



Mission

We are committed to providing safe, reliable transportation solutions in the communities we serve. Our professional employees set us apart in our mission to continually exceed our customers' expectations.

Vision

Relentless in our drive to move people.



Policy Manual

Health and Safety Protocols

(posted online at <https://attridge.com/driver-portal/>)

September 2022

Policy Statement

Attridge Transportation Incorporated is committed to preventing occupational illness and injury in the workplace.

It is the responsibility of the company to implement policies and procedures that will create and maintain a safe and healthy workplace and work environment and to ensure that supervisors understand their role in the management of the policies and procedures within their assigned area of responsibility.

The company will actively participate in the Joint Health and Safety Committee. The company will ensure that one designated company representative and one designated worker representative are adequately trained to fulfill their role on this committee.

It is the responsibility of the supervisors to ensure that safe and healthy work conditions are maintained in their assigned work area.

It is the responsibility of the worker to work safely abiding by all workplace safety legislation and following the policies and procedures of Attridge Transportation Incorporated.

Every employee will be bound by the requirements of company policy including those relating to health and safety. Every employee will be required to read and then acknowledge, in the form of a signature page, that they have understood each policy and protocol.

This health and safety statement will be reviewed annually, and a copy will be posted in each depot.

A handwritten signature in black ink, appearing to be 'D. L. Smith', enclosed within a hand-drawn rectangular box.

Contact Information

Head Office: 4150 Harvester Road, Burlington, ON L7L 0C1
905-333-4047 Fax: 905-333-3866 Toll Free: 1-888-749-1515

Hamilton: 27 Mill Street South, Waterdown, ON L0R 2H0
905-690-2632 Fax: 905-690-2817

Peel: 1775 North Sheridan Way, Mississauga, ON L5K 1S5
905-855-7771 Fax: 905-855-2256

Toronto: 10 Akron Road, Toronto, ON M8W 1T2
416-255-5199 Fax: 416-255-7606

Dufferin: 193300 Amaranth - East Luther TLine, Grand Valley, ON L9W 0N5
519-928-9788 Fax: 519-928-2808

Peterborough/Lakefield: P.O. Box 191 1325 Young's Point Rd, Lakefield, ON K0L 2H0
705-652-6090 Fax: 705-652-6413

Glenn Attridge, President gattridge@attridge.com 905-333-4047 ext. 108

James Attridge, Director of Operations jamesa@attridge.com 905-333-4047 ext. 134

Payroll and Human Resources Department:

Shelley (Attridge) Toole, Manager Payroll & HR shelley@attridge.com 905-333-4047 ext. 107

Safety and Training Department:

Wendy Watson
Director of Safety and Training wwatson@attridge.com 905-333-4047 ext. 121

Fleet Maintenance:

Shawn Madley, Manager, Fleet Maintenance smadley@attridge.com 905-333-4047 ext. 138

After Hours Emergency Contact:

School Bus Charter Cell: 905-638-4824
Vehicle Maintenance Cell: 905-638-4225
James Attridge Cell: 905-638-4325

Operations - Management

Halton Office:

Anna-Marie (Attridge) Whaling Operations Manager Halton	amwhaling@attridge.com	905-333-4047 ext. 104
Jeff Deley, Safety Officer	jdeley@attridge.com	905-333-4047 ext. 105

Hamilton Office:

Karen Cranney Operations Manager Hamilton	kcranney@attridge.com	905-690-2632
Christine Domingues Manager of Safety and Training	cdomingues@attridge.com	289-389-9946

Peel Office:

Donna Tsecaris, Operations Manager Peel	dtsecaris@attridge.com	905-855-7771 ext. 210
Moira Thompson Manager of Safety and Training	mthompson@attridge.com	905-855-7771 ext. 220

Toronto Office:

Mustakim Samji, Operations Manager Toronto	msamji@attridge.com	416-255-5199 ext. 506
Retno Khayer, Manager of Safety and Training	rkhayer@attridge.com	416-255-5199

Dufferin Office:

Greg Glasman, Operations Manager Dufferin	gglasman@attridge.com	519-928-9788 ext. 610
Melanie Feener, Manager of Safety and Training	mfeener@attridge.com	519-928-9788

Peterborough/Lakefield Office:

Dana Heard, Operations Manager Peterborough	dheard@attridge.com	705-652-6090
Jenny Smith, Safety Officer	jsmith@attridge.com	705-652-6090

Policy Section

The following section outlines the company rules and regulations in regard to employee conduct, responsibilities and consequences. Any question should be directed to your immediate supervisor. Further questions or clarification should then be forwarded to a member of management.

Notwithstanding the requirement for all employees to acknowledge receipt and understanding of this document, all policies and protocols will apply to all employees.

In this document, Attridge Transportation Incorporated may be referred to as “Attridge” or “the company.”

The current Policy Manual and Health and Safety Manual will be posted at <https://attridge.com/driver-portal/>.

