



CHRIST THE REDEEMER CATHOLIC SCHOOLS SAFETY AND MAINTENANCE PROGRAM FOR DIVISION-OWNED BUSES

Description	Name/Title	Date
Prepared By	Corporate Services Administrative Assistant	February 6, 2026
Reviewed By	Transportation Coordinator	
Approved By	Associate Superintendent	June 30, 2026

Document Control

Description of Change	Page #	Approved By	Effective Date
• Document reformatted to CTR branding • Removed notice to readers section and replaced with an introduction • Added weights and dimensions policy • Removed Declaration of Commitment to Transportation page and added it under the new Designation of Safety Officer section • Updated address for principal place of business • Removed electronic daily logs section as CTR activity buses are not equipped with ELD's • Removed shipping documents section as activity buses are only used to transport students • Removed TDG as a training requirement • Removed schedule 3 & 4 maintenance forms as buses are not equipped with accessibility devices for persons with physical disabilities • Designation of Safety & Maintenance Officer changed from Michael Kilcommons to Diana Atkinson	All	Michael Kilcommons	June 30, 2026

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Introduction

Christ The Redeemer Catholic (CTR) School Division currently holds a Safety Fitness Certificate with Provincial Operating Status. As a motor carrier that owns and operates commercial vehicles within the province of Alberta only, the school division must comply with provincial transportation regulations/legislation.

This document provides the safety and maintenance expectations for all Christ The Redeemer Catholic School Site Coordinators and authorized drivers.

The information and procedures contained in this document are maintained and updated by the Associate Superintendent based on the direction of Alberta Transportation and the National Safety Code (NSC).

Carrier Principal Place of Business (Division Office):

301-23 Riverside Drive, Okotoks, Alberta, T1S 1B3

Name on Safety Fitness Certificate:

Christ the Redeemer Catholic Separate School Division, The

Updated By:

Michael Kilcommons, Associate Superintendent; and
Ashlee Lanteigne, Administrative Assistant

Designation of Safety & Maintenance Officer

The person responsible for maintaining and implementing this Safety and Preventative Maintenance Program, and ensuring compliance with safety laws, regulations, and operational standards is Diana Atkinson, Associate Superintendent.

The Associate Superintendent will ensure that Christ the Redeemer Catholic Schools Division is committed to transportation safety through the following:

- that Site Coordinators appointed at each school are ensuring all authorized drivers are aware of and dedicated to following transportation safety laws as outlined in this safety and maintenance program.
- that audits may be conducted on our operations at any time to measure our compliance with regulatory requirements. Should deficiencies be identified during the audit, disciplinary actions may be taken including, but not limited to, the issuance of administrative penalties and the Safety Fitness Rating downgraded.
- that the information disclosed in this safety and maintenance program is true and accurate. Providing false or misleading information may result in the suspension or cancellation of the Safety Fitness Certificate and/or vehicle registration. Misleading information may also result in being charged with offence(s) or administrative penalty(s).

In the absence of the Associate Superintendent, the Director or Corporate Services shall be responsible for maintaining and implementing this Safety and Preventative Maintenance Program.

Authorized Drivers

Authorized drivers include all employees that are permitted to operate National Safety Code vehicles registered to Christ the Redeemer Catholic Schools.

Authorized drivers include:

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

Safe Use and Operation of Vehicles

Christ the Redeemer Catholic Schools 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 company vehicles, must wear seat belt(s) at all times.

Drug and Alcohol Use

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

Defensive Driving

Authorized drivers must operate company 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.).

Cargo Securement for Buses

The carrier and driver must ensure that all any cargo transported is contained, immobilized or secured in according to National Safety Code Standard 10. The following are some general guidelines for ensuring cargo is secured in a safe manner. Generally, cargo transported on a commercial vehicle must not:

- leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle; or
- shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.

Drivers must inspect the cargo and its securing devices within the first 80 kilometres after beginning a trip. Drivers must re-inspect cargo when any one of the following occurs:

- change of duty status (e.g. from "driving" to "on-duty not driving");
- after driving for 3 hours; or
- after driving 240 kilometres.

An employee or driver will not use any vehicle to transport goods unless;

- the vehicle is constructed to carry the goods, and
- there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

Drivers are not permitted to transport any cargo unless it is properly secured.

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

Weights and Dimensions

The driver is responsible for ensuring the vehicle's actual loaded weight does not exceed its Gross Vehicle Weight Rating (GVWR) and that its dimensions (maximum 2.6m width, 4.15m height) are in compliance with the Commercial Vehicle Dimension and Weight Regulation.

