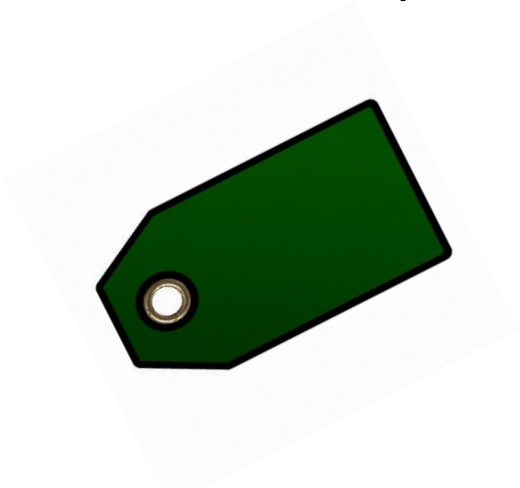


The “insert color” Tag Program



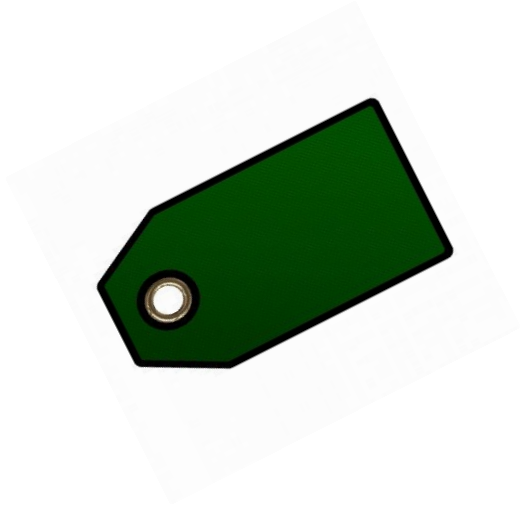
How does the program work?

- The tag program is designed to ensure a thorough pre/post trip inspection is completed every day.
- A tag may be placed on a school bus or division owned vehicles.
- The placement of the tag will be determined by the Transportation Supervisors in areas deemed necessary to ensure a thorough inspection was completed.



Program Goals

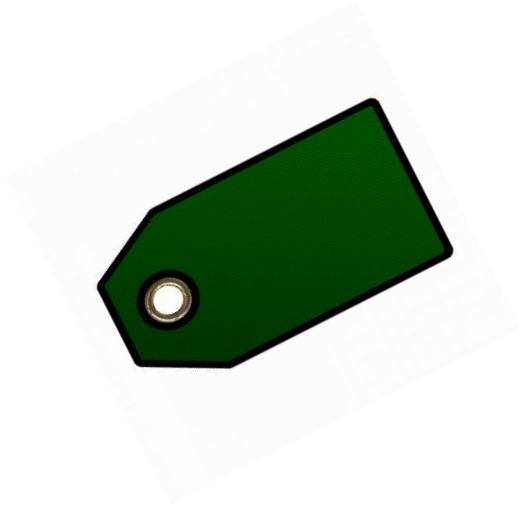
- To ensure compliance of pre/ post trip inspections.
- To encourage the practice of thorough inspections as identified in:
 - Schedule 13 (Transportation)
 - Truck and Trailer Inspection Checklist (Operations)
 - Vehicle Inspection (All other drivers of Division owned vehicles)



The Tag

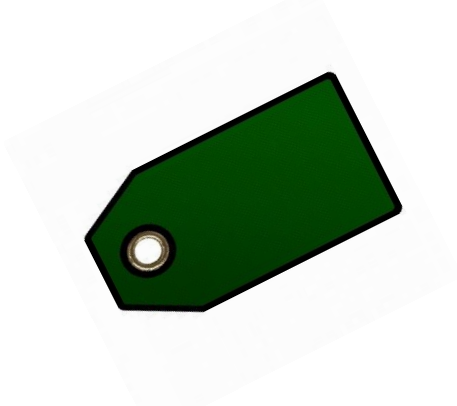
- Will be perforated. The top portion of the tag is the part that is filled out and attached to the vehicle.
- The bottom of the tag will identify instructions for the worker to follow.

Example: Call supervisor or designate



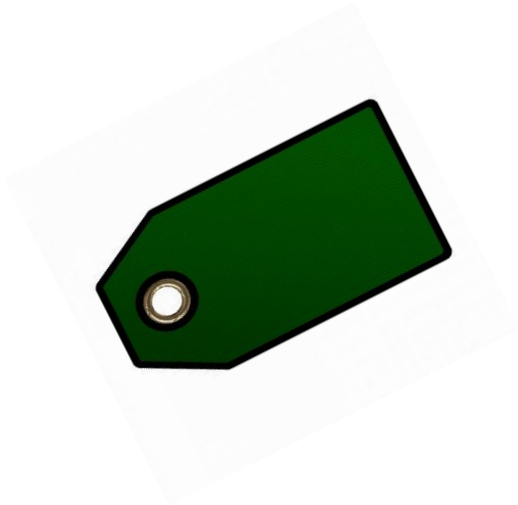
How the tags are placed

- The Transportation Supervisor will decide which vehicles will have tags placed.
- The Transportation Supervisor will keep a record of when and where the tag was placed.
- The actual placement of the tag will be done by a Transportation technician.
- Tags will be placed in areas that must be inspected during the pre/ post trip inspection.
- The Transportation Supervisor will contact the worker after 48 hours if worker has not made contact with the Supervisor.