Operational Polices

- O1. Attridge will provide a consistent level of work using the principles of an economically successful corporate structure. Provide employees with information that demonstrates corporate strength and initiatives.
- O2. Attridge will recognize the inherent dignity and worth of every person and provide for equal rights and opportunities without discrimination.
- O3. Attridge will prohibit discrimination in employment on the grounds of age, ancestry, colour, race, citizenship, place of origin, ethnic origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding) or sexual orientation.
- O4. Attridge will ensure equal access and participation for people with disabilities. We are committed to the Ontario AODA requirements and treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Ontario's accessibility laws. The Attridge AODA plan is posted on attridge.com and employees are encouraged to offer feedback about the plan.
- O5. Attridge will manage with a spirit of friendliness and cooperation that will further the reputation that Attridge Transportation Incorporated is a "great place to work".
- O6. Attridge will ensure that all employees and clients have an opportunity to express to management their views, suggestions or concerns without fear of reprisal.
- O7. Attridge will provide a safe and well-maintained environment.
- O8. Attridge will provide employees a website (<https://attridge.entripyshirts.com>) to purchase at their own cost, Attridge Transportation clothing or accessories with the company logo.
- O9. Attridge will require that employees immediately contact their direct supervisor should they not understand a rule, directive or request.
- O10. Attridge will terminate any employee that uses a fuel credit card, fuel fob or fuels at a company pump without the consent of Attridge Transportation Incorporated. Unauthorized use will be considered theft and full prosecution will be requested and all costs deducted from the final pay for the employee as an authorized payroll deduction.
- O11. Attridge will determine that any unauthorized use of or removal of company equipment, supplies or property is theft. Full prosecution will be requested, and all costs deducted from the final pay for the employee as an authorized payroll deduction.
- O12. Attridge will welcome well behaved and closely supervised children under the age of 18 that accompany drivers onto company property including vehicles (pending seat availability). Employees are responsible for the safety of their own children. The code of conduct for students/passengers of each client applies to the children of bus drivers that ride along on the route. The bus driver is responsible for providing car/booster seats for their own children that is age/size appropriate. The bus

driver is responsible for safely and correctly installing the seat and buckling in their own child to meet all legislated requirements.

- O13. Attridge will allow daily parking for personal vehicles at the depots where space permits in the designated spots.
- O14. Attridge will assume that all information is confidential and maintain the confidentiality of such and expect that all employees will maintain the confidentiality of information entrusted to their care.
- O15. Attridge will maintain its records in a secure and confidential manner with the expectation that bus drivers securely store all confidential student and client information entrusted to their care.
- O16. Attridge will be the owner of all internal emails, notes, reports, photographs or files; electronic or otherwise and each will remain the property of Attridge Transportation. This information will not be distributed, copied or shared in any form without the prior consent of the President or their designate.
- O17. Attridge will require that all radio transmissions are directly related to the safe transportation of passengers and immediately clear the airway for emergency radio transmissions. Drivers must immediately notify dispatch of any emergency or event and await direction.
- O18. Attridge will immediately assist and provide direction to any employee that declares an emergency or urgent event.
- O19. Attridge will require that every employee (excluding mechanics/apprentices) be attired in clothing that meets an acceptable professional standard for their company role. Wear appropriate, safe and weather and/or surface appropriate footwear while walking on Attridge external grounds, parking areas and walkways. Driver footwear must meet this same standard and have a heel strap or heel enclosure to provide a secure fit to the foot with a maximum heel height of 2.5 centimeters or 1 inch.
- O20. Attridge will expect that all employees will act in a competent, courteous and respectful manner.
- O21. Attridge will require that each employee not participate in any action that may be construed as harassment, intimidation or misconduct.
- O22. Attridge will immediately suspend, pending an investigation, any employee for tampering with, disabling or rendering inoperable, any vehicle component. Attridge Transportation reserves the right to determine the severity of the progressive disciplinary action implemented as the result of any incident and can include any one or more of the following:
 - a. Event documented for the driver file and/or
 - b. Retraining and/or
 - c. Suspension or
 - d. Termination of employment.

It is the responsibility of the vehicle operator to immediately notify their Supervisor of any vehicle deficiency including a component that may be subject to this clause.

- O23. Attridge will require each employee to accept responsibility for their conduct and how it may impact others.

