



# **HSTS Operating Procedure**

## **Halton Student Transportation Services**

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	Effective Date: <b>Sept 2013</b>
	Revised: <b>Sept 2016</b>

### **Preamble**

The safety and security of all students who are provided transportation service is paramount. In order to minimize the risk to students every bus and/or taxi operator who may come in contact with a student must undergo a Criminal Record Search as well as a Police Vulnerable Sector Check.

### **Implementation**

The Bus/Taxi operator shall not allow any driver charged or convicted of any offence where the nature may be construed as jeopardizing the safety and well-being of students.

The Bus/Taxi operator must retain Vulnerable Sector criminal background checks from all drivers, and require that an annual offence declaration be signed by the employee stating that there has not been a change in their record since the initial checks were completed.

These obligations also apply to other employees who may come into contact with students on a regular basis, or who may have access to student information.

HSTS has the authority to review the Bus/Taxi operator's background check process, and if the documentation reveals information that is not acceptable, the driver will be removed until the investigation is complete. HSTS has the sole and unfettered discretion to determine whether the employee can continue to perform services for HSTS.