Proper Record Completion

Christ the Redeemer Catholic Schools will ensure staff are trained in hours of service records, and 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 company 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 \(AR317/2002\)](#)
[Module 8 of the Commercial Vehicle Safety Compliance in Alberta manual](#)

Time Records for Drivers Operating within 160 kilometers of the Home Terminal (Radius Exemption)

Authorized drivers are not required to maintain a daily log where **ALL** the following conditions are met:

- Driver/vehicle does not operate beyond 160 km radius of the home terminal (school location);
- Driver records accurate work shift start and end times;
- Driver starts and ends the work shift at the home terminal (school location) on the same day (no overnight stay);
- Driver is released from work within 15 hours from the start of the work shift (combined driving and on-duty but not driving);
- The company 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 released from work (end time).

Note: If one of the conditions above ceases to exist, then the driver must complete a daily log

and record, in the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition ceased to exist.

Daily Log Completion (with graph grid)

Unless exempted by law, all authorized drivers must complete daily logs for every calendar day they are employed by the company. The following information provides a brief summary for what must be included in a daily log:

1. a graph grid in the form set out in the schedule in regulation;
2. the date;
3. the odometer reading at the commencement of driving;
4. the total number of kilometres or miles driven by the driver during the workday;
5. in the case where a vehicle is being operated by co drivers, the total number of hours that the vehicle has travelled during a workday;
6. the vehicle's unit or licence plate number;
7. the name of the carrier for whom the driver worked during the workday;
8. the name and signature of the driver;
9. the name of any co driver;
10. the time of commencement of the work shift and the location at which the driver commenced the work shift;
11. the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the workday;
12. record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
13. record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
14. record the total number of hours of each duty status and aggregate of these hours;
15. the driver signs the daily log at the end of the driver's work shift.

Retention and Distribution of Log Books

Drivers are required to forward all driver daily logs, driver time records, and supporting documents to the carrier's principal place of business within 20 days of the completion for record retention.

Drivers must also keep copies of their daily logs and time records at their residence for 6 months after the day on which it was completed.

Christ the Redeemer Catholic School Division shall retain all daily logs, supporting documents and hours of service records at the principal place of business for 6 months after the day on which the daily log was completed.

Compliance with the Law

Safety Laws

Drivers operating vehicles owned by Christ the Redeemer Catholic Schools 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 people or property.

Use of Safety Equipment

Use of Warning Devices

During nighttime 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 discernable 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 daytime 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)

Christ the Redeemer Catholic Schools will ensure all employees are educated on the proper use of all issued PPE (e.g. high viz vest, appropriate clothing for weather). Any education or training will be documented and placed on the driver's file.

Note: Reference *Occupational Health and Safety Act* for specific instructions and the use of PPE. This legislation may also require additional components to be covered in the safety program. The *Occupational Health and Safety Act* is available online at:

<http://work.alberta.ca/occupational-health-safety/307.html>.

Driver Conduct and Discipline

Driver Conduct

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

- safely operate company 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 company safety officer, including violations, near misses, etc.

Disciplinary Procedures (STEPS)

All disciplinary steps taken by Christ the Redeemer Catholic Schools 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 Carrier Profile, driver's abstract or through internal evaluations/audits).
- significant company 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;
- re-training;
- suspension;
- termination.

The disciplinary process may also require corrective measures, such as re-training. For severe violations that pose a significant risk to public safety, the company 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.

Driver Qualifications

Driver Qualifications

When hiring new drivers, Christ the Redeemer Catholic Schools will ensure the driver is qualified for the job by reviewing their driver abstract. By reviewing the commercial driver abstract, the company will ensure the driver has a valid operator's licence for the class of vehicle they will be operating. The company will also examine the driver's history to determine whether they are qualified to operate a commercial vehicle safely.

When hiring new drivers, the company may also:

- conduct a personal interview to evaluate attitude, driving skills and professionalism;
- contact references and past employers;
- arrange to conduct a road test to include: use of two and four lane highways, city

driving, and yard backing and parking, shifting, turning, mirror usage, speed and general awareness;

- evaluate the skills and knowledge of a driver by conducting a written exam;
- address any special training requirements
- Drivers who have over six (6) demerits will not be allowed to drive division owned buses.
- implement a maximum collision threshold (e.g. consider if your threshold will include preventable collisions only or all collisions. Do not hire the applicant if the threshold is exceeded);
- implement a policy addressing procedures for suspended licence.
- implement a policy requiring drivers to immediately report changes of their Driver's Licence status to their employer (for example, suspensions or medical requirements/conditions).