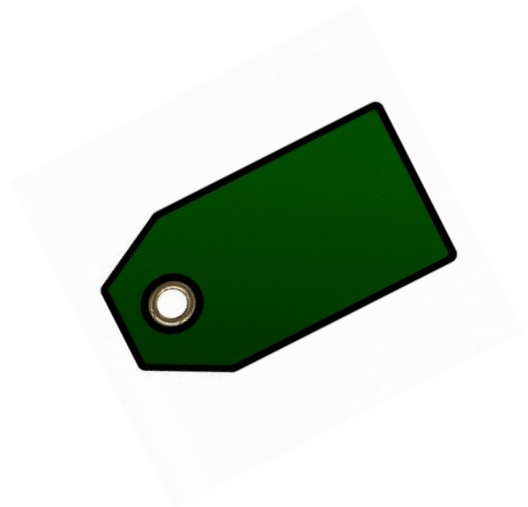
Worker Responsibilities

- When a tag is found, contact Supervisor as soon as reasonably possible.
- Identify the location of the tag.
- If outside of business hours, ensure to leave a message or text to verify the tag location.



Supervisor Responsibilities

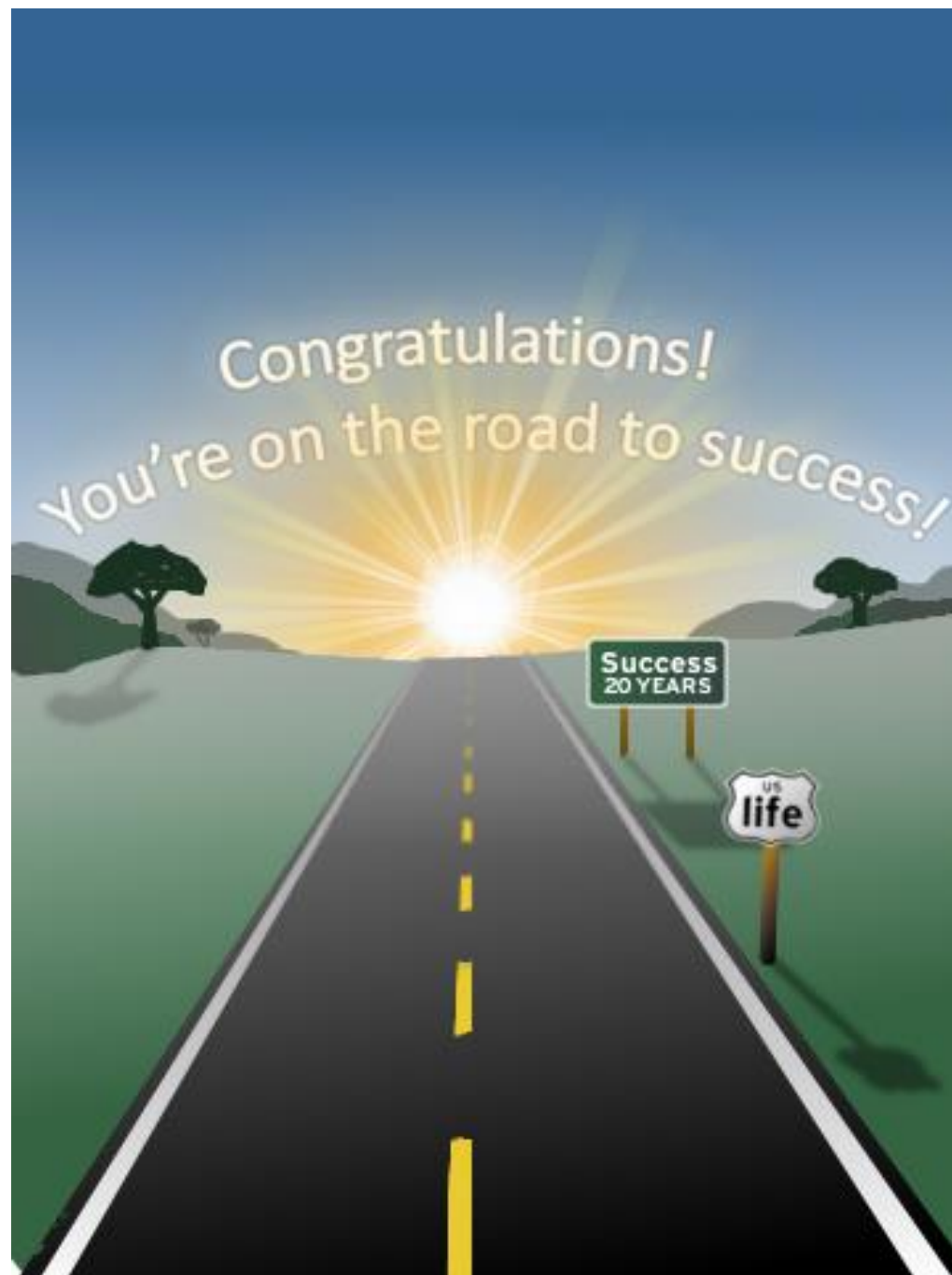
- Ensure all workers have received orientation to the tag process.
- Ensure all workers have a copy of the pre and post trip inspection checklists.
- Ensure all workers have contact information of Supervisor or designate.



Recap of program

- The tag program is to ensure compliance as identified in the following:
 - Daily School Bus Inspection Report
 - National Safety Code Standard 13- Schedule 1
 - *The Occupational Health and Safety Regulations, 1996*
 - As identified in the worker orientation
- Failure to complete a thorough pre/post inspection may result in serious injury or death.
- Failure to complete a thorough pre/post inspection may result in progressive discipline.





Thank you to Westcan Bulk