- O24. Attridge will expect that any employee not yell at, threaten, discipline or touch a student or passenger unless administering emergency first aid. Drivers should first stop in a safe location, secure the vehicle and radio dispatch for assistance and direction.
- O25. Attridge will require employees to direct any issue, verbally or in writing, to their dispatcher or other manager for review. Any employee has the right to contact a member of the management team without fear of reprisal. The company will treat the concern in a confidential manner and take the necessary action to resolve the issue.
- O26. Attridge will provide photo identification badges for the employee. These badges must be worn while transporting passengers. These badges must be available for inspection by any client as proof that the employee is working on behalf of Attridge Transportation.
- O27. Attridge will require that employees be respectful, pleasant, courteous and professional at all times when dealing with clients or fellow employees.
- O28. Attridge will commit and enforce a work environment free from the influence of controlled drugs (substances) and alcohol. All employees must be ready, competent and immediately available for duty as every employee is in a safety-sensitive position.
- O29. Attridge will immediately investigate a report of an employee being under the influence of controlled drugs (substances) or alcohol in the workplace and act using reasonable grounds. Please be advised that “reasonable grounds” should be informed by objective evidence, such as specific observed behaviours or other indicators including; seeing someone use alcohol or drugs at work, an employee appearing or acting in a way that is consistent with someone impaired by alcohol or drugs (such as a person smelling like alcohol or drugs), and/or substance(s) paraphernalia in the vicinity of the employee or the area where the employee works.
- O30. Attridge will terminate any employee that participates in an event of the following nature:
- a. Willful violation of policy or procedure or safety rule
 - b. Tampering with equipment or facilities
 - c. Negligence or careless action
 - d. Consumption of alcohol or illegal substances
 - e. Possession of weapons
 - f. Criminal act including theft, dishonesty or misrepresentation
 - g. Insubordination or refusing to obey a manager’s appropriate request
 - h. Threat, sabotage or willful destruction of property
 - i. Violating the nondisclosure policy; providing confidential or proprietary information
 - j. Commits an act of violence or harassment in the workplace
- O31. Attridge will assign charters to drivers in a fair and equitable manner at the discretion of the company. Charter assignments consider a combination of location, time, seniority, availability and the impact on other bus service.
- O32. Attridge will expect that all charter drivers will follow the route or charter schedule and be capable of following directions and/or independently mapping the route or trip. Any change to the itinerary (including a request for the driver to stay on site) requires the prior approval from Attridge Transportation. Any driver that chooses to stay without prior approval from Attridge Transportation will be paid the flat trip rate.

- O33. Attridge will expect that charter trip drivers are experienced, knowledgeable and willing to exceed the expectations of the client.
- O34. Attridge will require every school bus driver to submit a written description of their assigned morning, midday and afternoon route to your dispatcher by September 15th. This description must clearly describe the route including turn by turn directions and stop order followed by the bus driver.
- O35. Attridge will require that regular shop helpers/shuttlers are available for work from September through June on scheduled school days. Vacation day(s) for these helpers/shuttlers must be scheduled during regular school vacation periods during July and August.
- O36. Attridge will require that all employees or visitors to all offices must report to the Reception Desk or designated location for all appointments with staff. Note that the Covid-19 event has temporarily changed the access policy(ies) at each Division. The temporary access policies are in effect until further notice. Employees or visitors should make every attempt to conduct business via telephone or email. An employee or visitor to any facility must abide by the temporary Covid-19 protocols. Employees or visitors must remain in the Reception area or designated location until the staff member greets and then escorts the person into the appropriate department. The exception to this policy is for the Attridge locations with onsite garage facilities. Employees or visitors to these garages will report to the Garage Reception/Parts Desk. All facilities without an administrative Reception Desk will have a local reporting protocol that designates the meet and greet location that must be followed by employees or visitors.
- O37. Attridge will support the creation of a fragrance-free environment so that fragrance barriers will not prevent access to Attridge Transportation for people having fragrance sensitivities. This applies to all staff and visitors who are asked to refrain from using, wearing, and bringing scented products and materials into Attridge Transportation properties and buildings.
- O38. Attridge may at any time, inspect your assigned vehicle or work area and the related documentation for the driver, vehicle or employee. Management may complete an inspection report. Any deficiency will be noted and the employee may be subject to retraining and/or the progressive discipline policy.
- O39. Attridge may permit the driver to stop on the direct route home or on the direct route to the first stop. Dispatch must be contacted for each and every non-scheduled stop that is made and it is the sole discretion of the dispatcher to grant consent for the extra stop. Without the express consent of the dispatcher, any unscheduled stop or route deviation will be considered personal use of the vehicle and subject to the progressive disciplinary policy. Drivers are never permitted to take an Attridge vehicle through a drive thru lane.
- O40. Attridge may permit employees to park their assigned vehicle at/near their home following all applicable bylaws and legislation. This permission is granted as a privilege for the convenience (unpaid) of the driver.
- O41. Attridge will not be responsible for lost or damaged items including personal vehicles parked on company property.
- O42. Attridge will not permit personal use of company equipment, supplies or facilities.
- O43. Attridge will not permit any operation of a vehicle with a major defect or any vehicle with a disabled vehicle component with the exception of a licensed technician moving the vehicle for the purpose of service.

