



## Forms

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- Employee Contact Form
- Employment Standards in Ontario
- Collision/Incident Reporting – Driver Collision Report Kit (located in your vehicle)
- Incident Report Form
- Scratch and Dent Sheets
- Defect Forms
- School Bus Evacuation Training Information Sheet
- School Bus Evacuation Training Script for Drivers
- School Bus Evacuation Forms
- Vacation /Work Absence Request Form
- Pay Correction Form
- Extra Work Form
- Workplace Injury Report Form



**Employee Contact Information**

Filling in the form below will allow us to keep your employee contact information current. Please print in all areas. It is important to inform office of any and all changes. Remit this page to ensure your file is updated.

\_\_\_\_\_  
Division

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Address (include green # or apt #)

\_\_\_\_\_  
City

\_\_\_\_\_  
Province          Postal Code

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cellular Telephone

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Emergency Contact Work Phone Number\*

\_\_\_\_\_  
Emergency Contact Cellular Phone Number\*

\_\_\_\_\_  
Emergency Contact Home Phone Number\*

\*Please note that our computer system can only enter two emergency contact phone numbers. Fill in the two that you prefer us to use

**Employee Photo Permission**

Employee photos may be taken from time to time at various company events. Please indicate below if we have your permission to use your photo and name in various materials such as company newsletters, web-site, social media.

I give Landmark Bus Lines permission to use photos of myself for publication purposes.

Yes

No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employee Attendance at Mandatory Start Up Meeting**

I \_\_\_\_\_,  
(please print name)

Attended Landmark Bus Lines annual start up

meeting held on \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please note that we require your signature on This form in order for you to get paid for attending the meeting.

## Employment Standards in Ontario

The Employment Standards Act, 2000 (ESA) sets minimum standards for most workplaces in Ontario. Special rules and exemptions apply to certain employees.

# What you need to know

Employers are prohibited from penalizing employees in any way for exercising ESA rights.

**Hours of Work and Eating Periods:** There are daily and weekly limits on hours of work. Employees may work more if certain conditions are met. Employees must not work more than 5 consecutive hours without a 30-minute meal break. Learn more at [Ontario.ca/hoursofwork](http://Ontario.ca/hoursofwork).

**Overtime Pay:** Overtime is payable after 44 hours of work in a week for most jobs. The overtime rate must be at least 1½ times the regular rate of pay.

**Minimum Wage:** Most employees are entitled to be paid at least the minimum wage. For current rates visit [Ontario.ca/minimumwage](http://Ontario.ca/minimumwage).

**Payday:** Employees must be paid on a regular payday and receive a wage statement.

**Vacation Time and Pay:** Most employees earn at least 2 weeks of vacation time after every 12 months. They must be paid at least 4% of the total wages they earned as vacation pay.

**Public Holidays:** Ontario has 9 public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay.

**Leaves of Absence:** There are a number of job-protected unpaid leaves of absence including pregnancy, parental, family caregiver, and personal emergency leave.

**Termination Notice and Pay:** In most cases, employers must give advance written notice when terminating employment and/or termination pay instead of notice. Learn more at [Ontario.ca/terminationofemployment](http://Ontario.ca/terminationofemployment).

**Other ESA Rights and Special Rules:** There are other rights as well as special rules not listed on this poster including rights to severance pay and special rules for assignment employees of temporary help agencies.

### Contact the Ministry of Labour for more information

Call us at 416-326-7160, 1-800-531-5551, TTY 1-866-567-8893, or visit our website at [Ontario.ca/employmentstandards](http://Ontario.ca/employmentstandards). Information is available in multiple languages.

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### Collision/Incident Reporting

**ALL COLLISIONS/INCIDENTS MUST BE REPORTED IMMEDIATELY TO DISPATCH AND/OR YOUR MANAGER IF IT OCCURS DURING SCHOOL BUS HOURS. AFTER HOURS PLEASE USE THE AFTERHOUR EMERGENCY PHONE LINE.**

There is some confusion as to the difference between a collision and an incident. Perhaps the following explanation will help.

