

HOLY SPIRIT RCSRD NO.4

BUS DRIVER'S GUIDE



Updated March 2018

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Bus Driver's Guide

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INTRODUCTION

Holy Spirit Catholic Schools currently holds a Safety Fitness Certificate with Provincial Operating Status. As a motor carrier that owns and operates commercial vehicles within the province of Alberta only, the school division must comply with provincial transportation regulations/legislation. This document shall serve as a guide for school administrators and drivers who operate the division's multifunctional activity buses. Much of the content is taken from the Ministry of Transportation's Education Manual. Please note that it is prudent to reference the actual regulations/legislation.



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CARRIER PROFILE

The Government of Alberta, other Canadian jurisdictions, the Government of Canada, and the Transportation Industry developed the National Safety Code (NSC) to help reduce the number and severity of collisions. Each jurisdiction has used the NSC standards as guides in drafting their own transportation safety legislation.

Provincial National Safety Code legislation applies to the school division's multifunctional activity buses.

Each jurisdiction in Canada is required under the NSC to develop and maintain a Carrier Profile System to record the following:

- Convictions
- Commercial Vehicle Safety Alliance (CVSA) Inspections
- Reportable Collisions
- Compliance Audits
- Motor Carrier Safety Fitness Rating

As a motor carrier, Holy Spirit Catholic Schools uses its Carrier Profile to help monitor the success of its safety operations. The Carrier Profile report summarizes most on-road law enforcement documentation. It also provides a detailed analysis of the activities and results of contact between all drivers and enforcement officers, including dates and times. The data from the Carrier Profile can be used to help monitor drivers' daily logs for accuracy. The information can also help ensure that the school division's procedures as well as transportation legislation are being followed.

The Secretary Treasurer and Transportation Coordinator review the school division's Carrier Profile regularly.

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BUS DRIVERS

Authorized Driver

Bus drivers must be formally authorized by the school division prior to driving the school division's multifunctional activity buses. This authorization must be in writing from the Secretary Treasurer. The authorization letter will specify a time period in which the driver is authorized. See *Appendix A*.

Once a driver has received his/her authorized driver letter from the Secretary Treasurer, s/he is required to track his/her duty status for **each calendar day** within the specified time period noted on the letter.

Un-authorized Driver

When the driver authorization period has expired, the Secretary Treasurer will provide the driver with an un-authorized driver letter. See *Appendix B*.

Bus Driver Application Form

Potential activity bus drivers must complete either the *Employee Bus Driver Application Form* (employees), or the *Volunteer Bus Driver Application Form* (non-employees), whichever is applicable. See *Appendices C & D*.

All completed driver application forms must be forwarded to the Transportation Coordinator at St. Basil CEC for processing.

Bus Driver Files

Section 41 of the *Commercial Vehicle Certificate of Insurance Regulation, AR314/2002* states that the following information be retained for each authorized bus driver:

- 1) Completed Bus Driver Application Form
- 2) Record of 3-year employment history (This information is required on the application form)
- 3) Current 5-Year Commercial Drivers Abstract
- 4) Copy of valid Driver's License (Class 1, 2 or 4)
- 5) Record of all convictions and administrative penalties for Provincial and Federal legislation relating to the operation of a commercial motor vehicle
- 6) Record of all collisions involving *any* motor vehicle
- 7) Record of all training completed
- 8) Copies of any training certificates issued to the driver

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*The school division requires:

Current Results of a Criminal Record Check with Vulnerable Sector Search (non-employees)

Bus driver files are housed at St. Basil CEC in the Transportation Department.

Drivers Abstracts

Holy Spirit Catholic Schools has an AMVIR Agreement with Service Alberta which allows the Transportation Coordinator to pull 5-Year Commercial Drivers Abstracts for employees who drive the division's multifunctional activity buses. Employee bus drivers must complete the *Government of Alberta Drivers Abstract Consent Form* and forward it to the Transportation Coordinator at St. Basil CEC for processing. See *Appendix E*.

The Transportation Coordinator will pull 5-Year Commercial Drivers Abstracts for *employees* on the first Friday of each calendar month. Please ensure all other required paperwork has been sent to the Transportation Coordinator prior to that date (use the documents checklist).

The AMVIR Agreement *does not* allow the Transportation Coordinator to pull drivers abstracts for non-employees. Non-employee volunteer activity bus drivers must provide their 5-Year Commercial Drivers Abstract to the Secretary Treasurer for filing.

Driver's License

Drivers must hold a valid Class 1, 2, or 4 driver's license to be eligible to drive the school division's multifunctional activity buses. A copy of the driver's license will be retained in the driver's file at St. Basil CEC.

School administrators should create a recall system to ensure that the driver's license on file for each bus driver remains current.

Criminal Record Check with Vulnerable Sector Search

Potential non-employee volunteer bus drivers are required to submit a current criminal record check and vulnerable sector search on an annual basis (school year) to the Secretary Treasurer. This document will be retained in the driver's file at St. Basil CEC.

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ACTIVITY BUS DRIVER TRAINING

Each bus driver applicant must successfully complete three on-line tests based on the following documents which are posted to the transportation webpage of the school division's website (www.holyspirit.ab.ca):

- 1) Holy Spirit RCSR No.4's *Bus Driver's Guide*
- 2) Modules 2, 6 & 8 of the *Commercial Vehicle Safety Compliance in Alberta* Education Manual
- 3) Activity Bus Accident Protocol

80% is considered a passing grade on tests #1 and #2 above. 100% is the passing grade for test #3 above. The Transportation Coordinator will grade the tests and provide the results to the applicant and the school principal via email.

