

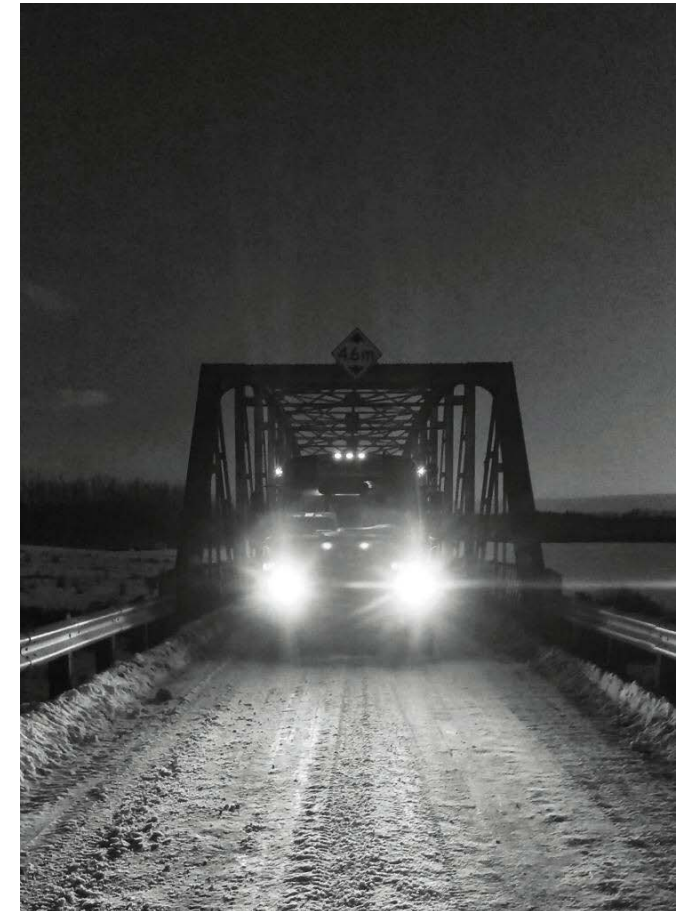


# 2017-2018 TRANSPORTATION ASSURANCE REPORT

April 2018

# ALIGNMENT TO EDUCATION PLAN MISSION STATEMENT

Our goal is to transport the students to and from school on a daily basis while ensuring the safety of those students in a caring, responsible and structured environment



# STRATEGIES

- COMMERCIAL FLEET SAFETY
  - To be compliant with PHPS' Safety & Maintenance Plan, Alberta's Commercial Vehicle Safety Regulation, and the National Safety Code
    - All drivers who operate a commercial regulated vehicle must have a driver's file at the transportation office
    - All PHPS staff who are approved to drive a school bus must submit a monthly timesheet
    - Keep all drivers informed of transportation laws and regulations, along with division policies and procedures
    - Continuing to implement our preventative maintenance program in conjunction with our ServiceFinder program

# KEY ACTIVITIES & SUCCESSES

Range of Distance from Attending School	% Distribution of Students
< 2.4 km	8.65%
2.4 – 5.9 km	13.48%
6 – 9.9 km	11.69%
10 – 13.9 km	13.21%
14 – 17.9 km	16.01%
18 – 25.9 km	16.05%
26 – 37.9 km	12.94%
38+ km	7.97%
*Note: data based on transported students	

Attendance Area	Average Route Duration in Minutes
Barrhead Rural	61.71
Busby	67.60
Dunstable	58.60
Eleanor Hall	65.88
Fort Assiniboine	68.25
Neerlandia	49.44
Pembina North	69.33
Westlock Rural	64.88
*Note: route durations include transfers	

# KEY ACTIVITIES & SUCCESSES

- Our buses travel 10,173 regular route kilometres per day
- We transport 2,642 students on our regular routes daily
- Average distance between our student residences and school of attendance is 17.08 kms
- Average morning pick up time for our division is 7:56am
- 11.8% of our students' one way bus ride is more than 1 hour, which is down from last year's 12.3%
- Average amount of time that students ride our buses one way is 34 minutes, which is exactly the same as the Provincial ride time average



# PUBLIC AWARENESS BUS SAFETY

- Coffee sleeves were placed in local businesses to encourage ongoing awareness concerning “Reds Flashing, No Passing”
- Bus stop signs had previously been installed in the communities of Swan Hills, Westlock, Vimy, and Flatbush. We have recently received authorization to proceed with installing them in Barrhead as well.



