

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

POLICY 504

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Subject: School Vehicle Inspections, Maintenance and Reduction of Idling**Effective:** November 1977**Revised:** June 1994; July 1, 2001, September 6, 2005, November 20 2015

1.0 PURPOSE

This policy establishes the requirements for the inspection and maintenance of school vehicles as required under the [Pupil Transportation Regulation](#). The policy also sets out requirements for the avoidance of idling of school vehicles.

This policy was previously titled Policy 504 – *School Vehicle Inspections and Maintenance* and prior to 2001, Policy 504 – *Repairs to School Buses*.

2.0 APPLICATION

This policy applies to all school vehicles, including school buses, other buses, vans or cars, and school vehicles being used to convey students under a conveyance contract.

3.0 DEFINITIONS

Bus means any motor vehicle designed for carrying ten or more passengers and used for the transportation of persons.

Maintenance refers to routine maintenance of and necessary repairs to provincially owned and leased school buses, including fuel, parts and cleaning supplies.

School bus means a school vehicle that is a bus, is painted national school bus yellow, and is equipped with a warning system.

School vehicle means a motor vehicle operated by a school district or under a conveyance contract for the conveyance of students in the public school system, and excludes motor vehicles in a public transit system.

4.0 LEGAL AUTHORITY

[Pupil Transportation Regulation](#) under the [Education Act](#)

- Section 11 – General driver responsibilities
- Section 14 – Vehicle inspection and maintenance by drivers
- Section 21 – Maintenance of school vehicles
- Section 22 – Inspection of school vehicles

[Regulation 84-145](#) under the [Motor Vehicle Act](#).

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5.0 GOALS / PRINCIPLES

The Department of Education and Early Childhood Development believes that regular school vehicle inspections are required to ensure that the vehicles being used to convey students are safe and clean.

The Department of Education and Early Childhood Development recognizes that overall air quality can be improved with the reduction of idling of school vehicles.

6.0 REQUIREMENTS / STANDARDS

6.1 Basic Daily Inspection – All School Vehicles

- 6.1.1** Each driver must conduct a basic inspection of his/her school vehicle each day that the vehicle is used to convey students.

6.2 Vehicle Inspections and Maintenance – School Buses**6.2.1 Drivers' Responsibilities**

- 6.2.1.1** The basic daily inspection for a school bus, to be carried out by the driver under section 6.1.1, must include those elements specified in [Appendix A](#) of this policy.
- 6.2.1.2** Any driver of a school bus assigned to convey students for a co-curricular or extra-curricular trip outside of regular school hours must conduct a basic pre-trip inspection of the bus before they embark on the trip. This inspection must be conducted prior to the trip even if a basic daily inspection had been conducted earlier the same day.
- 6.2.1.3** A driver must avoid idling the school bus. This includes during drop-off and boarding times at school, when the bus is awaiting student dismissal and when parked.
- 6.2.1.4** If there is a requirement to idle, a school bus shall not be permitted to idle more than five (5) minutes. When ambient temperatures are less than minus ten (-10) degrees Celsius, or more than thirty (+30) degrees Celsius, vehicle idle time may be extended up to 10 minutes in any sixty (60) minute period for the purpose of heating or cooling the vehicle. During extreme weather conditions, longer idling periods may be permitted per the District Transport Manager.

6.2.2 Responsibilities of the Vehicle Management Agency

6.2.2.1 The Vehicle Management Agency, in cooperation with the school districts, is responsible for ensuring that a provincial Motor Vehicle Inspection (MVI) is conducted every six (6) months on provincially owned and leased school buses.

6.2.2.2 Section 21 of the [Pupil Transportation Regulation](#) states that superintendents are responsible for ensuring that school buses are properly maintained in accordance with the maintenance program prescribed by the Department of Transportation and Infrastructure.

The specific maintenance schedule for each school bus is established by Vehicle Management Agency of the Department of Transportation and Infrastructure. Each maintenance schedule is developed in accordance with the standards and requirements set out in the manufacturer's manual and the applicable laws and regulations pertaining to the type of vehicle.

6.2.2.3 The Vehicle Management Agency, with the cooperation of the Department of Education and Early Childhood Development and the school districts, establishes administrative guidelines identifying which cleaning materials and supplies may be obtained by school bus drivers at Vehicle Management Agency repair facilities.

6.3 Vehicle Inspections and Maintenance – Other School Vehicles

6.3.1 The basic daily inspection for school vehicles that are not school buses must include those elements specified in [Appendix B](#) of this policy.

6.3.2 In addition to the basic daily inspection, drivers of school vehicles that are not school buses are also required to carry out a more detailed inspection of their vehicles on a weekly basis. Those elements that must be inspected on a weekly basis are specified in [Appendix B](#).

6.3.3 The owner of a school vehicle that is a bus is responsible for ensuring that a provincial Motor Vehicle Inspection (MVI) is conducted every six (6) months on each vehicle that is used to convey students (as per section 4, [Regulation 84-145](#) under the [Motor Vehicle Act](#)).

6.3.4 Section 21 of the [Pupil Transportation Regulation](#) states that an owner of a school vehicle operating under a conveyance contract is responsible for ensuring that the vehicle are properly maintained.

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6.3.5 A superintendent entering into a conveyance contract must ensure that the contract stipulates the requirements set out in section 6.3 of this policy.

6.3.6 Drivers of school vehicles that are not school buses must avoid idling, as outlined in section 6.2.1.4.

7.0 GUIDELINES / RECOMMENDATIONS

7.1 School districts and schools should encourage a non-idling practice for every motor vehicle on school property, including parents' vehicles.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

8.1 District Education Councils may develop policies that are more specific than the provincial policy regarding inspections of school vehicles and idling.

9.0 REFERENCES

[Collective Agreement – CUPE Local 1253](#)

10.0 CONTACTS FOR MORE INFORMATION

Department of Education and Early Childhood Development, Educational Facilities and Pupil Transportation Branch, (506) 453-2242

Department of Education and Early Childhood Development, Policy and Planning, (506) 453-3090

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