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VEHICLES

Pre-Trip Inspection Report

Section 10 of the *Commercial Vehicle Safety Regulations, AR 121/2009* requires that the driver, or other persons authorized by the school division, must complete a pre-trip inspection on each multifunctional activity bus prior to its use. Section 12 specifies that a written pre-trip inspection report must be completed for a commercial vehicle that operates under the authority of a Safety Fitness Certificate. A completed pre-trip inspection is valid for 24 hours.

Pre-trip inspections must be conducted based on items identified in *Schedule 2* of the *National Safety Code Standard 13*. See *Appendix F – Schedule 2* and *Appendix G – Pre-Trip Inspection Report*. This schedule must be kept in each activity bus. The bus driver shall, on demand of a peace officer, produce a copy of the *Schedule 2* used for the most recent pre-trip inspection. If a defect or major defect is discovered during the pre-trip inspection, the person doing the inspection must notify a school administrator(s) immediately. Bus drivers are not permitted to transport students in the activity bus until the major defect is repaired.

Completed *Pre-Trip Inspection Reports* must be forwarded to the Transportation Coordinator at St. Basil CEC within 30 days of completion, in chronological order by month, for each activity bus.

Commercial Vehicle Inspection Certificates

The *Vehicle Inspection Regulation, AR/ 211/2006* requires the school division to have the multifunctional activity buses inspected every 6 months. CVIP Inspections may only be conducted by a technician and at a facility that have been certified by the Government of Alberta.

School administrators are required to arrange for their multifunctional activity buses to be inspected every 6 months. The pink copy of the Commercial Vehicle Inspection Certificate along with the inspection details must be forwarded to the Transportation Coordinator at St. Basil CEC immediately following the inspection.

School administrators should create an inspection schedule for each of the activity buses at their school to ensure that all inspections and regular maintenance work are completed.

Commercial Vehicle Safety Alliance Inspections (CVSA)

CVSA inspections are conducted on vehicles and drivers on the roadside or at carrier premises by CVSA certified inspectors, e.g. RCMP, city, municipal and county enforcement, who are certified as CVSA inspectors, and by designated staff from the Commercial Vehicle Enforcement Branch, Alberta Transportation.

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Copies of all CVSA inspections of the school division's multifunctional activity buses must be forwarded to the Transportation Coordinator at St. Basil CEC to be kept on file.

Multifunctional Activity Bus Maintenance Records

Schools that operate multifunctional activity buses are required to maintain vehicle maintenance records for each bus. These records would include documents such as commercial vehicle inspection records, fuel invoices/receipts, repair records, parts replacement records, windshield repair records, and routine maintenance and lubrication records.

The school is required to maintain a separate binder for each multifunctional activity bus. All maintenance documentation must be in chronological order by fiscal year (Sept.1 – Aug.31). Upon request by the Transportation Coordinator, school administrators are required to forward the maintenance binders to St. Basil CEC forthwith.

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HOURS OF SERVICE

According to Part 4 of the *Traffic Safety Act* and Section 249 of Canada's *Criminal Code*, a driver cannot operate a motor vehicle in a manner that is dangerous to the public. Fatigued driving poses a serious risk to the driver and to the motoring public. In order to ensure a bus driver does not operate a vehicle in a state of fatigue, the school division must follow the requirements set out in the Alberta provincial *Drivers' Hours of Service Regulation* (AR 317/2002). This regulation applies to all motor carriers operating solely within Alberta under a "Provincial" Operating Status as noted on the Safety Fitness Certificate.

Provincial hours of service regulations define the *maximum driving* limits and *minimum off-duty* requirements for commercial drivers operating within Alberta. These limits were created to prevent dangerous fatigue-related accidents.

The school division must ensure that activity bus drivers maintain accurate records of their duty status times for each calendar day in which they are an authorized driver. These times must be recorded on a log sheet or on a radius record (if exemption applies).

These records must be kept on file in the Transportation Department at St. Basil CEC so that the school division may ensure a bus driver does not exceed the specified hour limitations.

Driver Duty Status

The duties performed by a bus driver can be classified into 4 categories, one of which is not applicable to Holy Spirit Catholic Schools' multifunctional activity bus drivers:

1. Off-duty time
2. Sleeper Berth time (not applicable to our activity bus drivers)
3. Driving time
4. On-duty time, other than driving time

Work shift Limits

13-Hour Driving Time Rule

According to Section 6(1) of the provincial *Drivers' Hours of Service Regulation* (AR 317/2002), a driver shall not drive a commercial vehicle after the driver has already driven 13 hours in a work shift. The driver must take at least 8 consecutive hours off-duty in order to be eligible to drive the activity bus again.

15-Hour On-duty Rule

According to Section 6(2) of the provincial regulations, a driver may not drive a commercial vehicle after the driver has been on duty for 15 or more hours. (This would

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include both driving time and on duty time, other than driving time.) The driver may drive again after they have taken at least 8 consecutive hours off-duty.

8 Consecutive Hours of Rest Rule

According to Section 5 of the provincial regulations, a driver must have at least 8 consecutive hours of off-duty time immediately before they start their next work shift.

Time Breaks

According to Section 7 of the provincial regulations, a driver may continuously drive an activity bus:

- For a period of up to 4 consecutive hours if, at the conclusion of driving for that period of time, the driver takes at least 10 consecutive minutes off-duty or of non-driving time; **OR**
- For a period of up to 6 consecutive hours if, at the conclusion of driving for that period of time, the driver takes at least 30 consecutive minutes off-duty or of non-driving time.