# STUDENT AWARENESS BUS SAFETY

- Annually a “Meet the Bus” day is offered for kindergarten students in order to familiarize them with the bus and the rules of riding



- Each bus driver conducts 2 bus evacuations annually – 1 split door & 1 rear door evacuation



# STUDENT AWARENESS BUS SAFETY

- “Safely on Board” was hired to conduct bus ridership programs in all of our schools
- In the larger schools, the program was presented to students in the early ed programs, kindergarten, and grades 2, 4, 6, & 8
- In the smaller schools we were able to offer the program to all ages



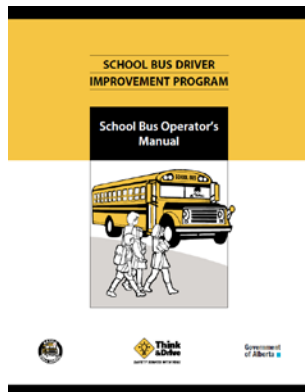


# PROFESSIONAL DEVELOPMENT BUS DRIVERS

- Startup PD Session held in August, one week before school starts
  - Keynote speaker: Brenda Robinson from The Robcan Group
    - “Dealing with Difficult People”
    - Drivers responded really well and requested to have her return for a future session
- Three first aid courses were offered during this school year



# PROFESSIONAL DEVELOPMENT BUS DRIVERS



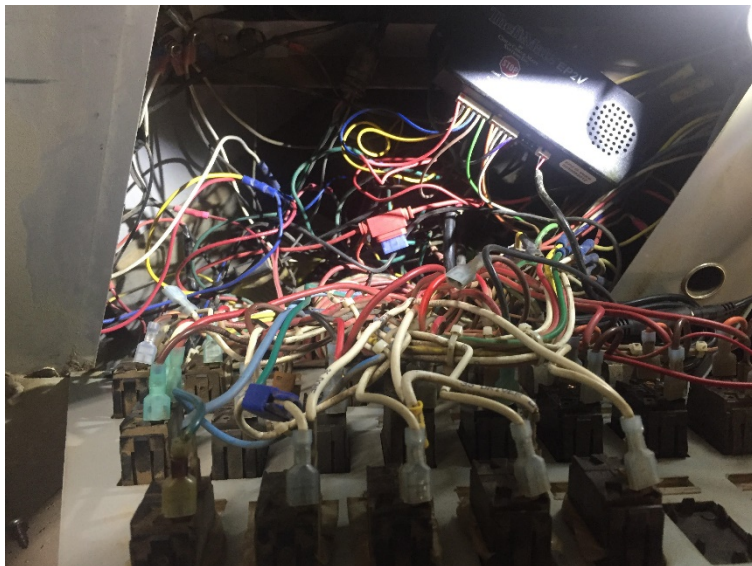
- One S Endorsement course was offered this year
  - School Bus Driver Improvement Program
  - Every driver is required to obtain their S Endorsement within one year of becoming a school bus driver

- Mid-year PD Session held in February for all drivers
  - Keynote speaker: Nick Cant from Western Transportation Training Services Ltd
    - Pre-trip Inspections
    - Post-trip Inspections

