



Section Responsibilities of Taxi Operators and Taxi Drivers	Page 1 of 5
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<p>Statement</p>	<p>School taxi operators and taxi drivers must abide by the terms and conditions of taxi transportation agreements. Failure to abide by this policy may result in RRDTS withholding payment for services rendered from any taxi operator.</p>
<p>Responsibilities of the Owners</p>	<p>Taxi Operators must:</p> <ol style="list-style-type: none"> 1. Abide by the policies and procedures of RRDTS. 2. Abide by the terms and conditions of the Contract. 3. Adhere to the taxi routes and schedules set out by RRDTS. 4. Ensure that any driver operating any route at any time have the most current route schedule and passenger list, including any supplementary information as provided by RRDTS. 5. Notify the school in the event of any delay of more than 10 minutes. 6. Notify RRDTS in the event of any delay of more than 15 minutes and give the reason(s) for the delay. 7. Maintain effective and open communication with RRDTS, schools, parents and guardians, via taxi dispatch to inform them about delays on routes. This communication must be maintained up until the last student gets off the taxi, whatever time of day this may be. 8. Provide RRDTS with the following documents: <ul style="list-style-type: none"> • Photocopy of the valid driver’s license allowing him/her to drive a taxi; • Proof of insurance; • Up to date drivers abstract from MTO • Workplace Safety and Insurance number; • Signed Copy of the Taxi Contract • Taxi business licence • Criminal Record Check with Vulnerable Sector Screening 9. Ensure that the necessary steps are taken in the event of an accident, as stipulated in 102 Procedures for Accidents or Incidents.



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<p>Responsibilities of the Owners... continued</p>	<ol style="list-style-type: none"> 10. Maintain its vehicles and ensure that taxi drivers drive them according to the requirements of the Highway Traffic Act, including Regulation 611 Section 10. (3) School Purpose Vehicle, and the regulations thereunder, and any other public vehicle laws and any transportation rules established by RRDTS. 11. Keep the vehicles smoke free and clean and free of any hazards. 12. A student's misconduct must be reported to the school principal using the Student Behaviour Report F09. The principal will be responsible for taking the necessary disciplinary measures according to 302 Responsibilities of the School Principal. 13. Complaints that are made about the taxi driver must be followed up by the Owners and reported to the RRDTSC. 14. The Manager of Transportation is empowered to insist on the removal of a driver for any improper practice. 15. In the event that a child has been left unattended in a taxi as a result of the driver's failure to complete a routine inspection, the taxi company will conduct a full investigation and report findings and discipline action taken to RRDTSC.
<p>Responsibilities of the Taxi Drivers</p>	<p>Taxi Drivers must:</p> <ol style="list-style-type: none"> 1. Obey all rules and regulations of the Highway Traffic Act at all times. 2. Adhere to the route schedules that have been established by RRDTS. 3. Only assist in opening the door of the vehicle. It is the parent/guardian's responsibility to secure the child in the taxi and to accept the child directly from the taxi upon return. 4. Not touch a student unless to render emergency assistance getting in and/or out of the taxi. 5. Not proceed into the residence of the child under any circumstances. If the parent/guardian is not home and does not meet the taxi the child will be returned to the



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<p>Responsibilities of the Taxi Drivers... continued</p>	<p>school.</p> <p>6. Notify dispatch and dispatch will notify the school and the Rainy River District Transportation Services immediately.</p> <p>When a child has been returned to the school, it is the responsibility of the parent/guardian to provide transportation home. The school will assist as follows:</p> <ul style="list-style-type: none"> • The principal or designate will attempt to phone the parent/guardian; • The principal or designate will attempt to phone emergency numbers; • The principal or designate will contact Family and Children’s Services or Weechi-it-te-win Family Services to pick the child up. <p>7. Pick up and drop off students only at the stops designated by RRDTS.</p> <p>8. Follow the routes that have been planned and approved by RRDTS. Taxi drivers are not authorized to make changes in the routes, except in unavoidable situations. Route deviations must be reported to the RRDTS immediately.</p> <p>9. Make suggestions to RRDTS concerning route changes through their taxi dispatch. No changes can occur until approved by RRDTS.</p> <p>10. Notify RRDTS through their taxi dispatch about any unsafe stops and may suggest a more appropriate alternative. No changes can occur until approved by RRDTS.</p> <p>11. Ensure that students are never left alone in the taxi.</p> <p>12. Advise RRDTS through their taxi dispatch if the number of passengers on their taxi exceeds the number of seats.</p> <p>13. Ensure that only students registered on the passenger list provided by RRDTS are allowed to board the vehicle.</p> <p>14. Refuse to allow any unauthorized persons to board the vehicle and report any incidents of unauthorized persons attempting to board the vehicle to your dispatcher immediately. Authorized persons are as follows:</p> <ul style="list-style-type: none"> a) Board members; b) Employees of the Board involved in the supervision of Transportation Services; c) Adults acting as supervisors;
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Responsibilities of the Taxi Drivers... Continued	<p>d) Persons who are specifically authorized by the RRDTS Management Committee to ride under special circumstances</p> <p>15. Check at the end of each trip to ensure that no students or personal objects have been left in the taxi. Notify your dispatcher immediately of anything that was left on the taxi.</p> <p>16. Keep the vehicles clean and free of any hazards.</p> <p>17. Use an appropriate tone of voice and vocabulary when speaking to students. Refrain from shouting, swearing or using offensive and aggressive language.</p> <p>18. Allow the students in the taxi to speak to each other in the language of their choice.</p> <p>19. Ensure that all the students are informed about the safety rules.</p> <p>20. Notify the school principal in writing about any inappropriate or unsafe behaviour by students using the Student Behaviour Report F09.</p> <p>21. Support disciplinary action assigned by the principal, on the taxi.</p> <p>22. Avoid stopping or starting abruptly.</p> <p>23. Ensure that students remain seated until the taxi comes to a full stop at its destination.</p> <p>24. Never leave the vehicle when the motor is running and/or keys are in the ignition.</p> <p>25. Notify the dispatcher in the event of a breakdown or an emergency.</p> <p>26. NO smoking, drinking alcohol or using illegal substances on or near taxi.</p> <p>27. Contact dispatch before dropping off a primary student if there are any safety concerns.</p> <p>28. In the event of an accident involving the taxi, follow the procedures outlined in 102 Procedures for Accidents or Incidents.</p>
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Responsibilities of the Taxi Drivers... continued	<p>29. Not allow the photography of students unless approved by the principal or RRDTS.</p> <p>30. Not allow a student under the age of 12 years to sit in the front seat of the taxi as a safety precaution against injuries from air bags.</p> <p>31. Always deliver students to their scheduled destination, even if they display unruly behaviour.</p> <p>32. Not use a cell phone or other personal portable electronic device while operating a school purpose taxi or any other vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.</p>
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