Emergency Conditions Exemption

Section 6(4) of the provincial hours of service regulation specifies that the requirements in respect to driving time, on-duty time and off-duty time do not apply to a driver who, in an **emergency**, requires more driving time to reach a destination that provides safety for the occupants of the commercial vehicle and for other users of the road or the security of the commercial vehicle. The driver **must** stop at the **first** place of safety.

Driver Logs

Once a driver has received his/her authorized driver letter from the Secretary Treasurer, s/he is required to track his/her duty status for **each calendar day** within the specified time period noted on the letter.

160 KM Radius Driver's Time Record – 160 Kilometre Radius Exemption

An activity bus driver would complete a *160 km Radius Driver's Time Record* if **all** of the following conditions are met:

- The driver operates within a 160 km radius of the home terminal (school address),
- The driver's work shift does not exceed 15 hours (combined driving and on-duty but not driving), and
- The driver starts and ends the work shift at the home terminal (school address).

See *Appendix H – 160 km Radius Driver's Time Record*

160 km Radius Driver's Time Records must be forwarded to the Transportation Coordinator at St. Basil CEC within 20 days of completion. These records must be in chronological order by month, by each driver.

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Driver's Log Sheet (> 160 km or Overnight trip)

If the conditions are not met for a 160 km radius exemption, i.e. bus trip is >160 km or if the bus trip necessitates an overnight stay, or if the driver's shift exceeds 15 hours, the driver is required to complete a *Driver's Log Sheet* which contains the graph grid. See *Appendix I*.

The graph grid has to be completed in the prescribed manner:

- A continuous line is drawn between the appropriate markers for each 24-hour period in the grid to record the period of time when the driver is:
 - Off duty
 - Off duty in the sleeper berth (not applicable to our multifunctional activity bus drivers)
 - Driving
 - On-duty, not driving
- Record the name of the city, town or village or location on a highway, and the name of the province where **each** change of duty occurs;
- Record the name of the city, town or village or location on a highway, and the name of the province where fuel was obtained and the quantity of **fuel** obtained;
- Updated at the end of **each change in duty status**;
- At the end of each day the total number of hours in each duty status shall be entered in the space to the right of each graph grid below the phrase "total hours" and shall **add up to 24 hours**.

A driver must indicate the city, village or town and province reference at **each** duty status change. While the province reference may be abbreviated, **names of cities, villages and towns must be written out in full**.

A driver must sign the *Driver's Log Sheet*, certifying that the information provided is true and accurate.

Driver's Log Sheets must be forwarded to the Transportation Coordinator at St. Basil CEC within 20 days of completion. These records must be sent in chronological order by driver.

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CARGO SECUREMENT

According to the *Vehicle Equipment Regulation* (AR 122/2009) regarding the transportation of goods, a bus shall not be operated unless the luggage, cargo, goods, equipment and tools that are carried on the bus are carried in an adequate place provided for the carrying of those items.

A driver cannot use any vehicle including a bus to transport goods unless;

1. The vehicle is constructed to carry the goods, and
2. There is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

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COMPLIANCE AUDITS

Alberta Transportation developed an audit protocol called "Assessment of Regulatory Compliance" (ARC) that meets the National Safety Code (NSC) Standard #15. The objective of the ARC is to collect and evaluate information on a motor carrier's compliance to their transportation regulatory requirements.

Alberta's NSC Audit consists of four compliance areas:

1. Carrier Safety
2. Driver Profile
3. Driver Hours of Service
4. Vehicle Maintenance

Following the completion of the audit, the motor carrier (school division) is provided a copy of the full report. All regulatory deficiencies identified in the audit must be corrected forthwith. After a reasonable time period in which to correct the deficiencies, Alberta Transportation will follow up with the carrier to ensure 100% compliance with legislation.

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WHAT DOCUMENTATION SHOULD BE IN THE ACTIVITY BUS?

DRIVER'S CHECKLIST ✓

- ☐ **Pre-Trip Inspection Report** is completed & signed by the person who did the inspection
- ☐ **Driver's Log Sheet or 160 km Radius Driver's Time Record** and the driver's **two** previous days' driver's Daily Log Sheets /160 km Radius Driver's Time Records
- ☐ **Authorized Driver Letter** signed by the Secretary Treasurer
- ☐ **Pink insurance card**
- ☐ Valid **Commercial Vehicle Inspection Certificate**
- ☐ Copy of **Schedule 2 of the NSC Standard 13**
- ☐ **Safety Fitness Certificate** (Provincial Operating status)
- ☐ All **Field Trip permission documentation**, which includes the passenger list (to be kept in the activity bus binder)
- ☐ **Activity Bus Accident Protocol**
- ☐ All **Fuel and accommodation receipts** for that trip
- ☐ **Valid Driver's License** (Class 1, 2 or 4 - carried by the driver)
- ☐ ***Unlock the back door of the bus** just prior to the students boarding

When there are students on the bus, the back door **must be unlocked in case of emergency. Emergency personnel must be able to access the bus from the outside.*

AFTER THE TRIP CHECKLIST

- ☐ Driver has completed in full, the *160 km Radius Driver's Time Record* or *Driver's Log Sheet* for the trip and has submitted the documentation to the school office staff
- ☐ Driver has submitted fuel receipts, and any other field trip documentation to the school office staff
- ☐ Driver has noted any defects regarding the activity bus on the *Pre-trip Inspection Report*, and has signed and submitted the inspection report to the school office staff