Driver Evaluations

The company 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	Evaluate after one month, and again after 6 months	Complete written driver evaluation form and ensure driver has corrected any issues identified in evaluation conducted at hire.
Non-Compliant Driver	Evaluate monthly for three months	Complete written driver evaluations until satisfied the driver understands and can comply with requirements.
Normal Driver	Evaluate every two years	Complete written driver evaluation form placed on driver file.

Drivers will be evaluated for skills involving: driving in traffic, backing up, connecting a trailer, fueling, driving in the mountains, driving defensively, conducting daily Trip Inspections, and identifying and reporting defects to the carrier. The company maintains an ongoing program for evaluating employees' driving skills using:

- road tests (see Evaluation form on the next page);
- internal audits of records (logbooks, time records, etc.).

Drivers may also be required to take written exams to test driver skills and knowledge of (as applicable):

- hours of service;

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- weights and dimensions;
- cargo securement for buses;
- daily trip inspections;
- S-Endorsement, as required by law

Driver Evaluation results will be retained on each driver's file. A sample driver evaluation form is attached.

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DRIVER EVALUATION							
Carrier Name:				Current Class of Operator's Licence			
				1	2	3	4
				5			
Driver Name:				Signature of Driver:			
Date:				Date:			
DRIVER ACTIONS		Performance Assessment		DRIVER ACTIONS		Performance Assessment	
		Good	Fair	Poor			Good
A. CONTROLS							
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		
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							
7. Left turn – wrong lane – before / after					J. GENERAL DRIVER KNOWLEDGE		
8. Right turn – cuts corner / turns wide					1. Hours of Service		
9. Right turn – wrong lane – before / after					2. Trip Inspections		
10. Incorrect position – vehicle / wheels					3. Cargo Securement		
11. Too fast – before / during					4. Weights and Dimensions		
12. Too slow – before / during							
TEST ADMINISTRATION INFORMATION:				COMMENTS:			
Authorized to drive:		Yes:		No:			
Safety Officer's Name:		Signature:					

Driver Records and Record Retention

Driver Files

Christ the Redeemer Catholic Schools will keep a driver record for every person authorized to operate company vehicles, including owner(s) and management. These records will include the following information:

- copy of current driver's licence with S endorsement
- the driver's completed application form for employment with the registered owner;
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier (note: the driver's resume is considered an acceptable form of employment history);
- a copy of the driver's 5-year commercial 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 5-year commercial 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 any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires; and
- a copy of a current medical certificate for all Class 1, 2 or 4 licences with a licence endorsement code "C" requiring a periodic medical. Alternatively, retain a copy of valid driver's licence, a Commercial Driver's Abstract or a note from the medical doctor in lieu of the medical certificate.

Driver Record Retention

Christ the Redeemer Catholic Schools will keep all driver files at the carrier's 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 carrier's regular business hours.

Employee Training

Training Areas

Christ the Redeemer Catholic Schools will ensure all drivers have met training requirements prior to operating company vehicles. This training must be conducted to increase knowledge, reduce violations and reduce the likelihood of collisions.

Note: Christ the Redeemer Catholic Schools division owned buses have a commercial school bus designation. Drivers must obtain the S endorsement if they are driving a vehicle the meets the definition of a school bus.

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

- company safety program;
- safe vehicle operation;
- company maintenance program;
- Traffic Safety Act and relevant transportation safety laws including;
 - Hours of Service;
 - Daily Trip Inspection;
 - Weights and dimensions;
 - Cargo Securement for buses; and
- Other regulations, as applicable to company operations.
- any other laws (e.g. Occupational Health and Safety)

Employees will be trained: ☒ In House and/or ☒ By an External Organization

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. website access, hard copy, or disk).