- O44. Attridge will not allow any employee to remove, copy or transmit information pertaining to the company, student or client without the consent of the company.
- O45. Attridge will not permit any employee to yell at, threaten, intimidate, harass, discipline or touch a student or passenger. The exception to this rule is a medical emergency that requires the employee to touch a passenger to provide immediate assistance.
- O46. Attridge will not permit under any circumstance a driver to contact a client and discuss a complaint or any other issue. Inappropriate contact is grounds for immediate dismissal.
- O47. Attridge will not permit drivers to alter their route or stops without the express consent and authorization of dispatch. Routes or stops may change at any time. Drivers may not drop off students prior to the approved arrival time on the route description.
- O48. Attridge will not permit employees to photograph or record a client or student using any type of device.

Payroll and Human Resources Policies

- P1. Attridge will review wages consistent with a sound corporate strategy.
- P2. Attridge will provide a hydro allowance of \$20 per month (December 15th – March 15th) to those drivers that plug in a bus at their home during the winter months. Extension cords will be loaned to drivers in need. Payment of the hydro allowance will be issued in the Spring of the current school year.
- P3. Attridge will reimburse each driver for inclement weather cancellations of the Board based on consortia policy. Drivers must work their complete full shift the day prior and the day after the inclement weather cancellation to be eligible for reimbursement. Drivers must start their bus and clean off the bus and clear the snow away from the bus. It is your responsibility to prepare yourself and the bus for the next travel day. Drivers must radio dispatch during regular working hours on the clean off day to confirm it is ready for next day service. If it is unsafe to travel to your bus on this day, drivers must radio dispatch from their bus on the next travel day a minimum of 90 minutes prior to scheduled service. Dispatch will be responsible for recording the radio transmissions on the day of and the next scheduled travel day. This log sheet will be used to determine eligibility to receive the inclement weather payment. Drivers will not be reimbursed for the inclement weather day unless they comply with this directive.
- P4. Attridge will pay a charter driver for the trip upon receipt of the appropriate documentation. Charter slips must be submitted by 8:00 a.m. on the first Monday morning following the charter trip to be included with that payroll. If the first Monday morning falls on a statutory holiday, the charter slip must be submitted by 2:00 p.m. on the first Friday following the charter trip to be included with that payroll. Charter documentation must be original, complete and signed. Any documentation that is not original, complete and signed will be held by the Payroll Department until receipt of the information. Photocopies will not be accepted. Charter slips must include any special circumstance that occurred eg. collision, weather etc. that caused a change in timing and must be signed by their charter dispatcher for confirmation. Shuttle charter trips must include every pick up and drop off time and include odometer readings for every trip of the shuttle charter.
- P5. Attridge will pay employees vacation pay that accrues during a pay period on the pay day for that period. Time sheets, specific to staff or drivers that work for Attridge between routes, must be signed by your direct supervisor prior to processing by the Payroll Department.

- P6. Attridge will require a deposit of \$200.00 from garage employees that are issued work wear. This deposit will be returned to the employee at the conclusion of employment upon receipt of the issued work wear.
- P7. Attridge will follow the statutory holidays as determined by legislation. Employees must work the full scheduled day prior to and following the statutory holiday to qualify for statutory holiday pay.
- P8. Attridge will provide an annual service award for employees that qualify.
- a. Drivers and staff will receive a certificate for every 10 years of continuous service.
 - b. Drivers that qualify for perfect attendance will receive the following benefit for each complete segment of perfect attendance.
 - i. September 1 through January 31 \$75.00 (paid in the Spring)
 - ii. February 1 through June 30 \$75.00 (paid in the fall for those drivers that return the following school year)
 - iii. September 1 through June 30 \$150.00 (paid in the fall for those drivers that return the following school year)

Drivers must complete every full assigned route (all trips); for the entire segment; morning, midday and afternoon school trip to qualify for each reward segment. Any missed trip or route for any reason other than a non-preventable collision or mechanical breakdown that is not the fault of the driver will be a disqualification for that reward period. ½ time drivers, eg. Drivers that work only morning or afternoon will not qualify for this award benefit.

- P9. Attridge Driver Pay
- a. All school bus drivers will be paid a base rate which includes:
 - i. 3.0 hours per day of scheduled route time plus
 - ii. 1.0 hours for all dead (unloaded) travel time, fueling, washing, pre-trip inspection and general upkeep of the bus interior.

Scheduled route time as listed on your route sheet as provided by the Board Transportation office. Any adjustment to the 3-hour scheduled route time must be listed on the route sheet as provided by the Board Transportation office.

Note: Any driver that requests a portion of their scheduled route be reassigned to another route will be deducted the equivalent amount from their base rate of pay. This assumes that the dispatcher can accommodate this type of request. The dispatcher has the right of refusal for any request for a trip reassignment.