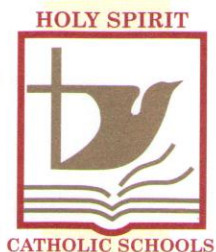
PERTINENT TRANSPORTATION LEGISLATION & USEFUL WEBSITES

Vehicle Equipment Regulation, AR 122/2009
Operator Licensing and Vehicle Control Regulation, AR 320/2002
Vehicle Inspection Regulation, AR 211/2006
Commercial Vehicle Certificate and Insurance Regulation, AR 314/2002
Commercial Vehicle Safety Regulation, AR 317/2009
Drivers' Hours of Service Regulation, AR 317/2002

Ministry of Transportation Website:
<http://www.transportation.alberta.ca/index.htm>

Commercial Vehicle Safety Compliance in Alberta – Education Manual:
<http://www.transportation.alberta.ca/Content/docType276/Production/Edmanual.pdf>

APPENDICES



APPENDIX A

Authorized Activity Bus Driver Letter

January 4, 2017

Mr. Michael Magoo is an authorized multi-functional school activity bus driver for the Holy Spirit Roman Catholic Separate Regional Division No.4 for the following time period:

09/01/2017 – 23/06/2017

Please note that as an activity bus driver for the school division you are required to report any and all motor vehicle infractions and by law infractions incurred to the Secretary Treasurer at the St. Basil Catholic Education Centre forthwith (403.327.9555). On occasion throughout the school year, the Secretary Treasure may pull your Commercial Driver's Abstract for review.

Lisa Palmarin, Secretary Treasurer

Date

NOTE: Mr. Magoo, you are required to keep a record of your duty status for each calendar day within the above time period, using either a 160 km radius Driver's Time Record or a Driver's Daily Log Sheet, whichever is applicable.

Holy Spirit Catholic Schools...

Christ-centered learning

communities where students are cherished and achieve their potential.

St. Basil Education Centre

620 12 Street "B" North • Lethbridge, Alberta T1H 2L7 • Phone: (403) 327-9555 • Fax: (403) 327-9595



Appendix B



Un-authorized Driver Letter



July 1, 2014

Effective 01/07/2014, Ms. Jane Smith is no longer an authorized driver for Holy Spirit Roman Catholic Separate Regional Division No.4 .



Lisa Palmarin, Secretary Treasurer

Date



Holy Spirit Catholic Schools...

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St. Basil Education Centre

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Appendix C

EMPLOYEE BUS DRIVER APPLICATION FORM

Name of Applicant: _____



Mission Statement

Holy Spirit Roman Catholic Separate Regional Division #4

We are a Catholic Faith Community dedicated to providing each student entrusted to our care, with an education rooted in the Good News of Jesus Christ.

Guided by the Holy Spirit, our schools in partnership with home, parish and society, foster the growth of responsible citizens who will live, celebrate and proclaim their faith.

Our Catholic Faith is the foundation of all that we do.

St. Basil Catholic Education Centre
620, 12B Street North
Lethbridge, AB T1H 2L7
Ph: 403-327-9555
Fax: 403-327-9595
www.holyspirit.ab.ca

Appendix C

PERSONAL DATA

Applicant's Full Name: _____ Date of Birth: _____
Current Address: _____ City: _____
Province: _____ Postal Code: _____
Phone Number: _____ E-mail: _____
Drivers License # _____ Class of License: _____
License Expiry Date: _____ Years of Commercial Driving Experience: _____
Were you involved in a motor vehicle accident during the past 5 years? Yes ☐ No ☐
If yes, provide a brief explanation: _____

Are you currently employed at Holy Spirit Catholic Schools? Yes ☐ No ☐
If yes, what position do you hold? _____ School Name: _____

WORK EXPERIENCE (Please start with last position and work to position first held)

Dates of Employment: _____ Place of Employment: _____
Job Description: _____ Supervisor (including phone number): _____

Dates of Employment: _____ Place of Employment: _____
Job Description: _____ Supervisor (including phone number): _____

Dates of Employment: _____ Place of Employment: _____
Job Description: _____ Supervisor (including phone number): _____

DECLARATION AND SIGNATURE

I certify that the information given on this form is true, correct and complete to the best of my knowledge and beliefs. I understand that making a false statement may disqualify me from driving a bus for Holy Spirit Catholic Schools.

Date: _____ Signature: _____

Applicants are required to submit the following documents at the time of application:

- Completed Alberta Government Driver Abstract Consent Form
- Results of a Current Criminal Record Check with Vulnerable Sector Search
- Photocopy of Current Driver's License

Please forward the completed Employee Bus Driver Application Form and additional required documentation to the school Principal.

Appendix D

VOLUNTEER BUS DRIVER APPLICATION FORM

Name of Applicant: _____



Mission Statement

Holy Spirit Roman Catholic Separate Regional Division #4

We are a Catholic Faith Community dedicated to providing each student entrusted to our care, with an education rooted in the Good News of Jesus Christ.

Guided by the Holy Spirit, our schools in partnership with home, parish and society, foster the growth of responsible citizens who will live, celebrate and proclaim their faith.

Our Catholic Faith is the foundation of all that we do.