Orientation

All new hires will receive training on the company's safety and maintenance policies. New employees will also receive training in the following subjects upon hire:

- ☐ Hours of Service
- ☐ Daily Trip Inspections
- ☐ Weights and Dimensions
- ☐ Cargo Securement for Buses
- ☐ S-Endorsement, as required by law

Ongoing Training

Employees will receive ongoing training throughout their employment in the following subjects:

- hours of service (logbooks and/or time records) – the company will assess the need for additional training by conducting daily and periodic internal audits of:
 - driver's hours of service records to ensure documents are not falsified;
 - daily log completion to ensure they meet the legislated requirements (form and manner); and
 - other fatigue related issues, such as operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- daily trip inspections – the company will provide ongoing training through spot checks and monitoring of vehicle defects.
- weights and dimensions – ongoing training and monitoring will be provided on legal weights and dimensions, permit weights and dimensions, shipping weights, etc. Loads to be scaled and dimensions and permits must be checked before leaving the yard.
- cargo securement for buses – ongoing training and monitoring of compliance with Cargo National Safety Code Standard 10 through direct spot checks and monitoring the Carrier Profile.
- “S” Endorsement – ensure drivers complete “S” Endorsement training in the required time period, monitor drivers and retrain when necessary.
- other regulations, as applicable to company operations.

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 company 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;
- An employee has demonstrated non-compliance in one of the above areas; or
- An employee has indicated they do not understand the minimum transportation safety requirements.

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

Maintenance Program

Overview

All division owned buses registered to the company are required to comply with the company's maintenance and inspection program policies and procedures, including:

- lease operators that have their vehicles registered to the company; 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;
 - the registered owner must document that the maintenance and inspection program is "acceptable";
 - the registered owner must ensure the lease operator is following the maintenance and inspection program.

CSA Standard – D250-07 School Buses	A "School Bus" is a specially constructed vehicle that is designed to carry more than 10 persons (primarily children) to and from school or related events and is National School Bus Yellow as specified in Table 1. When determining seating capacity, each mobility aid space (if present) is equivalent to four seating positions. School buses are categorized as follows: Type A – a conversion or body constructed upon a cutaway front section vehicle with an original equipment-manufacturer chassis, supplied with a left-side driver's door. The service door is behind the front wheels. Type A2 – a vehicle with a GVWR over 4,536 kilograms (10,000 pounds).
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The preventive maintenance and inspection program will address the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- 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 people or property.

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

The company's written maintenance and inspection program will be kept at the company's principal place of business in Alberta. Copies of the maintenance and inspection program will be

available at each location of the carrier where the maintenance and inspection of the carrier's commercial vehicles is carried out. A copy of the program shall be readily accessible to employees of the carriers who carry out the maintenance and inspection program.

Scheduled Vehicle Maintenance

Christ the Redeemer Catholic Schools 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
- Schedule 2 of [NSC Standard 13 Part 2](#) (daily trip inspection) and any other applicable schedules.

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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 company will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (Kilometers, Time or Hours)	Comments
Daily Trip Inspection	School Bus (all types)	Every 24 Hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Lubrication Interval: (Oil Change, Greasing, etc..)	Type A	Every 5,000-7,000 KM	
Scheduled Maintenance Inspection	Type A	Every 5,000-7,000 KM	As per schedule 2 maintenance form
CVIP Inspection	School Bus (all types)	Semi-Annually	Required every 6 months before next CVIP expires - to be completed by a Certified CVIP Station.

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Company vehicles will be inspected at regular intervals using the following maintenance form:

Schedule 2 Maintenance Form

Date: _____	Time: _____	Inspector's Name: _____
Address of Inspection Shop: _____		
Licence Plate Number(s): _____	Vehicle Unit Number: _____	
Odometer: _____	Hour Meter: _____	Signature: _____

Regulation: AR 121/2009, Schedule 2 - Commercial Vehicle Maintenance Standards (Body & Frame)
The relevant components in Schedule 2 of the regulation must be addressed:

- ☐ Body and Seats (S. 1)
- ☐ Chassis Frame (S. 2)
- ☐ Body Frame (S. 3)
- ☐ Sliding Subframe (S. 4)
- ☐ Underbody (S. 5)
- ☐ Driver Shaft (S. 6)
- ☐ Window and Mirrors (S. 7)
- ☐ Fuel (S. 8)
- ☐ Exhaust (S. 9)
- ☐ Friction Components (S. 10)
- ☐ Hydraulic and Vacuum-assist Brake Components (S. 11)
- ☐ Mechanical Components (S. 12)
- ☐ Brake Pedal (S. 13)
- ☐ Air Brake System (S. 14)
- ☐ Park Brake (S. 15)
- ☐ Brake System (S. 16)
- ☐ Engine Controls (S. 17)
- ☐ Steering Column and Box (S. 18)
- ☐ Wheel Alignment (S. 19)
- ☐ C-Dolly Steering (S. 20)
- ☐ Steering Linkage (S. 21)
- ☐ Suspension (S. 22)
- ☐ General Requirements (S. 23)
- ☐ Windshield Wipers and Washers (S. 24)
- ☐ Heating and Defrosting System (S. 25)
- ☐ Starting Switch (S. 26)
- ☐ Lamps and Reflectors (S. 27)
- ☐ Tires (S. 28)
- ☐ Wheels (S. 29)
- ☐ Lubrication (S. 30)
- ☐ Fifth Wheel Coupling Device (S. 31)
- ☐ Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- ☐ Rear Impact Guards (S. 33)

