



## **RED LIGHT VIOLATIONS**

### **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

It is the policy of the South Shore Regional Centre for Education (SSRCE) that all incidents of motorists passing school buses while the bus is stopped with its red lights flashing shall be reported to the appropriate police department on the appropriate form (Appendix “A”).

#### **2.0 POLICY FRAMEWORK**

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
  - 2.1.1. Motor Carrier Act for the Province of Nova
  - 2.1.2. URB Regulations

#### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## RED LIGHT VIOLATIONS

### ADMINISTRATIVE PROCEDURES

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#### 1.0 PROCEDURES

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#### 1.0 PROCEDURES

- 1.1 Drivers who observe a violation shall report the incident immediately to the dispatcher over the two-way radio.
- 1.2 The driver will phone the dispatcher after their route who will record the following:
  - 1.2.1 the vehicle license number, make and model
  - 1.2.2 colour of the vehicle
  - 1.2.3 location and time of the incident
  - 1.2.4 general description of the driver
  - 1.2.5 witnesses, if any
- 1.3 The dispatcher will forward this report immediately to the Police Department.
- 1.4 The bus driver will report to the appropriate Police Department to complete an official statement. This statement should be made as soon as possible and preferably on the same day as the incident is reported.
- 1.5 If bus is equipped, exterior camera footage will be provided to the appropriate Police Department immediately following the incident.

#### 2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

#### 3.0 DELIVERABLES

Each October, the Transportation Department shall present an annual red-light violation report to the Director of Operations for the previous year, including:

- Number of recorded red-light violations
- Number of convictions (where possible).

**APPENDIX "A"**

Case # \_\_\_\_\_

**Bus Driver Report Form for Persons Failing to Comply with Highway Traffic Act**

Bus Driver's Name:		Bus #:	
Address:		Work #:	Home #:
		Date of Birth:	

Type of Offence:			
Date:	Time:	Location:	
Nearest Civic # of Location of Incident:			Route #:

Witness	Address	Phone #

Suspect Vehicle Plate #		Color:	
<input type="checkbox"/> 2 Door	<input type="checkbox"/> 4 Door	<input type="checkbox"/> Wagon	<input type="checkbox"/> Van
<input type="checkbox"/> Truck	Year:		
Make:	Model:	Direction of Travel of Suspect Vehicle:	
Number of Occupants & Description:			

Driver of Suspect Vehicle:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Approx. Age:	Glasses: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Descriptions:			
Description of Events/Details:			
Did the Vehicle Pass From: <input type="checkbox"/> Front <input type="checkbox"/> Rear			
Were Students: <input type="checkbox"/> Crossing Road <input type="checkbox"/> On Bus Side of the Road <input type="checkbox"/> Boarding Bus <input type="checkbox"/> Leaving Bus			

Was the Traffic: <input type="checkbox"/> Heavy <input type="checkbox"/> Light	
Weather Conditions:	Road Conditions:
Did you check your lights following the incident to ensure they were working? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amber lights were activated for? (GPS verification) _____ Seconds _____ Minutes	

Date Reported to Police Department:
Name of Police Officer Assigned to Case (if known):

Please complete and return to Transportation Dispatcher at 400 St. Phillip's Street, Bridgewater NS or Fax to 902-541-8255.

Drivers are required to report the incident to the Police. Completed forms are to be forwarded to the Transportation Dispatcher no later than the day following the Incident.