Example: If a scheduled route totals 3 hours for the morning and afternoon route. And the driver requests that a trip on this route from 8:45 a.m. to 9:15 a.m. be reassigned to another route. 30 minutes will be deducted from the driver's base rate of pay. This will result in the driver receiving less than the base rate of pay for each day and will not qualify for the Perfect Attendance Award or the Driver Retention Program.

- b. Shop & Miscellaneous Time:
 - i. All drivers will be paid at a rate of \$15.00 per hour for shop time, dry runs, courses and meetings:
 1. Drivers will only be reimbursed for one dry run within the school year.

2. This rate will also apply to a driver involved in a collision for time beyond the base rate hours to a maximum of 3 hours for items such as reporting to the police collision centre. The driver must present proof in the form of the MVA report from the police collision centre.
 3. Drivers will not be compensated if they choose to participate in the air brake course.
- P10. Attridge will provide a 6-month probationary period for new employees or any employee that accepts a new position within the company. At any time during the probationary period the company or employee can decide to terminate or resign without retribution by either party. The completion of the 6-month probationary period does not guarantee continued or permanent employment.
- P11. Attridge will deduct the cost, as an authorized payroll deduction, of any unauthorized use (by Attridge Transportation) of toll roads from the driver.
- P12. Attridge will require employees to immediately notify their dispatcher and payroll of any change in their personal data (address etc.) and complete the Employee Information Form.
- P13. Attridge will after three or more years of continuous employment:
- a. Reimburse the renewal driver medical cost to a maximum of \$100.00. Drivers may choose to complete the medical at the facility of their choice noting the maximum reimbursement of \$100.00. Drivers must submit to the Payroll Department an original receipt noting the date, service received and clinic location within 6 months of the medical.
 - b. Reimburse the cost of a mandated renewal of the Vulnerable Sector Screen cost to a maximum of the actual administrative cost of the local police service for the VSS.
- P14. Attridge will provide assistance to employees that require confirmation of pay. Pay stubs will not be printed by staff. Payroll-related questions must be directed to the employee's immediate dispatcher. The immediate dispatcher will contact payroll on behalf of the driver. Questions in regard to pay statements should be directed to your dispatcher within two weeks of the pay period to expedite the process.
- P15. Employees are required to book in advance an appointment with the Payroll Department by calling 905-333-4047. Questions in regard to pay statements should be directed to your dispatcher within two weeks of the pay period to expedite the process. All requests for a payroll adjustment should be submitted to the Payroll Department within 10 days of the pay period.
- P16. Attridge will provide supporting documentation to employees that require confirmation of employment or pay. Requests for this type of documentation must be submitted a minimum of 10 days prior to the expected delivery date. Requests should be submitted via email to shelley@attridge.com.
- P17. Attridge will require the employee to provide Attridge Transportation with current information and this includes telephone number, complete address and bank account information for direct deposit. Changes to employee information should be immediately submitted to dispatch and payroll (shelley@attridge.com). Employees are required to complete the Employee Information Form.
- P18. Attridge will require that the driver provide the charter trip number and date for all inquiries to the Payroll Department.

- P19. Attridge will provide letters of employment within 10 business days.
- P20. Attridge will provide the ability for employees to access paystubs online.
- P21. Attridge will require that every driver complete and sign a Return to Work and Summer Work form with return to the office no later than June 15th.
- P22.
- a. School bus drivers are hereby advised that part time route employment is available throughout the school calendar year; normally starting on or about the first Tuesday following the Labour Day Statutory Holiday and continuing through the end of scheduled school days in June. The start date and finish date are dependent upon the specific route assigned to the bus driver. All school bus drivers will receive a lay-off for the months of July and August with the dates specific to the route selection.
 - b. A select group of school bus drivers may be offered additional charter, camp, summer school, shuttle or cleaning work during July and August. There is no guarantee of employment during these months and all drivers should expect a July and August lay-off and the issuance of a Record of Employment at the conclusion of the school year. The ROE will be provided for June automatically.
 - c. Christmas Break ROEs are not automatically sent out. Drivers need to request the ROE prior to the Christmas Break by email to the Payroll Department or their Dispatcher.
- P23. Attridge may require an employee, as deemed necessary by the Human Resources Department, to provide a medical note from a health practitioner such as a doctor, nurse practitioner or psychologist, when the employee will be absent from work and/or returning to work due to a personal illness, injury or medical emergency.
- P24. Attridge may pay holiday pay such as Christmas Day, Boxing Day and New Year's Day upon return to work in January.
- P25. Attridge will not provide wage advances.
- P26. Attridge will not reimburse drivers for inclement weather cancellations of the Board unless they work their scheduled full day prior to and immediately following an inclement weather cancellation. Or reimburse drivers that do not clean off the bus and clear snow away from the bus and be prepared and on time for the next scheduled travel day. In the event that a location has multiple (two (2) or more) inclement weather cancellations consecutively, the payroll department will review any discrepancies presented by the dispatcher on behalf of the driver.
- P27. Attridge will not pay a driver for an afternoon school route if the charter driver does not return from the charter trip in time to complete the school route.
- P28. Attridge will not be responsible for Highway Traffic Act or other parking/stopping violations against the driver or their assigned vehicle. All fines or fees will be deducted from the employee wages as an authorized payroll deduction.
- P29. The company will not provide legal, financial or other assistance to any employee filing, or any employee subject to, legal or other action.