Note: The above noted items are general headings under Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009). The general headings are further broken down in Schedule 2 into specific components and detailed inspection criteria. Refer to Schedule 2 for guidance when conducting maintenance inspections.

Schedule 5 Maintenance Form

Date: _____ Time: _____ Inspector's Name: _____

Address of Inspection Shop: _____

Licence Plate Number(s) : _____ Vehicle Unit Number: _____

Odometer: _____ Hour Meter: _____ Signature: _____

Regulation: AR 121/2009, Schedule 5 - School Bus Maintenance Standards

- ☐ Chassis Colour (S. 2)
- ☐ Exhaust (S. 3)
- ☐ Instruments and Instrument Panel (S. 4)
- ☐ Steering Gear and Linkage (S. 5)
- ☐ Tires (S. 6)
- ☐ Rear Bumper (S. 7)
- ☐ Colour (S. 8)
- ☐ Service Door (S. 9)
- ☐ Emergency Exit – General Requirements (S. 10)
- ☐ Emergency Doors (S. 11)
- ☐ Safety Equipment (S. 12)
- ☐ Floor Covering (S. 13)
- ☐ Heater (S. 14)
- ☐ Signage (S. 15)
- ☐ Inside Height (S. 16)
- ☐ Alternate Flashing Warning Lamps (S.17)
- ☐ Floor Level Side Marker Lamps (S.18)
- ☐ Interior Lamps (S.19)
- ☐ Exterior Lamps (S.20)
- ☐ Mirrors (S.21)
- ☐ Body Mounting (S.22)
- ☐ Noise Suppression (S.23)
- ☐ Rub Rails (S.24)
- ☐ Steps (S.25)
- ☐ Stirrup Steps (S.26)
- ☐ Stop Arm S.27)
- ☐ Crossing Arm (S.28)
- ☐ Sun Visor (S.29)
- ☐ Undercoating (S.30)
- ☐ Ventilation (S.31)

Note: The above noted items are general headings under Schedule 5 of the *Commercial Vehicle Safety Regulation* (AR 121/2009). The general headings are further broken down in Schedule 5 into specific components and detailed inspection criteria. Refer to Schedule 5 for guidance when conducting maintenance inspections.

Daily Trip Inspections

National Safety Code (NSC) Standard 13

Christ the Redeemer Catholic Schools 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 by 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 carrier 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 of the person making the report.

Defects Observed During Operation of the Vehicle

If a driver observes any safety defects as specified in Schedules 1, 2, 3 or 4 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 company 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 home terminal of the carrier within 20 days of completion of the report;
- The company 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 company 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, 3, and/or 4 of NSC Standard 13 part 2 for a description of a major defect);
- A person authorized by the carrier to conduct a daily trip inspection shall document any defect on the written trip inspection report;
- Christ the Redeemer Catholic Schools 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 carrier 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 carrier;
 - 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> - Alarm fails to operate. - Equipment malfunctions. - Interlock system malfunctions.	Major Defect(s) - 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) - Audible air leak. - Slow air pressure build-up rate.	Major Defect(s) - 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.

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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) - Insecure or missing body parts. - Insecure or missing compartment door. - Damaged frame or body.	Major Defect(s) Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	Major Defect(s) - Missing fuel tank cap¹. - Insecure fuel tank. - Dripping fuel leak. ¹ vehicle may be moved when no passenger carried.
14. General	
	Major Defect(s) Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
15. Glass and Mirrors	
Defect(s) - 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.	Major Defect(s) (Passengers may not be carried.²) Driver's view of the road is obstructed in the area swept by the windshield wipers. ² vehicle may be moved when no passenger carried.
16. Heater/Defroster	
Defect(s) Control or system failure.	Major Defect(s) Defroster fails to provide unobstructed view through the windshield.
17. Horn	
Defect(s) Vehicle has no operative horn.	