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620, 12B Street North
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Ph: 403-327-9555
Fax: 403-327-9595
www.holyspirit.ab.ca

Appendix D

PERSONAL DATA

Applicant's Full Name: _____ Date of Birth: _____
Current Address: _____ City: _____
Province: _____ Postal Code: _____
Phone Number: _____ E-mail: _____
Drivers License # _____ Class of License: _____
License Expiry Date: _____ Years of Commercial Driving Experience: _____
Were you involved in a motor vehicle accident during the past 5 years? Yes ☐ No ☐
If yes, provide a brief explanation: _____

WORK EXPERIENCE (Please start with last position and work to position first held)

Dates of Employment: _____	Place of Employment: _____
Job Description: _____	Supervisor (including phone number): _____
Dates of Employment: _____	Place of Employment: _____
Job Description: _____	Supervisor (including phone number): _____
Dates of Employment: _____	Place of Employment: _____
Job Description: _____	Supervisor (including phone number): _____

DECLARATION AND SIGNATURE

I certify that the information given on this form is true, correct and complete to the best of my knowledge and beliefs. I understand that making a false statement may disqualify me from driving a bus for Holy Spirit Catholic Schools.

Date: _____ Signature: _____

Applicants are required to submit the following documents at the time of application:

- Current 5 Year Commercial Driver's Abstract
- Results of a Current Criminal Record Check with Vulnerable Sector Search
- Photocopy of Current Driver's License

Please forward the completed Bus Driver Application Form and additional required documentation to the school Principal.

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Height
- Class
- Licence Number
- Expiration Date
- Address
- Weight
- Issue Date
- Current Demerit Points
- Reinstatement conditions (if any)
- Date of Birth
- Sex
- MVID Number
- Suspended Status
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.

PART 1

I, Jane Doe of 123 Holy St., Taber, AB
Full Name Full Address T10 2M0

declare that my Driver's Licence Number is: 12345-67, my Date of Birth is: April 1, 1925,
month by name, day, year

and I give consent for my: ☐ 3 Year, ☐ 5 Year, ☐ 10 Year Driver Abstract (SDA),
☐ 3 Year, ☒ 5 Year, ☐ 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to Holy Spirit Catholic School of 620, 12B ST. N., Lethbridge, AB
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the Alberta Motor Vehicle Information Regulation (AMVIR) (choose one of the following subsections):

☐ **5(1)(a) driver's abstract released to a person known by myself**

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.

NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

☒ **5(1)(b)(iii) driver's abstract released to my employer or prospective employer**

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

☐ **5(1)(b)(v) driver's abstract released to a lawyer representing me**

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

Jane Doe May 4, 2014
Signature Date

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, _____ of _____,
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to _____,
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

Signature of Employer or Lawyer

Date

In accordance with s. 33(c) of the Freedom of Information and Protection of Privacy Act, the Traffic Safety Act, and the Access to Motor Vehicle Information Regulation, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

Appendix F

NSC Standard 13: Trip Inspections

Part 1 – General Requirements

(1) Vehicles to be inspected

No motor carrier shall permit a person and no person shall drive or operate a commercial vehicle on a highway unless the vehicle is inspected as required.

(2) Carrier to issue inspection schedules

Motor carriers shall provide the applicable schedule(s) of inspection items in a written or an equivalent electronic format and all vehicles shall be inspected in accordance with the schedule(s)¹.

(3) Driver to carry and surrender schedules

Drivers of a commercial vehicle shall have in their possession the applicable schedule(s) of inspection items and shall provide the schedules on demand of an inspector. (Schedule 4 need not be carried.)

(4) Required inspections (when operated)

(a) Trucks, tractors and trailers shall be inspected in accordance with Schedule 1 every 24 hours.

(b) Buses and any attached trailer² shall be inspected in accordance with Schedule 2 every 24 hours, or alternatively in the case of motor coaches equipped with air brakes, air ride suspension and automatic brake adjusters, in accordance with Schedule 3 every 24 hours and at least every 30 days or 12,000 km (whichever comes first) in accordance with:

- i. Schedule 4, or
- ii. an equivalent maintenance program approved by the jurisdiction that complies with Schedule 4 requirements.

(5) Report to be completed

(a) A person conducting an inspection in accordance with Schedule 1 or 2 or 3 shall prepare a report in a written or an equivalent electronic format that contains the following information:

- i. licence plate or unit number(s) of the vehicle(s);
- ii. motor carrier's name;
- iii. date and time of inspection;
- iv. city, town, village or highway location where the inspection was performed;
- v. a statement signed by the person conducting the inspection and by the person driving the vehicle (if different than the person inspecting the vehicle) that the vehicle(s) identified on the report has(have) been inspected in accordance with applicable requirements;
- vi. the legible printed name of the person conducting the inspection; and
- vii. odometer reading (if equipped).

(b) A person conducting an inspection in accordance with subsection 4 (b) i or ii shall prepare a report in a written or an equivalent electronic format that contains the following information:

- i. licence plate, VIN or unit number(s) of the vehicle(s);
- ii. motor carrier's name;
- iii. date(s) of inspection;
- iv. location(s) where the inspection was performed;
- v. a statement that the vehicle(s) identified on the report has(have) been inspected in accordance with applicable Schedule 4 requirements;
- vi. the legible printed name of the person(s) conducting the inspection;
- vii. the signature of the person(s) conducting the inspection;
- viii. odometer reading(s).

¹ Schedules must contain at a minimum all inspection items listed, with the exception of items not present on the vehicle being operated. Schedule format and layout may vary.

² A trailer towed by a bus shall always be inspected in accordance with Schedule 2.

Appendix F

(6) Report to be carried

No motor carrier shall permit a person and no person shall drive a commercial vehicle on a highway unless that person is in possession of the required inspection report(s).

(7) Driver to provide report

A driver of a commercial vehicle shall provide a paper or equivalent electronic copy³ of the required inspection report(s) on demand of an inspector.

