**Section 1B.1: Conditions of Employment**

Safety Rules

We are all accountable for our actions and are expected to comply with the provisions of the ***[enter division name], Transportation Sector*** policies, procedures and code of conduct.

* 1. Accidents, injuries, property damage, unsafe conditions and near misses must be reported promptly to your supervisor. An incident report form should be completed.
	2. Always be aware of your surroundings at all times.
* Bus drivers anytime you have parked your bus, walk around prior to moving.
	1. Always hang on to hand rails entering and exiting bus.
	2. Ensure you are wearing appropriate winter clothing for winter conditions. Be a role model.
	3. Always follow WHMIS 2015 education and training; read the Safety Data Sheets.
	4. Use proper body mechanics when washing, cleaning bus or checking fluids.
	5. Wear enclosed toe and heal footwear with slip resistant soles.
	6. Use the Personal Protective Equipment (PPE) identified for the task being performed to protect your health and safety.
	7. Do not use a cell phone until safely parked at a stop, off the roadway. Apply parking brake and turn on hazard lights.
	8. Keep your bus clean; all lights must be visible at all times.
	9. Practice proper hand hygiene. (Wash your hands)