



Education,
Early Learning
and Culture

Éducation,
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MINISTER'S DIRECTIVE
NO. MD 2015-04
School Bus Driver Training Program

Supersedes Minister's Directive No. MD 98-09

Pursuant to section 8 of the *School Act* R.S.P.E.I. 1988, Cap. S-2.1, I hereby issue the following Minister's Directive concerning the approval of school bus driver training programs.

1. For the purposes of the *Student Transportation Regulations*, a school bus training program is approved if the program complies with the requirements set out in this Directive.

School Bus Driver Training Program for Permanent School Bus Drivers

2. A school bus training program for permanent school bus drivers, referred to in section 4 of the *Student Transportation Regulations*, must consist of the following components:

(a) **Defensive Driving**

The Defensive Driving component consists of classroom instruction concerning safe driving practices and defensive driving techniques.

This component consists of a minimum of 5 hours of classroom instruction.

(b) **Legislation, Regulations, Directives and Policy**

The Legislation, Regulations, Directives and Policy component is designed to provide information regarding legislation and standards. It focuses on legal and policy requirements and the duties of bus drivers. The content for this component consists of the following:

- i. *School Act, Student Transportation Regulations* and relevant Minister's Directives;
- ii. *Highway Traffic Act* with particular emphasis on Licensing of Drivers, Highway Safety Medical Board, Offences Respecting Driver's Licenses, Lighting Equipment, Brakes and Equipment, Rules of the Road, Traffic Signs and Directions, Revocation and Suspensions, Demerit Point System and Responsibility for Accidents;
- iii. *Highway Traffic Act Regulations* with particular emphasis on *Commercial Vehicles (Hours of Work) Regulations, Demerit Point System Regulations* and *Traffic Signs Regulations*;
- iv. P.E.I. school board policies concerning student transportation; and
- v. Minimum academic qualifications for employment as a school bus driver in P.E.I.

This component consists of a minimum of 10 hours classroom instruction.

(c) **Mechanical**

The mechanical component is designed to provide information about the operation of a school bus and techniques that can be used to identify mechanical problems. The mechanics and adjustment of air brakes will be covered.

This component consists of a minimum of 5 hours instruction.

(d) **Practice Driving and Observation**

The Practice Driving and Observation component consists of supervised behind-the-wheel driving of a school bus and observation. This component includes practice driving within a driving range and on the highway in both rural and urban settings. Procedures for conducting the pre-trip inspection, the evacuation of a school bus in an emergency and for receiving and discharging students are included. The emphasis will be on the use of defensive and safe driving techniques.

This component consists of a minimum of

- (a) 15 hours of practice driving and 30 hours of observation; or
- (b) for persons with a minimum of two years driving experience with a Class 1, 2 or 3 driver's license, a minimum of 5 hours of practice driving and 10 hours of observation.

The student-instructor ratio shall not exceed 4 to 1 for the Practice Driving and Observation component.

(e) **Employee Assistance Program**

The purpose of the Employee Assistance Program component is to increase awareness of the effects of alcohol and drugs on driving performance. Information about the Employee Assistance Program will also be included.

(f) **First Aid**

The First Aid component consists of Standard First Aid with Child and Adult CPR. School bus drivers shall be required to maintain Standard First Aid with Child and Adult CPR certification.

(g) **Student Management**

The Student Management component consists of classroom instruction regarding student motivation, conflict resolution and the management of students on school buses. Prevention and intervention skills and strategies are included. The objective is to provide for the care, welfare, safety and security of both school bus drivers and students.


3. A driver training school licensed pursuant to the *Highway Traffic Act* and approved by the Minister of Education, Early Learning and Culture shall be responsible for delivery of the following components of the Permanent School Bus Driver Training Program:
 - (a) Defensive Driving,
 - (b) Legislation, Regulations, Directives and Policy,
 - (c) Mechanical, and
 - (d) Practice Driving and Observation.
4. A driver training school licensed pursuant to the *Highway Traffic Act* and approved by the Minister of Education, Early Learning and Culture may deliver the First Aid component of the Permanent School Bus Driver Training Program. Alternatively, the employee may satisfy this component of the Program by providing evidence to the employing school board that he or she has completed the required certification outside of the training provided by the driver training school. The First Aid component must be delivered by one or more certified first aid instructors.
5. The employing school board shall deliver the Employee Assistance Program and Student Management components of the School Bus Driver Training Program. These components may be delivered within the driver training program delivered by a driving training school.

School Bus Driver Training Program for Substitute School Bus Drivers

6. A school bus training program for persons employed as substitute school bus drivers, referred to in section 5 of the *Student Transportation Regulations*, consists of the following components of the School Bus Training Program for Permanent Employees:
- (a) Defensive Driving,
 - (b) Legislation, Regulations, Directives and Policy,
 - (c) Mechanical,
 - (d) Practice Driving and Observation, and
 - (e) First Aid.

7. This Directive comes into effect on August 13, 2015.

DATED at Summerside this 13 day of ~~July~~, 2015.

August 



Hal Perry
Minister