(8) When no defects are detected

When no defects are detected during an inspection, the person conducting the inspection shall record that fact on the inspection report(s).

(9) When defects are detected

A person conducting an inspection in accordance with Schedules 1, 2 or 3 shall record on the inspection report any defects detected during the inspection and shall report such defects to the motor carrier or a person appointed by the motor carrier prior to the next required inspection.

(10) Information to be recorded re: Schedule 4 inspections

A person conducting an inspection in accordance with Schedule 4 shall record brake adjustment measurements, all defects detected during the inspection, and the nature of all repairs carried out.

(11) Driver to monitor vehicle while driving

While driving and/or otherwise being in charge of a commercial vehicle, the driver shall monitor its condition in accordance with the schedule of inspection items, and when defects are detected, the driver shall record the defects on the inspection report and report the defects to the motor carrier prior to the next required inspection.

(12) Major defects to be reported immediately

When major defects are detected or disclosed to the driver while driving or otherwise being in charge of a vehicle, they shall be recorded on the inspection report and reported to the motor carrier immediately.

(13) Vehicle not to be operated with major defect

No motor carrier shall permit a person and no person shall drive a commercial vehicle on a highway when a major defect is present on the vehicle.

(14) Carrier to ensure defects are corrected

Motor carriers shall ensure that all previously reported vehicle defects are corrected before the next required inspection or within a timeframe specified by the jurisdiction of travel.

(15) Report to be given to carrier

Drivers shall forward the original of each inspection report to the motor carrier who is responsible for the commercial vehicle within 20 calendar days of the completion of the report.

(16) Carrier records

Carriers shall retain the original copy of each vehicle inspection report and certification of repairs for at least 6 months from the date the report was prepared.

(17) Schedule 4 inspections to be conducted by qualified person

Schedule 4 inspections shall be conducted while the vehicle is positioned over a pit or raised in a manner that provides adequate access to all of the applicable components by a person who holds the technician certification or qualification required in the jurisdiction (may not have to be certified mechanic; please check with jurisdiction).

³ The requirement for equivalent electronic copies should be the same as the Hours of Service requirements.

Appendix F

Schedule 2 – Bus

Application:

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver, but excluding the operation for personal use, and also applies to any trailer towed by a bus.

1. Accessibility Devices	
Defect(s) <i>Accessibility device may not be used if:</i> <ul style="list-style-type: none"> Alarm fails to operate. Equipment malfunctions. Interlock system malfunctions. 	Major Defect(s) <ul style="list-style-type: none"> Vehicle fails to return to normal level after "kneeling." Extendable lift, ramp or other passenger-loading device fails to retract.
2. Air Brake System	
Defect(s) <ul style="list-style-type: none"> Audible air leak. Slow air pressure build-up rate. 	Major Defect(s) <ul style="list-style-type: none"> Pushrod stroke of any brake exceeds the adjustment limit. Air loss rate exceeds prescribed limit. Inoperative towing vehicle (tractor) protection system. Low air warning system fails or system is activated. Inoperative service, parking or emergency brake.
3. Cargo Securement	
Defect(s) <ul style="list-style-type: none"> Insecure or improper load covering (<u>e.g. wrong type or flapping in the wind</u>). 	Major Defect(s) <ul style="list-style-type: none"> Insecure cargo. Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s) <ul style="list-style-type: none"> Coupler or mounting has loose or missing fastener. 	Major Defect(s) <ul style="list-style-type: none"> Coupler is insecure or movement exceeds prescribed limit. Coupling or locking mechanism is damaged or fails to lock. Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s) <ul style="list-style-type: none"> Dangerous goods requirements not met.
6. Doors and Emergency Exits	
Defect(s) <ul style="list-style-type: none"> Door, window or hatch fails to open or close securely. Alarm inoperative. 	Major Defect(s) (Passengers may not be carried¹.) <ul style="list-style-type: none"> Required emergency exit fails to function as intended. <p>¹ <u>vehicle may be moved when no passenger carried.</u></p>
7. Driver Controls	
Defect(s) <ul style="list-style-type: none"> Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	Major Defect(s) (Passengers may not be carried².) <ul style="list-style-type: none"> Accelerator sticking and engine fails to return to idle. <p>² <u>vehicle may be moved when no passenger carried.</u></p>

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8. Driver Seat	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Seat is damaged or fails to remain in set position. 	<ul style="list-style-type: none"> • Seatbelt or tether belt is insecure, missing or malfunctions.
9. Electric Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Loose or insecure wiring or electrical connection. 	<ul style="list-style-type: none"> • Inoperative breakaway device. • Inoperative brake.
10. Emergency Equipment & Safety Devices	
Defect(s)	
<ul style="list-style-type: none"> • Emergency equipment is missing, damaged or defective. 	
11. Exhaust System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Exhaust leak. 	<ul style="list-style-type: none"> • Leak that causes exhaust gas to enter the occupant compartment.
12. Exterior Body and Frame	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Insecure or missing body parts. • Insecure or missing compartment door. • Damaged frame or body. 	<ul style="list-style-type: none"> • Visibly shifted, cracked, collapsing or sagging frame member(s).
13. Fuel System	
	Major Defect(s) <ul style="list-style-type: none"> • Missing fuel tank cap¹. • Insecure fuel tank. • Dripping fuel leak.
	¹ vehicle may be moved when no passenger carried.
14. General	
	Major Defect(s) <ul style="list-style-type: none"> • Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
15. Glass and Mirrors	
Defect(s)	Major Defect(s) (Passengers may not be carried. ²)
<ul style="list-style-type: none"> • Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. • Required mirror or glass has broken or damaged attachments onto vehicle body. 	Driver's view of the road is obstructed in the area swept by the windshield wipers.
	² vehicle may be moved when no passenger carried.
16. Heater/Defroster	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> • Control or system failure. 	<ul style="list-style-type: none"> • Defroster fails to provide unobstructed view through the windshield.