School Bus Daily Trip Inspection Checklist	
Carrier: Pembina Hills Regional Division # 7	Location: _____
Driver: _____	Time: _____ AM PM (state)
Date: _____	Odometer Reading: _____
Unit # _____	
<b>School Bus Daily Trip Inspection Checklist</b> X - defects found      Blank squares indicate no defect found	
1. Under the Hood: <ul style="list-style-type: none"> <li><input type="checkbox"/> fluid leaks (on the ground)</li> <li><input type="checkbox"/> wires</li> <li><input type="checkbox"/> hoses</li> <li><input type="checkbox"/> fan blades/belts</li> <li><input type="checkbox"/> fluid levels:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> oil</li> <li><input type="checkbox"/> coolant</li> <li><input type="checkbox"/> windshield washer</li> <li><input type="checkbox"/> power steering</li> <li><input type="checkbox"/> brake</li> </ul> </li> <li><input type="checkbox"/> inside tire area, brake lines, inside tire walls, leaf springs, shocks</li> <li><input type="checkbox"/> battery</li> <li><input type="checkbox"/> general appearance</li> </ul>	4. Outside the Bus: <ul style="list-style-type: none"> <li><input type="checkbox"/> headlights (high beam) (low beam)</li> <li><input type="checkbox"/> turn signals (front, sides and rear)</li> <li><input type="checkbox"/> clearance/marker lights, reflectors and alternately flashing red and amber lights</li> <li><input type="checkbox"/> hazard lights</li> <li><input type="checkbox"/> stop arm</li> <li><input type="checkbox"/> crossing gate (if equipped)</li> <li><input type="checkbox"/> brake lights/tail lights/license plate lights</li> <li><input type="checkbox"/> license plate validation stickers</li> <li><input type="checkbox"/> tires, wheels and rims, lug nuts, objects lodged between duals, inside tire walls, and hub of wheel when equipped with sight glass.</li> <li><input type="checkbox"/> exhaust and tailpipe</li> <li><input type="checkbox"/> cove shaft</li> <li><input type="checkbox"/> body damage</li> <li><input type="checkbox"/> rear emergency door opens and closes properly</li> <li><input type="checkbox"/> fuel filler cap/lens</li> <li><input type="checkbox"/> all windows and mirrors; check for cleanliness, and damage</li> <li><input type="checkbox"/> general cleanliness/appearance; all lights signs and windows are clean and no damage</li> <li><input type="checkbox"/> under the bus leaks; suspension, shocks, fuel tank for leakage, air tanks, and vacuum lines if equipped.</li> <li><input type="checkbox"/> If equipped with air brakes, listen for audible air leaks</li> </ul>
2. Engine Start-Up: <ul style="list-style-type: none"> <li><input type="checkbox"/> all gauges and warning lights</li> <li><input type="checkbox"/> fuel level (compare with kilometers traveled)</li> <li><input type="checkbox"/> wipers and washer fluid</li> <li><input type="checkbox"/> individually on all speeds</li> <li><input type="checkbox"/> heater</li> <li><input type="checkbox"/> defrosters</li> <li><input type="checkbox"/> fans</li> <li><input type="checkbox"/> horn</li> <li><input type="checkbox"/> steering</li> <li><input type="checkbox"/> interior lights/step-well light</li> <li><input type="checkbox"/> parking brake, service brake</li> <li><input type="checkbox"/> if equipped with air brakes, check the low air warning system, air pressure build-up rate, air loss rate, and push-rod stroke.</li> </ul>	5. Final Checklist: <ul style="list-style-type: none"> <li><input type="checkbox"/> fasten seatbelt</li> <li><input type="checkbox"/> check all gauges</li> <li><input type="checkbox"/> holding ability of the parking brake</li> <li><input type="checkbox"/> brakes and clutch. Check by driving forward and stopping. Check the steering wheel for excessive slack and play by rocking the steering wheel back and forth.</li> <li><input type="checkbox"/> check light beams and both signal indicators on the inside dash to ensure they are lit up and working properly</li> </ul>
3. Inside the Bus: <ul style="list-style-type: none"> <li><input type="checkbox"/> turn signal indicators work on dash</li> <li><input type="checkbox"/> all emergency exits open and close properly, roof hatch is in good condition, alarm system is working</li> <li><input type="checkbox"/> operator's window opens</li> <li><input type="checkbox"/> entrance door operation</li> <li><input type="checkbox"/> seats (backs and bottoms are secured)</li> <li><input type="checkbox"/> emergency equipment: first aid kit, fire extinguisher, and approved warning devices are secure, operational, and unobstructed</li> </ul>	Note: Specialized equipment such as a wheelchair lift, wheelchair tie down equipment, strobe lights, tie down straps for mobility aids, coupling devices, antenna, etc need to be inspected. (if equipped)
The vehicle identified on this report has been inspected in accordance with NSC Standard 13 schedule 2 requirements. A daily Trip Inspection is valid for 24 hours and must be produced for a Peace Officer upon demand.	
<input type="checkbox"/> No defects found <input type="checkbox"/> Noted defects need not be corrected for safe operation of the vehicle <input type="checkbox"/> Defects found	
Driver's Signature _____	
Further information on defect found: _____ <input type="checkbox"/> Defects corrected	
Driver/Mechanic's Signature _____ Date _____	

# PROFESSIONAL DEVELOPMENT SHOP & OFFICE STAFF

- Bus Centre Training
  - Our mechanics received training on how to deal with some of the electrical issues that they face with the ever changing technological advances
  - Our service writers received training on how to access databases for parts and industry standards





# PROFESSIONAL DEVELOPMENT SHOP & OFFICE STAFF

- National Safety Code Seminar
  - Presented by Ken & Vicki Baird from On the Move Safety
  - 4 PHPS staff members attended this course
  - Very important information regarding our carrier profile and staying compliant
- National Association for Pupil Transportation
  - Shantelle Haitel is working toward her Director of Pupil Transportation certification through the NAPT
  - She completed her second course this year
    - Legal & Regulatory Fundamentals in Pupil Transportation







# CHALLENGES

1. National Safety Code compliance from all drivers
  - Increased expectations from the Government
2. Increased public expectations
  - Cameras & GPS
  - Swipe cards
  - Personalized service
3. Inclusive Transportation
  - Increasing number of high needs students requiring transportation without support

# STRATEGIC PLAN/GOALS

1. Continued driver education
  - Cargo on buses
  - Standard of care
  - Occupational Health & Safety
2. Continue to balance public expectation and the budget
  - Align our practices with the Government of Alberta expectations, offering extra services only if our budget allows
3. Create an Administrative Procedure
  - Will use the \*SETT framework to encourage & promote successful transportation for all students

\*SETT = Student, Environment, Tasks, Tools

# TRUSTEE SUPPORT

- Thank you for participating in our transportation liaison meetings
- Thank you for participating in our bus driver appreciation day
- Thank you for continuing to be an advocate for transportation funding
- And thank you for everything that you do behind the scenes for us too!