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18. Hydraulic Brake System	
Defect(s) Brake fluid level is below indicated minimum level.	Major Defect(s) - 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) - Required lamp does not function as intended. - Required reflector is missing or partially missing. - Passenger safety or access lamp does not function.	Major Defect(s) <i>When lamps are required:</i> - 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.
20. Passenger Compartment	
Defect(s) - 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> - Malfunction or absence of required passenger or mobility device restraints. - Passenger seat is insecure.
21. Steering	
Defect(s) Steering wheel lash (free-play) is greater than normal.	Major Defect(s) - Steering wheel is insecure, or does not respond normally. - Steering wheel lash (free-play) exceeds required limit.
22. Suspension System	
Defect(s) - Air leak in air suspension system. - Broken spring leaf. - Suspension fastener is loose, missing or broken.	Major Defect(s) - Damaged¹ or deflated air bag. - 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. ¹patched, cut, bruised, cracked to braid, mounted insecurely.

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23. Tires	
Defect(s) - Damaged tread or sidewall of tire. - Tire leaking (if leak can be felt or heard, <u>tire is to be treated as flat</u>).	Major Defect(s) - 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.
24. Wheels, Hubs and Fasteners	
Defect(s) - Hub oil below minimum level. (When fitted with sight glass.) - Leaking wheel seal.	Major Defect(s) - Wheel has loose, missing or ineffective fastener. - Damaged, cracked or broken wheel, rim or attaching part. - Evidence of imminent wheel, hub or bearing failure.
25. Windshield Wiper/Washer	
Defect(s) - Control or system malfunction. - Wiper blade damaged, missing or fails to adequately clear driver's field of vision.	Major Defect(s) <i>When necessary for prevailing weather condition.</i> Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

Daily Trip Inspection Report (Sample)

	<u>Daily Bus Trip Inspection Report</u>	
	Carrier: <u>[School Name]</u> for The Christ the Redeemer Catholic Separate School Division Bus Unit ID: _____ (License Plate Number) _____ (Vehicle Identification Number)	
Date: _____ (Month-Day-Year)		Time: _____ (24:00 OR indicate am/pm)
Location of Inspection: _____		Odometer Reading: _____
**Location can only be recorded in one of the following formats: City, town or municipality (Okotoks, AB); OR a legal subdivision (SW 24-38-20-W5); OR intersecting roadway with name of nearest City, Town or Municipality (Ex. Township Rd 240 and AB-797 S, Langdon, AB). Location cannot be abbreviated only province can.		
I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of Part 2, NSC Standard 13, and as per Sections 10(4) and 10(10) of Alberta's Commercial Vehicle Safety Regulation (AR 121/2009) and report the following: ☐ NO defects were found		
Name of person completing inspection (print first and last name) _____		Signature of person completing inspection _____
Check any Defective Items (mark "☑") and give details under Remarks:		
1. ☐ air brake system 2. ☐ cab 3. ☐ cargo securement 4. ☐ coupling device 5. ☐ dangerous goods 6. ☐ driver controls 7. ☐ driver seat 8. ☐ electric brake system 9. ☐ emergency equipment & safety devices	10. ☐ exhaust system 11. ☐ frame and cargo body 12. ☐ fuel system 13. ☐ general 14. ☐ glass and mirrors 15. ☐ heater/defroster 16. ☐ horn 17. ☐ hydraulic brake system 18. ☐ lamps and reflectors	19. ☐ steering 20. ☐ suspension system 21. ☐ tires 22. ☐ wheels, hubs, and fasteners 23. ☐ windshield wipers/washer 24. ☐ accessibility devices 25. ☐ doors & emergency exits 26. ☐ passenger compartment 27. ☐ stop arm/crossing arm
Remarks: _____		
Defects observed en route Time: _____ Remarks: _____		
☐ Above defects need not be corrected for safe operation of vehicle		
☐ Above defects corrected		
Signature of Driver _____		Print business or repair person name and <u>attach invoice</u> _____
#301 – 23 Riverside Dr, Box 1318, 3rd Floor, Okotoks, AB T1S 1B3 Phone: 403-938-2659 1-800-737-9383 Fax: 403-938-4575 Website: www.redeemer.ab.ca		
☐ I have reviewed this form and verify it is complete		Initials (Site Coordinator): _____
Revised April 17, 2024		

Record Keeping

Vehicle Files

Christ the Redeemer Catholic Schools will maintain vehicle files containing the following records for each commercial

vehicle registered to the company:

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

Record Retention

Christ the Redeemer Catholic Schools 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. These records may be maintained in electronic or hardcopy format as long as they 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.