Signature of person inspecting:	Date and time:
Repairman Name (<i>if applicable</i>):	Repairman Signature (<i>if applicable</i>):	Date and time:

PART 3: RECORD KEEPING

Vehicle Files

Footprints for Learning Society will maintain vehicle files containing the following records for each commercial vehicle registered to the school:

1. Identification of each vehicle, including
 - a unit number, the manufacturer's serial number or a similar identifying mark,
 - the make of the vehicle, and
 - the year of manufacture.
2. A record of the inspection of the vehicle under the *Vehicle Inspection Regulation* (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including
 - the nature of the inspection or work performed on the vehicle, and
 - the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time;
3. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
4. Trip inspection reports prepared under Section 12 of Alberta's *Commercial Vehicle Safety Regulation* .
5. Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business.

The school will ensure that the records required to be maintained under this section are true, accurate and legible.

Record Retention

Active Start Child Care will retain all trip inspection reports for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of. Daily Trip Inspection records will be maintained in electronic format and can be readily produced to a peace officer upon request.

The person conducting the trip inspection will certify that any major defect has been repaired/corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.

DECLARATION OF COMMITMENT TO TRANSPORTATION SAFETY

- ✓ I/we, the school's authorized representative(s), are committed to ensuring all employees are aware of and dedicated to following transportation safety laws as outlined in this safety and maintenance program. I/we are committed to ensuring the designated safety officer has the necessary resources to ensure the implementation of this program.
- ✓ I/we acknowledge that an audit may be conducted on our operations at any time to measure our compliance to regulatory requirements. Should deficiencies be identified during the audit, I/we understand that disciplinary actions may be taken including but not limited to, the issuance of administrative penalties and the Safety Fitness Rating downgraded.
- ✓ I/we certify that the information disclosed is true and accurate. I/we acknowledge that providing false or misleading information may result in the suspension or cancellation of the Safety Fitness Certificate and/or vehicle registration. I/we acknowledge that providing false or misleading information may also results in being charged with offence(s) or administrative penalty(s).

This declaration must include individuals named on the vehicle registration. When vehicle registration shows a corporate, society or organization name, then the declaration must include the owner(s), manager(s), or principal(s).

Name: Laura Bancroft		Position in School: Treasurer
Phone: 403 671 3284	Email: joellaurabancroft@gmail.com	Date: July 25 2022

Designation of Safety Officer:

The person responsible for maintaining and implementing this safety and maintenance program is:
The School's Principal
The person responsible for maintaining and implementing this safety and maintenance program is:
The School's Principal