



Annual Driver Sign-Off Sheet

Student Transportation Services of Waterloo Region
130-4275 King St E., Kitchener, ON N2P 2E9
519-650-4934

Name: _____ (Please Print)

Date: _____

Employer: _____

As a school bus driver or monitor, I understand that I am obligated to uphold the policies and procedures set by Student Transportation Services of Waterloo Region ("STSWR"). I acknowledge the following:

DRIVER'S RESPECT FOR SENSITIVE & CONFIDENTIAL INFORMATION

The Driver (Monitor) will be aware of their access to sensitive and confidential data, including, but not limited to, personal and medical information. The Driver (Monitor) will acknowledge that this information must be treated as strictly confidential and cannot be used, reproduced or copied for anything other than the original intended purpose. The Driver (Monitor) will not release any confidential student information. The Driver (Monitor) will sign a confidentiality agreement annually.

DRIVER'S OFFENCE DECLARATION

I DECLARE, since the last Criminal Background Check or since the last Offence Declaration, that:

- I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has **not** been issued or granted under the *Criminal Records Act (Canada)*.
- I have the following conviction(s) for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted.

Offence: _____

Date: _____

Offence: _____

Date: _____

Offence: _____

Date: _____

I understand that a false statement may result in my employer imposing discipline up to and including dismissal.

Policy

Bus Drivers and Monitors of Operators that are under contract to STSWR will uphold the transportation policies and procedures set out by STSWR and any contractual documents that exist between the parties.

Procedure

The bus driver/monitor will:

- Be courteous and professional at all times when dealing with students, members of the school community and parents/guardians.
- Drive safely at all times and in accordance with the Highway Traffic Act and related legislation.
- Adhere to the transportation policies and procedures set out by STSWR.
- Use and adhere to route information and run copy as provided by STSWR and not provide transportation for unauthorized riders to and/or from unauthorized stops.
- Contact Dispatch immediately to report any unauthorized riders.
- Contact Dispatch if road, traffic and/or weather conditions are going to cause a delay of 10 minutes or more.
- Contact Dispatch immediately in the event of an emergency, serious accident or incident.
- Complete reports as requested in a timely manner. These will generally include student conduct reports and vehicle incident reports.
- Not accept any requests from a parent/guardian/school with respect to custom or special transportation arrangements. Advise the person making the request that it is not in keeping with the transportation policies and will not be done. Provide them the Consortium contact card. Report the incident to Dispatch.
- Maintain a class of license appropriate to the vehicle operated in good standing and advise the employer immediately of any changes to the status of the license and carry it on their person at all times.
- Respect the diversity of students served in keeping with the Ontario Human Rights Code

I have read and understood the above material governing sensitive and confidential information, background checks and roles and responsibilities of a bus driver/monitor. I accept and acknowledge the terms and conditions as presented.

Signature:

Date:

Company Representative: (Initials and Date)