- P30. Attridge will not hold a route or vehicle for an employee returning from an absence exceeding the three unpaid protected leaves allocated by the government in a calendar year or grant a leave of absence. The protected leaves are as follows; three days per year of sick leave, three days per year of family responsibility leave, and two days per year of bereavement leave.
- P31. Attridge will not permit staff, other than the Human Resources Department, to answer questions in regard to Human Resources issues. Staff must direct employees to Shelley Toole (shelley@attridge.com) in the Human Resources Department at 905-333-4047.
- P32. Attridge will not provide additional copies of T4 forms to employees. It is the responsibility of the employee to contact Revenue Canada at 1-800-959-8281 to request another copy of a T4 form.
- P33. Attridge will not authorize any holiday or absences other than the scheduled:
- a. March break (1-week dates as determined by the local school boards)
 - b. Christmas break (2-week dates as determined by the local school boards)
 - c. Summer break (8-week dates as determined by the local school boards)
- Any other driver absence is unauthorized. No exception.
- P34. Attridge will not pay for legislated statutory holidays unless the employee works the full scheduled day prior and directly following the statutory holiday. No exception.
- P35. Attridge will not continue the seniority date for an employee returning from an unauthorized absence(s).
- P36. Attridge will not provide payment for a Professional Activity Day listed by the consortia.
- P37. Attridge will not issue a reimbursement for expenses without an original receipt.
- P38. Attridge will not provide copies of ROEs. It is the responsibility of the employee to obtain their ROE through Service Canada.

Safety and Training Policies

- S1. Attridge will train and support employees to understand and meet both company objectives, policies, protocols and all legislated regulations. Expect that all employees follow all objectives, protocols and legislated regulations.
- S2. Attridge will implement progressive disciplinary action for any employee that is involved in a preventable incident or preventable collision. At a minimum, progressive disciplinary action includes the disqualification of the employee for any award program for that year.
- a. Preventable incidents/collisions will always remain part of the employee record/history. Minor events will remain as a consideration during progressive disciplinary action for a period of 5 full years following the event. Attridge Transportation reserves the right to determine what incidents are considered serious and that will remain as part of the progressive disciplinary review beyond the 5-year period.

- b. Attridge Transportation reserves the right to consider employees for re-hire that have been terminated as a result of the progressive disciplinary policy. Consideration does not guarantee employment. Any employee that is re-hired under this circumstance maintains their incident record/history and all policies and protocols will continue to apply based on this past record/history.
 - c. Attridge Transportation reserves the right to determine the severity of the progressive disciplinary action implemented as the result of a preventable collision or incident. Progressive disciplinary action can include any standard included in the following:
 - i. event documented for the driver file and/or
 - ii. retraining including classroom or on road and/or
 - iii. road evaluation (for all preventable collisions) and/or
 - iv. suspension or
 - v. termination of employment
- S3. Attridge will provide appropriate driver training/study material that will assist drivers to prepare for written/road tests.
- S4. Attridge will require that all employees operate their vehicle as trained by the Safety and Training Department, following all company and legislated policies, procedures, regulations and protocols. It is expected that employees will NOT operate a vehicle if they have any question about safe operating procedures. Safety Trainers will provide assistance to drivers that have any question or concern about the safe operation of their vehicle. Employees are advised that drivers are monitored; in yard, en route, at stop overs including schools, bus stops, parking areas and charter locations using in-person, building surveillance and on-board vehicle monitoring – camera and electronic eg. zonar.
- S5. Attridge will provide all forms, log books etc. for each driver to complete as required by regulation or policy. It is required that all employees complete and submit the required information when requested or as legislated. Attridge Transportation reserves the right to post all/some forms on the company website attridge.com for access and use by employees. Attridge Transportation also reserves the right to require that employees submit required forms and information via this secure website attridge.com.
- S6. Attridge will require that each driver complete a child check at the earliest and safest point following a trip and secure the vehicle upon parking the vehicle. To be absolutely clear, a child check must be completed after every single trip after the bus is emptied of passengers. This will require a driver to complete multiple child checks every day. Failure to complete a child check will result in termination of employment.
- S7. Attridge will require employees to notify dispatch of any need to reverse their assigned vehicle unless within the parking area of an Attridge Transportation facility. Employees will back up following all safety procedures and notify dispatch when the back up is completed.
- S8. Attridge will require that the driver must remove the key, fire extinguisher and first aid kit from the vehicle after each trip with the exception of those vehicles parked at the depots. Cost of equipment stolen, misused or lost as a result of not following this policy will be deducted from the employee as an authorized payroll deduction.
- S9. Attridge will require that every parked vehicle be secured by the driver. Secured is windows, door(s) and hatch closed and locked. Use the techniques taught in Training to secure the exit/entry points to prevent unauthorized entry when the bus is unattended.

