

# Village of Belledune Mini Bus Use and Operating Policy

## 1.0 Purpose:

The purpose of this policy is to establish criteria for fair usage of the mini bus.

## 2.0 Definitions:

“mini bus” is the 24 Passenger mini bus

“municipality” is the Village of Belledune

“senior citizen” is an individual who is 55 year of age and older

“user” is a club, organization, or any group of individuals

“CAO.” is the Chief Administrative Officer

## 3.0 Objectives:

The primary objective of this policy is to provide the seniors of our community a safe and reliable means of transportation to facilitate their participation in extracurricular activities as a way of adding pleasure and enjoyment to their lives

The secondary objective of this policy is to provide local community clubs with a low cost method of transportation.

## 4.0 Requirements/Standards:

### Administration

#### Implementation

- 4.1 The CAO or designate is responsible for the administration of this policy.
- 4.2 The CAO or designate reserves the right to refuse the use of the mini bus for reasons to be provided to the applicants in writing.
- 4.3 The Council reserves the right to grant exceptions to the policy as they see fit.
- 4.4 The CAO may cancel the previously granted use of the mini bus if the requirements of this policy are not met.
- 4.5 Disputes with regard to the interpretation and or implementation of this policy shall be decided by the CAO.

#### Requests for Use

- 4.6 The mini bus is for the enjoyment and entertainment of all seniors, service clubs, sports clubs and municipal groups. The use of this vehicle is predicated on the principles of pride, professionalism, and image that this privilege should represent.
- 4.7 In the case of multiple requests for the use of the mini bus, preference will be given to seniors' groups with the exception of prior approved applications.
- 4.8 All individuals, groups and organizations have an equal and fair opportunity to utilize the mini bus. When conflicting dates are requested, the individual, group or organization that has used the mini bus the least number of times will be given an advantage.

- 4.9 All requests for the use of the mini bus shall be submitted to the municipality in writing at least two weeks prior to the required date on the official Mini Bus Policy Application Form with the name of a confirmed driver(s).
- 4.10 The municipality shall make every effort to notify community groups when the mini bus is out of service.
- 4.11 The mini bus may never be used by any organization, group or individual for the purpose of financial or monetary gain. A request for a donation from riders to cover the expenses of a driver is acceptable, however this should not be considered mandatory.

#### **Requirements prior to departure**

- 4.12 The user shall provide the municipality with a list of all drivers and passengers prior to departure.

#### **Vehicle Requirements/Conditions**

- 4.13 The user/driver (s) and municipal Mini Bus Custodian shall complete a Pre-Trip Mini Bus Inspection (See Appendix A)
- 4.14 The municipality shall ensure that the mini bus is equipped with four winter tires between October 15 and April 30.
- 4.15 The municipality shall ensure that the mini bus is equipped with a Fire Extinguisher and First Aid Kit as well as an Emergency Road Side Kit.

#### **Driver Requirements**

- 4.16 The driver(s) shall provide the municipality with copies of current driver's license and driver's abstract (annually). (See Appendix B for a description of appropriate classifications).
- 4.17 It shall be the responsibility of the driver(s) to inform the municipality of any changes to their license classification and driver's abstract that occur after it has been submitted to the municipality and provide update copies.
- 4.18 The driver and municipality shall ensure that all requirements and restrictions established under the *Motor Vehicle Act* in relation to the operation of a commercial vehicle are followed. (See Appendix C for a description of the specific requirements and restrictions). It is a mandatory requirement by the municipality, that the driver use a Commercial Log Book for each use of the mini bus and a copies be submitted to the municipality upon completion of trip.
- 4.19 The driver shall follow all rules and regulations regarding under *Motor Vehicle Act* relating to the operation of a mini bus. (See Appendix D)

#### **Maintenance**

- 4.20 The municipality shall arrange for the registration of the mini bus, in accordance with the *Motor Vehicle Act*.
- 4.21 The municipality shall arrange for regularly scheduled maintenance on the mini bus at a Department of Transportation approved facility and shall keep a maintenance log and a list of all repairs undertaken on the mini bus.
- 4.22 The municipality shall arrange for the mini bus to undergo a motor vehicle inspection every six months at an approved Motor Vehicle Inspection station.

#### **Insurance**

- 4.23 The municipality shall provide Third Party Liability and Accident Benefits insurance in the amount of no less than \$5 million dollars.