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17. Horn	
Defect(s)	
<ul style="list-style-type: none"> Vehicle has no operative horn. 	
18. Hydraulic Brake System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Brake fluid level is below indicated minimum level. 	<ul style="list-style-type: none"> <u>Parking brake is inoperative.</u> Brake boost or power assist is inoperative. Brake fluid leak. Brake pedal fade or insufficient brake pedal reserve. Activated (other than ABS) warning device. Brake fluid reservoir is less than ¼ full.
19. Lamps and Reflectors	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> <u>Required lamp</u> does not function as intended. Required reflector is missing or partially missing. Passenger safety or access lamp does not function. 	<p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> Failure of both low-beam headlamps. Failure of both rearmost tail lamps. <p><i>At all times:</i></p> <ul style="list-style-type: none"> Failure of a rearmost turn-indicator lamp. Failure of both rearmost brake lamps.
20. Passenger Compartment	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Stanchion padding is damaged. Damaged steps or floor. Insecure or damaged overhead luggage rack or compartment. Malfunction or absence of required passenger or mobility device restraints. Passenger seat is insecure. 	<p><i>When affected position is occupied:</i></p> <ul style="list-style-type: none"> Malfunction or absence of required passenger or mobility device restraints. Passenger seat is insecure.
21. Steering	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Steering wheel lash (free-play) is greater than normal. 	<ul style="list-style-type: none"> Steering wheel is insecure, or does not respond normally. Steering wheel lash (free-play) exceeds required limit.
22. Suspension System	
Defect(s)	Major Defect(s)
<ul style="list-style-type: none"> Air leak in air suspension system. Broken spring leaf. Suspension fastener is loose, missing or broken. 	<ul style="list-style-type: none"> Damaged¹ or deflated air bag. Cracked or broken main spring leaf or more than one broken spring leaf. Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. Loose U-bolt.
	¹ patched, cut, bruised, cracked to braid, mounted insecurely.

Appendix F

23. Tires	
Defect(s) <ul style="list-style-type: none"> • Damaged tread or sidewall of tire. • Tire leaking (<u>if leak can be felt or heard, tire is to be treated as flat</u>). 	Major Defect(s) <ul style="list-style-type: none"> • Flat tire. • Tire tread depth is less than wear limit. • Tire is in contact with another tire or any vehicle component other than mud-flap. • Tire is marked "Not for highway use". • Tire has exposed cords in the tread or outer side wall area.
24. Wheels, Hubs and Fasteners	
Defect(s) <ul style="list-style-type: none"> • Hub oil below minimum level. (When fitted with sight glass.) • Leaking wheel seal. 	Major Defect(s) <ul style="list-style-type: none"> • Wheel has loose, missing or ineffective fastener. • Damaged, cracked or broken wheel, rim or attaching part. • Evidence of imminent wheel, hub or bearing failure.
25. Windshield Wiper/Washer	
Defect(s) <ul style="list-style-type: none"> • Control or system malfunction. • Wiper blade damaged, missing or fails to adequately clear driver's field of vision. 	Major Defect(s) <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"> • Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

Appendix G

PRE-TRIP INSPECTION REPORT

No Defect

St. Mary School

Time: <u>7:15 a.m.</u>	Date: <u>April 8, 2014</u>
Carrier Name: Holy Spirit Roman Catholic Separate Regional Division No.4	

License Plate #: <u>ZZW 606</u>
Jurisdiction: <u>Alberta, Canada</u>

Location of Inspection (municipality or location on highway): <u>Taber, AB</u>
--

Odometer Reading: <u>47,543 km</u>

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of Party 2 NSC Standard 13 and as per sections 10(4) of Alberta's Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:

☒ No defects were found.

Defects were detected (check applicable):

Inspected	Defect	Major Defect	Details of Defect (if any)
Accessibility Devices	<input type="checkbox"/>	<input type="checkbox"/>	
Brake System	<input type="checkbox"/>	<input type="checkbox"/>	
Cargo Securement	<input type="checkbox"/>	<input type="checkbox"/>	
Coupling Device	<input type="checkbox"/>	<input type="checkbox"/>	
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Body and Frame	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>	
General	<input type="checkbox"/>	<input type="checkbox"/>	
Glass and Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>	
Horn	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps and Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>	
Tires, Wheels, Hubs and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	
Windshield Wipers/Fluid	<input type="checkbox"/>	<input type="checkbox"/>	

Jane Smith
Name of person completing inspection
(Print Name)

J Smith
Signature of person completing the inspection

*Continued on reverse

Appendix G

St. Mary School

PRE-TRIP INSPECTION REPORT

Provide details of defect(s) at any other time(s):

Name of person identifying defect(s)
(Print Name)

Signature of person identifying defect(s)

Certification of Repairs Completed:

☐ I certify all defects have been repaired

OR

☐ I certify repair(s) were unnecessary

Remarks:

Name of Certifier
(Print Name)

Signature of Certifier

Appendix G

*Defect

St. Mary School

PRE-TRIP INSPECTION REPORT

Time: 7:15 a.m.	Date: April 10, 2014
Carrier Name: Holy Spirit Roman Catholic Separate Regional Division No.4	

License Plate #: ZZW 606
Jurisdiction: Alberta, Canada

Location of Inspection (municipality or location on highway): Taber, AB

Odometer Reading: 47,849

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 2 of Party 2 NSC Standard 133 and as per sections 10(4) of Alberta's Commercial Vehicle Safety Regulation (AR 121/2009) and report the following:

☒ No defects were found.

