

# Community Bus Policy

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**Policy Number:** AD2405

**Council Resolution #:**151-2024-07-15

**Policy Review:** Yes, Annual

**Next Review Date:** 2025-09-30

**Policy Owner (Dept.):** Administration

**Adopted by Council:** YES

**References:** n/a

**Replaces:** 07-1-2 Usage of town of Beaverlodge Owned Handi-Bus

## 1.0 POLICY STATEMENT:

The Town of Beaverlodge provides a Community Bus for the purpose of providing reliable and safe transportation for community members and/or groups with a focus of facilitating attendance at medical, social, recreational and cultural programs, activities and events.

## 2.0 PURPOSE:

To ensure the safe operation and appropriate use of the Community Bus, and to clearly define the operation, maintenance, scheduling and user fees.

## 3.0 DEFINITIONS:

**Council:** means the Municipal Council of the Town of Beaverlodge

**Chief Administrative Officer (CAO):** means the Chief Administrative Officer for the Town of Beaverlodge.

**Program Coordinator:** means the Family and Community Support Services (FCSS) Program Coordinator who is responsible for the Community Bus Program including drivers, bookings & invoicing.

**Community Bus Drivers (Driver):** means drivers who are authorized to drive the Community Bus

**Emergency Response Information Kit:** means a pouch or binder that contains all of the contact numbers forms, vehicle insurance, vehicle registration, collision procedures, and Passenger Information Sheet that can be accessed in one location in the event of an incident, collision, and/or emergency.

**Public Works Department:** means the Town staff responsible for maintenance and storage of the Community Bus.

**User Groups:** means for-profit and non-profit groups/organizations and community members within the Town of Beaverlodge.

## 4.0 ROLES & RESPONSIBILITIES:

A. Council shall:

I. Approve Policy

B. Chief Administrative Officer shall:

- I. Approve Procedures
- II. Ensure the policy and procedures are known and adhered to
- III. Administer the policy
- IV. Approve exceptions to the policy at their discretion or refer to Council

C. Program Coordinator shall:

- I. Administer the Community Bus Program

D. Town of Beaverlodge Public Works Department shall:

- I. Organize maintenance, provide pre-trip/post-trip assistance, and provide storage of the Community Bus

## 5.0 POLICY DETAILS:

A. This policy specifies the primary use of Community Bus is to be for the transportation and enjoyment of seniors, people with disabilities, and community organizations.

- i. Travel is to points within the Province no further than 300 km, one way, from the Town of Beaverlodge. For any further destinations, a request must be submitted in writing to the Town explaining where and for what event. Approval will be granted at the discretion of the Chief Administrative Officer.
- ii. The Community Bus SHALL Not travel on gravel roads unless an exception is granted, and this will be done on a case-by-case basis in consultation with the CAO.
- iii. Usage and booking of the Community Bus and driver must be arranged through the Program Coordinator. All bookings will be subject to driver availability.
- iv. The driver shall have discretion regarding cancellation of travel due to extreme weather conditions.
- v. For regularly scheduled trips (i.e. weekly to Grande Prairie for Seniors), a minimum of six (6) passengers is required.

B. The Town of Beaverlodge shall establish mileage rates and user fees in accordance with the operational costs of the bus:

- i. Mileage Rates / Current Fees: Shall be charged to the organization using the bus and shall be established at a sufficient rate to recover the cost of fuel and the driver. Bus maintenance, insurance and inspections are the responsibility of the Town (See attached Schedule "A" which shall be reviewed on an annual basis.)
- ii. Driver Wages & Travel Entitlement: Shall be paid by the Town of Beaverlodge, directly to the driver, at rates established by the Town. A list of qualified drivers shall be maintained by the Town. (See attached Schedule "B" regarding bus driver guidelines and requirements.)
- iii. Grants, Fee Reductions or Fee Waivers are available for specific user groups upon written request to and approval from Council, prior to use.