### **User Responsibilities**

- 4.23 The user/driver shall be responsible for:
- a) all fuel costs (excepting in the case of senior citizen groups);
  - b) filing a destination plan prior to the required date;
  - c) ensuring the use of a seat belt of all passengers at all times when the mini bus is in motion;
  - d) cleaning the interior of the mini bus prior to returning it to the municipality including sweeping the floor, and cleaning the windows (including the outside windshield).
  - e) ensuring that the driver is not under the influence of alcohol, drugs, or any medication that may impair their ability to operate a motor vehicle
  - f) ensuring that alcoholic beverages or drugs are not transported in the mini bus
  - g) ensuring that no smoking occurs in the mini bus
  - h) ensuring that the driver or at least one passenger has a cell phone in case of emergency.
  - i) ensuring that all baggage is stored in the over head bins within the mini bus. Any item that is placed in the aisles or on the seats is considered a safety hazard to the safety of the passengers and is therefore prohibited.
  - j) all expenses incurred should the mini bus be immobilized and is unable to continue, and the users need to incur out of pocket expenses. (i.e. lodging, meals, alternate transportation)
  - k) making arrangements for the safe storage of the mini bus should mechanical problems breakdowns or accidents make it incapable to continue.  
(the municipality will approve and make arrange for repaired and return of mini bus. Any expenses related to storage, repair or towing will be paid by the municipality).
  - l) applications and cost of out of province trip permits or requirements and supplying copies of such permits to the municipality prior to departure. (See Appendix C - IFTA or IRP)
  - m) In completing and signing the application for mini bus use form, the “user” and “driver” agree to undertake all the user/driver requirements outlined in the Village of Belledune Mini Bus Use and Operating Policy

Adopted this 15<sup>th</sup> day of June, 2009

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Clerk/Treasurer, Brenda Cormier

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Mayor, Nick Duivenvoorden

**APPENDIX A**  
**PRE-TRIP MINI BUS INSPECTION**

**Walk around**

**Condition of body:**

- Check condition and cleanliness of glass / mirrors. Ensure there is an unobstructed view from inside.
- Valid inspection sticker
- Tires / wheels condition and wear / suspension / springs
- Exhaust system
- Look for fluid leaks / check fuel cap
- Do all doors open and close properly.

**Under the hood:**

- Fluid levels: oil, coolant, transmission, power steering, windshield washer
- Condition of belts and hoses / check for wear and use
- Battery: is it loose, cracked, swollen, cable condition, connections
- Hood: hinges, closes properly, lock

**Inside the vehicle:**

- Check driver seat for adjustment / seat belt
- Start the engine / check oil pressure / all gauges, including fuel
- Adjust mirrors, controls, lights, switches, horn, operation of wipers
- Check operation of all lights
- Registration / insurance card / first aid kit / triangles (if required)
- Condition of passenger seats and seat belts
- Check all emergency exits
- Listen for unusual noises including exhaust system
- Check brake response by moving ahead slowly and braking
  - Mini buses equipped with air brakes require a complete air brake pre-trip inspection including: compressor efficiency test; gauges; air build up time; low air alarms and signals; emergency brakes; brake adjustment (slack adjusters).  
Drivers require an air brake endorsement on license.
- Fill in log book: note and report any defects / verify maintenance schedule

- **Ensure driver is adequately rested and within allowable hours of service**
- **Ensure there is a list of drivers and passengers left with the municipality**

Date: \_\_\_\_\_

**Signature of Driver:** \_\_\_\_\_

**Name of Driver:** \_\_\_\_\_

**Signature of Municipal Representative:** \_\_\_\_\_

**Name of Municipal Representative:** \_\_\_\_\_

## **APPENDIX B**

### ***DRIVER'S LICENSE REQUIREMENTS***

**Large Mini bus (25 passengers or more)** To drive a mini bus with a capacity of 25 or more passengers, a person must have a valid Class 2 license. In order to have a class 2 license a person must pass a medical examination and a vision screening test, pass required written tests (basic, signs and supplementary) and pass a road test in a vehicle that meets the Class 2 requirements.

**Small Mini bus (10 to 24 passengers)** To drive a mini bus with a capacity of less than 25 passengers, a person must have a valid Class 4 driver's license. In order to have a Class 4 license a person must pass a medical examination and a vision screening test, pass required written tests (basic and signs) and pass a road test in a vehicle which meets the Class 4 requirements.

#### **Passenger Cars or Vans**

To drive a passenger cars or a small van (i.e., with a capacity for fewer than nine passengers), a person must have a valid Class 5 driver's license.

#### *Note:*

*For a valid class 2 or 4 the applicant must be least 18 years of age, however when transporting students the driver must be at least 21 years of age.*

**APPENDIX C**  
**REQUIREMENTS AND RESTRICTIONS ESTABLISHED**  
**UNDER THE MOTOR VEHICLE ACT**  
**FOR THE OPERATION OF COMMERCIAL VEHICLES**

A vehicle is considered to be a commercial vehicle if it has the capacity to carry nine passengers (10 persons in total including the driver) or if it has a registered gross weight of or in excess of 4500 kg. As such, the motor vehicles classified as a mini bus under this guideline is considered to be a commercial vehicle. As a commercial vehicle, the following rules governing the operation of commercial vehicles must be followed.