- S10. Attridge will provide current Safety Data Sheets (SDS) at every depot. Employees must direct any question(s) about WHMIS or SDS to their supervisor prior to handling a controlled product within the workplace. It is the responsibility of the employer to provide the training and information sheets. It is the responsibility of the worker to ensure that they fully understand how to safely use the controlled product.
- S11. Attridge will provide a reflective safety vest to every employee at their cost that must be worn when walking or working on the travelled portion of company property (outside of the building or vehicle), or on the travelled portion of public or private property eg. roadway. This requirement does not apply to administrative employees as they access company buildings to/from the workday.
- S12. Attridge will operate as a Recognized Authority of the Ministry of Transportation and provide Signing Authorities (Certified Safety Trainers) and Junior Trainers to provide initial training, retraining license upgrades and written renewals for both existing employees and driver applicants that enter the training program with the intent of becoming employees of Attridge Transportation.
- S13. Attridge will provide safety certificates to those drivers that qualify.
- a. Must attend every scheduled local safety meeting including virtual / on-line training and meetings not limited to Safety Meetings, Road Evaluations, Emergency First Aid, School Bus Driver Improvement, deemed necessary by the employer. Failure to attend a designated training course will remove eligibility for the annual safety award AND
 - b. Zero preventable collisions while operating an Attridge Transportation vehicle AND
 - c. Zero preventable incidents while operating an Attridge Transportation vehicle or on duty as an Attridge Transportation employee, this includes but is not limited to Red Light Camera violations and Speeding (HTA infraction, Zonar warning flag or otherwise) or other HTA infractions. AND
 - d. Must be compliant with the legislation by submitting Record of Duty logs.
 “24. (1) A driver shall, within 20 days after completing a daily log, forward the original daily log and supporting documents to a place of business of the operator. O. Reg. 555/06, s. 24 (1).
 (2) An operator shall ensure that every driver complies with subsection (1). O. Reg. 555/06, s. 24 (2).”
 Attridge Transportation will take remedial action towards employees that have not submitted their Record of Duty and all acts of non-compliance will be documented in the employee’s file. Record of duty forms should be handed in, emailed to the location’s corresponding ROD email or faxed to the driver’s home base with the original to follow by regular mail, interoffice mail or physical submission. The received date at the home base will be recorded as the submission date. It is the responsibility of the bus driver to ensure the form is received at the driver’s home base by facsimile or email or inter-office mail or post, on time. Below is a list of the following Record of Duty emails:
 roddhalton@attridge.com;
 roddtoronto@attridge.com;
 roddufferin@attridge.com;
 roddhamilton@attridge.com;
 roddniagara@attridge.com;
 roddpeel@attridge.com;
 AND
 - e. Must work an a.m. and p.m. school route for the entire school year with no absences exceeding the three protected leaves allocated by the government in a calendar year to be considered for a safety award. The protected leaves are as follows; three days per year of sick leave, three days per year of family responsibility leave, and two days per year of bereavement leave. AND

- f. Must have a current and valid Vulnerable Sector Check (3 years or as designated by the consortium), First Aid Certificate (3 years or as designated by the consortium) and School Bus Driver Improvement Course (5 years or as designated by the consortium) AND
- g. The annual safety award program will close each year on Jul 10th. It is the responsibility of the driver to ensure that all documentation has been received by this date. It is strongly recommended that all documentation, Record of Duty or otherwise, be uploaded using the driver portal. This will ensure that a searchable record is created to prove submission of any document. Absolutely no changes will be made after this date.

Every driver that qualifies for the annual safety award will receive a certificate mailed directly to their home.

- S14. Attridge will require employees to notify the company of any and all motor vehicle convictions or criminal convictions, for which the employee has not received a pardon, that are accumulated. The company will assess the risk posed by the employee and reserves the right to terminate the employment relationship based upon their driving, criminal and/or vulnerable sector history.
- S15. Attridge will require new B or E licensed applicants (this includes the former employees that have been gone for 6 or more months) to pass and complete:
 - a. Attridge On-Boarding Package, Attridge Annual Start Up Package AND Division Driver Start Up Package
 - b. On Line Safety Training
 - c. Vulnerable sector check issued or applied (with receipt as proof) for within 30 days prior to returning to work
 - d. Road evaluation including pre-trip inspection
 - e. And must provide valid abstract (issued within 30 days prior to returning).

Attridge Transportation has the right to refuse training to an applicant or reinstatement to a former employee for any reason including an incident(s) listed on the abstract.