**Collision:** when two or more vehicles make contact.

**Incident:** when a vehicle makes contact with a stationary object (vehicle, person, post, building, going off road into the ditch, fuel spills etc.).

Your vehicle should have a Driver's Collision Report Kit in it. This is really a booklet in a plastic sleeve. If your vehicle does not have a Driver Collision Report Kit, stop by your branch to pick one up. If you are involved in a collision or incident, please start filling in the booklet at the scene or immediately afterwards. You will come in to review the collision or incident with your manager who will ensure the booklet has all the necessary information.

When a collision or incident occurs, it is imperative you remain calm, clear-headed and in control. Passengers will look to you to manage the situation and will base their reactions on your actions.

It is equally important you do not admit any fault, make statements indicating your liability or sign any papers at the scene. This will all be determined at the time of the investigation by the police officer and company representative. If possible, obtain the personal information of any witnesses to assist in the investigation.

Failure to report or complete the reporting process will result in disciplinary action and/or termination of employment.

**A LISTING OF ALL PASSENGERS IS CRITICAL AS IT IS A REQUIREMENT FOR THE SCHOOL BOARD AND INSURANCE COMPANY**



**Incident Report Forms**

Sometimes events happen that are not collisions/incidents however they need to be reported to your Manager. Examples would be: a child who falls down the bus stairs or a first aid situation. In this type of circumstance, you would complete an incident report giving your manager as much detail as possible.

Date:	
Time:	
Driver:	
Route:	
Incident reported by:	

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**SCRATCH AND DENT - 7-PASSENGER VANS**



<b>Vehicle Number</b>	
<b>Division</b>	
<b>Driver</b>	
<b>Date</b>	
<b>Details of Damage</b>	<hr/> <hr/> <hr/>
<b>Driver's Signature</b>	

**SCRATCH AND DENT – BUSETTE/WHEELCHAIR VEHICLES**



<b>Vehicle Number</b>	
<b>Division</b>	
<b>Driver</b>	
<b>Date</b>	
<b>Details of Damage</b>	<hr/> <hr/> <hr/>
<b>Driver's Signature</b>	

## SCRATCH AND DENT – 72-PASSENGER BUS



<b>Vehicle Number</b>	
<b>Division</b>	
<b>Driver</b>	
<b>Date</b>	
<b>Details of Damage</b>	<hr/> <hr/> <hr/>
<b>Driver's Signature</b>	



Defect Form		
LANDMARK BUS LINES		
Date	Bus #	Bus Mileage
Driver	Is this a recurring defect? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time Required Next?	Does this Bus Park in the Yard? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Reporting a MAJOR DEFECT on my vehicle. <u>VEHICLE MUST NOT LEAVE THE YARD UNTIL IT IS REPAIRED.</u>		
<input type="checkbox"/> Reporting a MINOR DEFECT on my vehicle. Vehicle can leave the yard only upon advice of the shop.		
Details of defect...		

Defect Form		
LANDMARK BUS LINES		
Date	Bus #	Bus Mileage
Driver	Is this a recurring defect? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time Required Next?	Does this Bus Park in the Yard? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> Reporting a MAJOR DEFECT on my vehicle. <u>VEHICLE MUST NOT LEAVE THE YARD UNTIL IT IS REPAIRED.</u>		
<input type="checkbox"/> Reporting a MINOR DEFECT on my vehicle. Vehicle can leave the yard only upon advice of the shop.		
Details of defect...		