**Drivers' Hours of On-Duty Time**

As per the *Commercial Vehicle Drivers Hours of Service Regulation (2007-39)* established under the *Motor Vehicle Act* and the *Federal Commercial Vehicle Drivers Hours of Service Regulations (Canada)*

- (2) no motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 13 hours of driving time in a day, and
- (3) no motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 14 hours of on-duty time in a day. The driver must take at least 8 consecutive hours of off-duty time before driving again.

The driver must have documentation in the commercial log book (see next section) of his/her on-duty time if traveling a distance in excess of 160 km (one-way) from the point of departure or participating in a trip which will not return to the point of departure at the end of the day (maximum of 14 hours of on-duty time plus 2 hours for meal/rest breaks before beginning a minimum of 8 consecutive hours of off-duty time). This would include most out-of-province and overnight trips.

It is important to note that "on duty" time includes all time that an individual works during a day including the time they spend driving. For example, if an individual came in to work at 8:00 a.m., worked until 4:00 p.m. and then drove a club to another area, participated in that activity and then drove back, arriving home at 1:05 a.m., that individual would have more than 14 hours "on duty" time.

**Commercial Log Book**

The commercial log book is a record of the driver's actions and must be completed accurately whenever the commercial vehicle:

- a) is used for a trip out-of-province;
- b) travels more than 160 km (one-way) from its home terminal; or,
- c) is used on a trip of a duration of more than 14 hours (i.e., the driver does not return to the home terminal at the end of the day to begin a minimum of 8 consecutive hours of off-duty time).

For any trip meeting one or more of these criteria, the driver must complete the Driver's Daily Log and the Driver's Vehicle Inspection Report (found on the reverse side of the Daily Log). Instructions on filling out the Daily Log and Inspection Report can be found on the back of the log book. In addition to filling out the Daily Log and Inspection Report, the driver must also indicate the number of hours of service that they have had "on duty" (see previous section) for the seven day period immediately prior to the trip. This information is entered in the appropriate column on the inside front cover of the log book.

Log books can be purchased from many major service stations.

**Trip Permits –\*IFTA and \*\*IRP Permits**

\*INTERNATIONAL FUEL TAX AGREEMENT and \*\*INTERNATIONAL REGISTRATION PLAN

For travel outside of the province of New Brunswick a Single Trip Permit is required under the IFTA- International Fuel Tax Agreement.

Permits can be obtained by making application to one of the following:

Dept. of Finance:	506-453-2404
Altrans Permit Service:	902-563-4545
BIM Consulting:	800-567-7775
Permits Canada:	800-361-5757
Tranceiver/Permicon:	800-663-1394

As well for travel outside the province of New Brunswick a Permit may be required under the IRP - International Registration Plan. Each province or state will have to be contacted to determine if a IRP permit is required.

**APPENDIX D**  
**REQUIREMENTS AND RESTRICTIONS ESTABLISHED**  
**UNDER THE MOTOR VEHICLE ACT**  
**FOR THE OPERATION OF MINI BUSES**

**184(1)** The driver of any motor vehicle carrying passengers for hire, or of any mini bus, or of any vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo, before crossing at grade any tracks of a railroad, shall stop such vehicle within fifteen metres, but not less than five metres from the nearest rail of such railroad and while so stopped shall listen and look in both directions along such tracks for any approaching train, and for signals indicating the approach of a train, and shall not proceed until he can do so safely

**184(1.1)** Subject to subsection 182(1), subsection (1) does not apply to the driver of a motor vehicle carrying passengers for hire, of a mini bus or of a vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo, before crossing the tracks of a railroad if the crossing is equipped with a railroad sign that

(a) is installed before the crossing so as to be clearly visible to approaching drivers,

(b) bears a symbol depicting a railroad crossing, and

(c) is equipped with two yellow lights that flash alternately when they are activated upon the approach of a train.

**212** In addition to other equipment required in this Act the following vehicles shall be equipped as herein stated:

(a) on every mini bus or truck, whatever its size, there shall be on the rear, two red reflectors, one at each side, and one stop light;

**233(1.1)** Every mini bus and every commercial vehicle, when operated upon a highway, shall be equipped with brakes adequate to control the movement of and to stop and hold the mini bus or commercial vehicle, including two separate means of applying the brakes, each of which means shall be effective to apply the brakes to all the wheels on every axle of the mini bus or commercial vehicle, and if the two separate means of applying the brakes are connected in any way, they shall be so constructed that failure of any one part of the operating mechanism shall not leave the mini bus or commercial vehicle without adequate and effective brakes on all the wheels on every axle of the mini bus or commercial vehicle.

