Safe Work Practice

Transportation of Students in Government Owned or Rented Vehicles

Purpose

The Safe Work Practice (SWP) will provide employees of Yukon Education with a set of guidelines or "Do's and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through the workplace hazard identification process. All Yukon Education employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

Persons who operate a government-owned or rented vehicle to transport students must:

- have a valid Yukon Driver's license with the appropriate classification for the vehicle being driven (any person operating an Activity Bus must hold a valid Class 4 Yukon Driver's License);

- perform and document a vehicle inspection prior to the trip and at the conclusion of each trip. Inspection to include, but not limited to: fuel level, oil and fluid levels, condition of tires, lights, mirrors, signal lights, gauges (reference http://www.healthandsafety.gov.yk.ca/docs/downloads/pm-maintenance-schedule-template.pdf)

- secure loose cargo items in the vehicle, ensure that vehicle load limits are not exceeded, and ensure that hazardous or flammable items are not carried in the vehicle;

- check road and weather reports and other potential hazards that may be encountered during the trip;

- drive in a safe and controlled manner that is suitable for road and weather conditions, avoiding driving manoeuvres for which they are not trained;

- promptly report any mechanical problems to the Student Transportation Officer or Fleet Vehicles as appropriate;
• promptly report accidents to the police and school administrator and complete a Damage and Loss Report; and

• understand and comply at all times with all traffic laws and regulations.

The number of students who may be transported in a government-owned or rented vehicle cannot exceed the number of seat belts available in the vehicle. All passengers in the vehicle are required to wear seatbelts at all times while the vehicle is in operation.

No student who is under 13 years of age or who weighs less than 85 pounds shall occupy the front seat of a vehicle that is equipped with an airbag.

The vehicle must be equipped with a two-way radio (MDRS unit), a cell phone or a satellite phone as appropriate.

If the travel will be for more than one day, a second vehicle operator or chaperone is required on the trip.

Vehicle operators may not be on duty for periods of longer than 14 hours in a day. If the total amount of time on duty is greater than 14 hours in a day, a second vehicle operator is required for the trip. A person is considered to be ‘on duty’ for the period of time they are operating the vehicle plus any hours they have worked or been responsible for the supervision of students on that day. For example, a person who teaches from 8:30 a.m. to 3:30 p.m. (7 hours) then drives to Skagway with a basketball team from 3:30 p.m. to 5:30 p.m. (2 hours) coaches from 6:30 to 8:30 (2 hours) then drives home from 8:30 to 10:30 (2 hours) is considered to be on duty for 13 hours.

The vehicle must be equipped with appropriate safety gear (e.g. shovel, jumper cables, tow rope, jack, wheel wrench and spare tire, flashlight, first aid kit etc.) at all times while the vehicle is in use. This should include adequate survival gear for travel occurring during cold weather (e.g. warm clothes, sleeping bags etc.).

Vehicle travel shall not commence if the temperature is or is expected to fall below -35 degrees Celsius. If the temperature unexpectedly falls below -35 degrees Celsius during travel, the vehicle operator must proceed as soon as possible to safe shelter until the temperature rises above -35 degrees Celsius.

A magnetic or permanent sign indicating that the vehicle being used to transport students must be affixed to the rear of the vehicle during use.

Trailers shall not be towed behind the vehicle at any time.

Animals may not be transported in a government-owned or rented vehicle used to transport students unless it is an essential part of the school activity and is properly caged at all times while in the vehicle.
References:

Policy – Transportation of Students in Government Owned or Rented Vehicles (include link when it is ready)


Winter Driving:  http://www.healthandsafety.gov.yk.ca/safe-work-practices/winter-driving

Trip Plans:  http://www.healthandsafety.gov.yk.ca/safe-work-practices/trip-plans

Effective Date

This Safe Work Practice is effective April 1, 2014.