- S16. Every applicant and existing drivers must meet the following MTO qualification requirements for Class B and E licenses.
 - a. Not have been convicted or found guilty within the preceding five years of two or more offences under the Criminal Code of Canada, committed on different dates by means of a motor vehicle, or while driving or having care and control of a motor vehicle
 - b. Not have been convicted or found guilty within the preceding five years under section 4 or 5 of the *Narcotic Control Act of Canada*
 - c. Not have been convicted or found guilty within the preceding five years of certain sexual or moral offences under the Criminal Code of Canada
 - d. Not have been convicted or found guilty of any offence for conduct that affords reasonable grounds for believing that they will not properly perform their duties, or is not a proper person to have custody of children

Applicants that cannot meet this requirement or are existing employees that are convicted of one of these offenses, have the right to request a review by Glenn Attridge, President.

- S17. Attridge will require that any employee that is involved in a collision or incident will immediately report the issue. Define preventable collision as – any act by our driver, intentional or unintentional that places the vehicle in contact with another vehicle, person or object. This also involves any loss

of vehicle control involving no contact or leaving the roadway. The Director of Safety, Training and Compliance or a Manager of Safety and Training, may directly review the collision report with the driver. Drivers may request assistance with the correct completion of the collision report.

- S18. Attridge will require drivers to attend every mandatory safety meeting including virtual/on-line meetings or training throughout the school year. Failure to attend each safety meeting will disqualify the driver from an annual safety award. Drivers will be paid \$15 per hour for safety meetings. It is the responsibility of the bus driver to sign the attendance sheet at the safety meeting as this attendance log is used for two purposes; 1 – Payroll and 2 – As a qualifier for the annual safety award.
- S19. Attridge will require that all employees attended all required training courses, not limited to Safety Meetings, Road Evaluations, Emergency First Aid, School Bus Driver Improvement, deemed necessary by the employer. Failure to attend a designated training course will remove eligibility for the annual safety award and will result in progressive disciplinary action.
- S20. *PANDEMIC RESPONSE POLICY INSERT HERE*
- S21. Attridge will not permit smoking or vaping in or near any property, vehicle and all other places designated as smoke-free and vape-free that belong to Attridge Transportation. This includes the property of schools and clients. “Smoking” means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational) and “vaping” means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine. Attridge complies with the *Smoke-Free Ontario Act, 2017*.
- S22. Attridge will not permit employees to use a phone or other hand-held wireless communication device to text or dial, use a hand-held electronic entertainment device (such as a tablet or portable gaming console), view display screens unrelated to driving (such as watching a video), or program a GPS device, except by voice commands while operating a company vehicle. The single exception is during an emergency situation when the radio is inoperative or inappropriate. During this single exception the vehicle must be stopped, secured and in a safe location.
- S23. Attridge will not permit employees to use earpieces, ear buds, headphones or likewise while operating a company vehicle. These devices must be removed while operating a vehicle even if the equipment is turned off.
- S24. Attridge will not permit employees to operate their vehicle through a drive thru lane at any time.
- S25. Attridge will not permit drivers to pass in the school bus loading zone.

Maintenance Policies

- M1. Attridge will provide all scheduled and unscheduled maintenance of the vehicles and properties to meet the expectation of the employee and legislation.
- M2. Attridge will meet the maintenance standard for every vehicle as defined within the Highway Traffic Act. All vehicles will meet the minimum standard of the HTA.

- M3. Attridge will expect that all deficiencies; vehicle or property are immediately reported and logged following all legislation. It is an expectation that every driver will monitor the oil change schedule and notify dispatch and / or the service department of any need for an oil change or fluid top up requirement.
- M4. Attridge will reserve the right to change the assigned vehicle at any time with the understanding that drivers prefer a consistent vehicle when possible.
- M5. Attridge will provide an on-premise exterior bus wash at least twice per month, weather permitting, with the driver attending the wash on the same schedule. Drivers may elect to wash the exterior at their own cost.
- M6. Attridge will expect that all employees will keep their assigned work area, including vehicle interior, clean, tidy and safe of hazards.
- M7. Attridge will require that all mechanics, apprentices and shop helpers wear CSA approved safety boots and protective eyewear at all times.
- M8. Attridge will provide hearing protection for mechanics, apprentices and shop helpers as needed. Require that all mechanics and apprentices wear appropriate Personal Protective Equipment (PPE) dependent upon the task in addition to footwear and eyewear.
- M9. Attridge will permit mechanics or apprentices to escort person(s) not wearing personal protective equipment other than a reflective safety vest through the garage only when no other option exists.
- M10. Attridge ,may install surveillance equipment including but not limited to audio-visual in public spaces on company property and global positioning and/or mobile data systems on vehicles.
- M11. Attridge may provide a fuel credit card (valid Monday through Friday, 6:00 a.m. to 6:00 p.m.), fuel fob or access to a designated fueling centre for bus use only. Cards or fobs must be returned upon request.