Defects were detected (check applicable):

Inspected	Defect	Major Defect	Details of Defect (if any)
Accessibility Devices	<input type="checkbox"/>	<input type="checkbox"/>	
Brake System	<input type="checkbox"/>	<input type="checkbox"/>	
Cargo Securement	<input type="checkbox"/>	<input type="checkbox"/>	
Coupling Device	<input type="checkbox"/>	<input type="checkbox"/>	
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>	
Doors and Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Controls	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Seat	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior Body and Frame	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel System	<input type="checkbox"/>	<input type="checkbox"/>	
General	<input type="checkbox"/>	<input type="checkbox"/>	
Glass and Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>	
Horn	<input type="checkbox"/>	<input type="checkbox"/>	
Lamps and Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger Compartment	<input type="checkbox"/>	<input type="checkbox"/>	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	
Suspension System	<input type="checkbox"/>	<input type="checkbox"/>	
Tires, Wheels, Hubs and Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	
Windshield Wipers/Fluid	<input type="checkbox"/>	<input type="checkbox"/>	

John Doe
Name of person completing inspection
(Print Name)

John Doe
Signature of person completing the inspection

*Continued on reverse

Appendix G

St. Mary School

PRE-TRIP INSPECTION REPORT

Provide details of defect(s) at any other time(s):

Windshield wiper fluid getting low

Tonya Smith

Name of person identifying defect(s)
(Print Name)

Tonya Smith

Signature of person identifying defect(s)

Certification of Repairs Completed:

☒ I certify all defects have been repaired

OR

☐ I certify repair(s) were unnecessary

Remarks:

Filled bus with windshield fluid April 10, 2014

Fred Jones

Name of Certifier
(Print Name)

Fred Jones

Signature of Certifier

NOTE: Pre-Trip Inspection Reports must be forwarded to Lisa Marie Ryall at St. Basil CEC within 30 days of completion, in chronological order by bus.

Home Terminal: Catholic Central
405 - 18 St. S., Lethbridge, ABCarrier: Holy Spirit RCSR No.4
620, 12B St. N., Lethbridge, AB T1H 2L7160 km Radius
Driver's Time RecordMonth / Year: May / 2014Driver's Full Name (Print): Jesse James

Date	Start Time	End Time	Total Hours On Duty (Cannot exceed 15 hr)	Description (i.e. field trip, teaching)	Unit #
1	8:00am	4:30pm	7	Teaching	
2	8:00am	4:30pm	7	Teaching	
3	off		0		
4	off		0		
5	8:00am	4:30pm	7	Teaching	
6	8:00am	4:30pm	7	Teaching	
7	8:00am	4:30pm	7	Teaching	
8	8:00am	6:30pm	9	Lethbridge College	4
9	8:00am	4:30pm	7	Teaching	
10	off		0		
11	off		0		
12	8:00am	4:30pm	7	Teaching	
13	8:00am	4:30pm	7	Teaching	
14	8:00am	7:30pm	9	Southminster Church	3
15	8:00am	4:30pm	7	Teaching	
16	8:00am	1:30pm	4	Teaching	
17	off		0		
18	off		0		
19	8:00am	4:30pm	7	Teaching	
20	8:00am	4:30pm	7	Teaching	
21	8:00am	4:30pm	7	Teaching	
22	8:00am	6:15pm	8.75	University of Lethbridge	2
23	8:00am	2:30pm	5	Teaching	
24	off		0		
25	off		0		
26	8:00am	4:30pm	7	Teaching	
27	8:00am	6:00pm	8	Enmax Centre	4
28	8:30am	4:30pm	6.5	Lethbridge College	3
29	8:00am	4:30pm	7	Teaching	
30	8:00am	2:30pm	5	Teaching	
31	off		0		

NOTES: All calendar days must be accounted for. If you had no on-duty time for the period covered by this Time Record, write "Off" over the date and submit as specified below.

Submit this Time Record to Lisa Marie Ryall at St. Basil CEC within 20 days of completion.

Driver must retain a copy of this record.

Driver's Signature:



APPENDIX I

Hours of Service – Driver's Log Sheet (for > 160 km Bus Trip or Overnight Trip)

MOTOR VEHICLE OPERATOR'S DAILY LOG

Date: January 5, 2017

Motor Carrier: Holy Spirit Roman Catholic Separate Regional Division No. 4

Odometer Finish: 28,300

Carrier's Address: 620, 12B St. N., Lethbridge, AB, T1H 2L7

Vehicle Plate or Unit# PGU 222 (UNT #)

Odometer Start: 28,000

Home Terminal Address: 405 – 18th St. S., Lethbridge, AB, T1J 3E5

Total Distance Driven Today 30 km

Use Time Standard at Home Terminal

Use Time Standard at Home Terminal

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total Hours
Off-duty time other than in sleeper berth																									16
Off-duty time in sleeper berth																									0
Driving time																									2
On-duty time other than driving time																									6
																									Total
																									24

REMARKS:

Lethbridge, AB

Lethbridge, AB
Lethbridge, AB
Pincher Creek, AB

Pincher Creek, AB
Lethbridge, AB

Name of Co-Driver

Printed Name of Driver

Lindy Loo Hew

Signature of Driver (Certified True and Correct)