**233(1.2)** Subsection (1.1) does not apply to mini buses and commercial vehicles that were not manufactured with brakes on all the wheels on every axle.

**240** No person shall drive on a highway a passenger vehicle, mini bus, or commercial vehicle without

(a) a windshield, except to move the vehicle for the purpose of repairs thereto, and

(b) a speedometer in good working condition so as to show the speed at which the vehicle is travelling.

**243(1)** No person shall operate on a highway at night time a motor truck having an overall width of two metres or more, a passenger mini bus, a motor vehicle towing a house trailer, or a truck tractor unless

(a) there are carried in such vehicle three portable reflector units or standards capable of reflecting red light clearly visible at a distance of one hundred fifty metres under normal

atmospheric conditions at night time when directly in front of the lawful upper beams of head lamps located at a distance from the reflectors, and of a type approved by the Registrar, or  
(b) there are carried in the vehicle at least two red cloth flags, not less than thirty centimetres square, with

standards to support them, together with

(i) not fewer than three flares, each

(A) capable of burning continuously for twelve hours in a wind of eight kilometres per hour velocity,

(B) capable of burning in a wind of sixty kilometers per hour velocity,

(C) capable, when burning at night, of being seen and distinguished at a distance of one hundred fifty metres under normal atmospheric conditions,

(D) so constructed as to withstand reasonable shocks without leaking, and

(E) carried in the vehicle in a metal rack or box, and

not fewer than three red flares, each capable when ignited of being seen and distinguished at night time under normal atmospheric conditions at a distance of one hundred fifty metres, or

(ii) not fewer than three red electric lanterns, each

(A) capable of operating continuously for twelve hours,

(B) capable of being seen and distinguished when lighted at night time under normal atmospheric conditions at a distance of one hundred fifty metres, and

(C) substantially constructed so as to withstand breakage.

**245(1)** Where a motor truck of two or more metres in width, including load, a passenger mini bus, truck tractor, trailer, semi-trailer or pole trailer is disabled or otherwise left standing upon a roadway or shoulder thereof, outside the jurisdiction of a local authority, the driver of that vehicle or of the motor vehicle towing the same shall

(a) if the vehicle is stopped during the day time, or at a time when lighted lamps are not required on vehicles under section 207, immediately display two red flags on the roadway in the lane of traffic occupied by the stopped vehicle, or when the vehicle is disabled or standing on the shoulder at the near edge of the roadway, one at a distance of approximately thirty metres in advance of the vehicle and one at a distance of approximately thirty metres to the rear of the vehicle:

(b) if such vehicle is stopped during the night time or at a time when lighted lamps are required on vehicles under section 207,

(i) immediately place a lighted flare, or electric lantern on the roadway at the traffic side of the vehicle, and

(ii) within the burning period of the flare, if one is used, and as promptly as possible place three lighted flares or three electric lanterns on the roadway one at a distance of approximately thirty metres in advance of the vehicle and one at a distance of approximately thirty metres to the rear of the vehicle, each in the centre of the lane of traffic occupied by the stopped vehicle or, when the vehicle is disabled or standing on the shoulder, at the near edge of the roadway, and one at the traffic side of the vehicle approximately five metres either rearward or forward thereof;

(c) if the vehicle is stopped during the day time or when lighted lamps are not required as aforesaid, and remains standing at a time when such lighted lamps are required on vehicles, place lighted flares or electric lanterns in the several locations specified in paragraph (b) at or before the time when such lamps are required to be lighted.



**Village of Belledune  
P.O. Box 1006, 2330 Main Street  
Belledune, N.B.  
E8G 2X9  
Mini bus Policy Application Form**

**Today's Date:** \_\_\_\_\_

**Requester:** \_\_\_\_\_ (club, organization, group, etc)

**Date Required:** \_\_\_\_\_

**Date & Time to be returned:** \_\_\_\_\_

**Approx. Mileage:** \_\_\_\_\_ (miles or km.)

**Destination:** \_\_\_\_\_

**Confirmed Driver:** \_\_\_\_\_

**Odometer: Leave** \_\_\_\_\_ **Return** \_\_\_\_\_

**Note: The committee reserves the right to make a schedule change if required.**

**Signature:** \_\_\_\_\_ (person responsible)

**Administration:** \_\_\_\_\_

Primary Contact: Municipal Office @ 522-3700

**For a list of the approved drivers, please contact the municipal office at 522-3700 and make arrangement to pick up driver's list.**