## 6.0 PROCEDURES / RISK MITIGATION:

- A. Community Bus bookings will take place through the Program Coordinator whose office is located at the Town Office. Booking form must be signed and submitted with a detailed route description and the deposit at least 48 hours in advance of travel.
- B. The drivers will be responsible for keeping the Community Bus clean, both inside and out upon completion of the journey.
- C. The driver is responsible for the safe operation of the vehicle and the safety of the passengers. The driver will ensure that the Community Bus is driven and operated in a safe, responsible, and courteous manner at all times.
- D. The driver will not leave the Community Bus unattended at any time while the vehicle is idling.
- E. The Town of Beaverlodge is not responsible for covering food or lodging costs for passengers and/or the driver, should the bus become involved in an incident, collision, emergency or breakdown. These costs will be incurred by the organization/agency/business using the bus.
- F. The maximum number of occupants, including the driver is twenty (20) persons.
- G. All passengers must remain seated while the vehicle is in motion and are only permitted to stand when the bus is parked and stationary. All passengers are required to wear seat belts on the bus.
- H. Absolutely NO alcohol, illegal and/or recreational drugs, smoking, cannabis, vaping, food consumption, or unruly behavior is permitted on the Community Bus.
- I. The driver will be legally, civilly, and financially responsible for all violations, prosecutions, charges, court appearances and processes, fines and legal and/or civil costs. The Town of Beaverlodge will not be responsible for these costs. All motor vehicle collisions, accidents, incidents, violations, prosecutions, charges, and fines must be reported to the Town of Beaverlodge IMMEDIATELY, and required information will be found in the Emergency Response Information Kit located on the Community Bus.
- J. The Community Bus is not equipped to support the usage of child safety restraints and though equipped with seatbelts, they are not anchored, therefore, the transportation of infants and children requiring child seats is not allowed.
- K. The Community Bus can provide for one (1) wheelchair and has an electric lift installed for bus access. Wheelchair must be in good, safe working order.
- L. Passengers must be physically capable of getting themselves on and off the bus safely without assistance. Where assistance is required, the passenger must have someone ride with them.
- M. The Community Bus is not equipped to carry ambulatory equipment that cannot be locked in and secured (motorized scooters, etc.).
- N. All responsibility and liability for all occupants and passengers of any age is entirely the responsibility of the organization, business, parents/guardians of each individual passenger of the Community Bus. The Town of Beaverlodge assumes no responsibility or liability.
- O. The driver is responsible to immediately report any Community Bus defects that may/or may not require repair and to note them on the Inspection sheet and notify the Program Coordinator.
- P. If the Community Bus breaks down or is in an accident, the driver is required to contact the Program Coordinator so the Town of Beaverlodge can make arrangements for towing and other mechanical support. An incident report shall be completed and submitted immediately.
- Q. The driver shall ensure that all windows and doors are locked when there are no passengers including the driver on the bus



Schedule "A"

**Town of Beaverlodge**

Schedule of Mileage Rates / Current Fees for Community Bus

Bus usage by businesses and for-profit and non-profit organizations will be charged user fees for the Community Bus usage as follows:

**Non-Profit Organization:**

- \$47.50 per hour for the bus and driver, not to exceed 8 hours per day billing for a total of \$350 per full day rental, plus \$0.20 per kilometer

**All Other Organizations:**

- \$65 per hour for the bus and driver, not to exceed 8 hours per day billing for a total of \$500 per full day rental plus \$0.40 per kilometer

Any discretion on these rates will need to be pre-approved by the Chief Administrative Officer prior to travel.

