



Section School Bus Operator Audits	Page 1 of 1
<i>Refer to Form TF036</i>	Date October 9, 2009

Statement	<p>HSTS will ensure every school bus operator is audited annually for regulatory compliance, Highway Traffic Act compliance and HSTS contract compliance.</p>
Procedure	<p>Annually, HSTS will contract the services of an external auditor who will audit each school bus operators Halton fleet using the same methodology as the Ministry of Transportation of Ontario in assessing safety ratings and compliance percentages. The number of vehicles audited will be determined based on standard auditing practices. In addition to reviewing the providers for MTO compliance a review of the safety programs that are requisite to HSTS contractual requirements will be undertaken.</p> <p>Route audits will be undertaken by HSTS staff on approximately 10% of each school bus operator's routes annually. These audits will be either random or as required due to public/parent complaint.</p> <p>The route audits will be in several forms:</p> <ul style="list-style-type: none"> • Following the bus • Accompanying the driver en route • At the school site <p>HSTS will:</p> <ol style="list-style-type: none"> 1. Audit for Highway Traffic Act compliance, route time and stop compliance and generally observe the behavior of the students. 2. Complete Form TF035 and follow up on all infractions and/or concerns with the Manager at the respective bus company and, depending on the severity of the infraction with the Transportation Manager. 3. A completed copy of TF035 will be maintained in the Operator's Route Audit file. <p>HSTS staff will not:</p> <ol style="list-style-type: none"> 1. Provide notification of an audit to the bus operator. <p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Prior to September 1st annually, confirm compliance, in writing, with the Agreement for Transportation.