- A. User fees for the Community Bus will be invoiced by the Program Coordinator. Invoicing will be determined by the kilometers noted on the Pre-Mid-Post Trip Inspection Report and fee for usage guidelines.
- B. Failure to pay the invoice will result in the user group not being able to access the Community Bus until payment is received.
- C. The number of kilometers determined for invoicing will be at the discretion of the Town of Beaverlodge based upon the information provided by the driver. If there is a discrepancy regarding the number of kilometers, the Town of Beaverlodge will have the final approval for invoicing purposes.
- D. Travel limit is a 300-kilometer radius from Beaverlodge.
- E. A refundable damage deposit of \$500 may be charged at the discretion of the Program Coordinator or the Chief Administrative Officer.
- F. Changes or Cancellation must be communicated to the Program Coordinator or Chief Administrative Officer at least 24 hours prior to the event or there may be a 2-hour minimum charged to the booking group. CAO has discretion to waive or amend this charge.
- G. Driver's time is calculated from pick up of bus, prior to pre-trip inspection, until drop off of the bus, after post trip inspection, refueling and cleaning is complete. The additional hour of time is added to your booking.

*Regularly Scheduled Trips to Grande Prairie:*

Passengers shall be required to pay a flat rate of \$10.00 per trip per passenger. Must have a minimum of six (6) riders to proceed.

## Schedule B

### Town of Beaverlodge

#### Bus Driver / Town Guidelines and Requirements

The Driver (when operating the Town owned Community Bus) is a representative of the Town and should conduct themselves in a manner that is courteous to all parties that choose to utilize the bus.

The Bus driver shall:

- Enter into a contract with the Town of Beaverlodge;
- Operate the bus in a safe and courteous manner;
- Be properly licensed for operating a bus (Class 2);
- Be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of the Act;
- Prior to driving, provide the Town with a driver's abstract from the Motor Vehicles Branch;
- Abstract must be provided to the Town annually;
- Be thoroughly familiar with and adhere to this policy;
- Driver will assist passengers when getting on and off the bus, which will include the security of passengers and wheelchairs (stabilize clients when entering the bus, anchor all wheelchairs, and also discharging passengers in an area that is unobstructed.);
- Ensure safe operation of the electric ramp for wheelchairs;
- Not drive the bus for 24 hours after consuming alcohol, drugs or cannabis. Failure to comply with these guidelines will result in being prohibited from driving the Community Bus;
- Be reviewed by Chief Administrative Officer or Program Coordinator if license has been suspended for any driving infractions;
- Provide the Program Coordinator with a phone number at which the driver can be reached in case of emergency;
- Not smoke on the bus;
- Not take drugs or medications while driving the bus that will affect their driving capabilities;
- Maintain accurate logs for each trip, with the following information:
  - Kilometers travelled (starting odometer reading and trip end reading)
  - Organization / Individual riders and organization/individual's billing information (if applicable)
- Maintain a driving record with no more than 6 demerits;
- Use of cell phones is prohibited when driving the bus;
- Ensure the bus is filled with fuel at the beginning and end of each trip;
- Advise Town Administration of any maintenance or cleaning required for the bus.

The Town shall:

- Ensure the bus and equipment are in safe mechanical condition;
- Provide a fuel card for the Community Bus;
- Maintain the booking of the Community Bus and ensure that the driver is given the schedule of rentals in a timely manner.

**THIS AGREEMENT** made in duplicate this \_\_\_\_ day of \_\_\_\_\_(month), 20\_\_.

**BETWEEN:**

THE TOWN OF BEAVERLODGE a Municipal Corporation  
(hereinafter called the "Town")

**AND:**

Name of Driver \_\_\_\_\_  
(hereinafter called the "Driver")

PO Box \_\_\_\_

Beaverlodge, AB T0H 0C0

WHEREAS, *Driver's Name* agrees to drive the Town owned Community Bus for the Town of Beaverlodge, on a contractual basis for an hourly fee.

NOW THEREFORE THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

- The driver will adhere to Schedule "B" of the Town of Beaverlodge Community Bus Policy AD2405 and any amendments thereto.
- The Town agrees to pay the driver an agreed upon hourly wage.

Failure to adhere to these duties will result in immediate termination.

I agree to the above terms and conditions.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Town of Beaverlodge Representative)

\_\_\_\_\_  
(Date)