**School Bus Evacuation Training Information Sheet**

<b>What is it?</b>	Emergency evacuation training with students on how to safely evacuate a school bus/vehicle in an emergency. This program is a partnership between the Simcoe County Student Transportation Consortium and Francobus and the bus operators in Simcoe County and York Region.
<b>Who is involved?</b>	All school bus drivers and their students.
<b>When does it occur?</b>	Any day during School Bus Safety Week. When requested by your Manager.
<b>Where does it take place?</b>	At the school in the morning. You will be notified of which day to complete the evacuations by your Manager.
<b>How long should this take?</b>	Approximately 15 minutes.
<b>Do the schools know about this?</b>	Yes all schools have been notified.
<b>What topics need to be covered?</b>	Discuss with your student's the following points: 1. Listen to the driver's instructions 2. Front door evacuation 3. Rear door evacuation 4. Split evacuation – using front and rear doors 5. Other evacuation options – side emergency windows, roof hatch, front window 5. Move to a safe location as designated by the driver following the evacuation
<b>Where can I find more information about evacuation procedures?</b>	In the Sinton Landmark employee handbook. You can also contact a member of the training department.
<b>Do I do all evacuation procedures with my students?</b>	No because you will not have time. A good idea is to practice a rear door evacuation with your students. Please ensure you have strong helpers at the rear of the bus to help students out of the bus.
<b>What if I drive a different type of vehicle like a 7-passenger vehicle or a wheelchair bus? Do I practice evacuations?</b>	Yes however it is more of a discussion with the teachers on yard duty, the Educational Assistants and the parents. Find out what each student can do in an evacuation. This will help you start to develop a safety plan. Ask if there are picture boards to help with non-verbal passengers.
<b>Do I have to complete any paperwork?</b>	YES. Complete the following form and return to your manager once the evacuations have been completed. Please complete one form for each school.
<b>How will I know what to say?</b>	Attached is a sample script with some speaking points.

### **School Bus Evacuation Training Script for Drivers – School bus (rear door)**

To help you as a driver help evacuate your bus efficiently and safely here are some speaking notes you can use...

Seldom do buses ever have to be evacuated. We do need to be prepared in case we have to evacuate so today we are going to practice a back door evacuation. This is done when there is a danger at the front of the bus.

As the driver, I will be in charge of the evacuation and will be instructing you on what to do. I need everyone to listen and follow directions. Everyone will stay in their seats until I have finished explaining the directions and then we will practice. To evacuate the bus I am going to need some helpers.

**Back Patroller/Senior Student** sitting in the last seat on the passenger side will open the back door, exit the vehicle and stand with their back against the door. Senior Student sitting across the aisle will exit the bus next and stand opposite.

**Front Patroller/Senior Student** sitting at the front of the bus will stand up and allow students into the aisle one seat at a time.

**All Students** sitting on the bus will wait until the **Front Patroller/Senior Student** reaches your seat and then you will walk to the back door.

When we get to the back door, we need to pretend we are skiing and crouch down into a skiing position (drivers – please demonstrate this to your students). The **Back Patroller/Senior Student** will hold onto our wrist and forearms and help us out of the bus. Please **NO ONE IS TO JUMP OUT OF THE BUS. EVERYONE MUST HAVE HELP BECAUSE I DO NOT WANT ANYONE TO GET HURT.** The **Back Patroller/Senior Student** will direct you to a safe place to wait. Please wait there until I am out of the bus.

**Drivers** - Once the evacuation is completed remember to praise your students for their efforts both in listening to your instructions and following directions. Emphasize that we seldom have to evacuate but we need to be prepared in case we do.

### **School Bus Evacuation Training Script for Drivers – 7-Passenger Van**

To help you as a driver help evacuate your bus efficiently and safely here are some speaking notes you can use...

Seldom do vans ever have to be evacuated. We do need to be prepared in case we have to evacuate so today we are going to practice getting out of the van quickly and safely.

As the driver, I will be in charge of the evacuation and will be instructing you on what to do. I need everyone to listen and follow directions. Everyone will stay in their seats until I have finished explaining the directions and then we will practice.

If there is a danger on the van I would instruct you to unbuckle your seatbelt and exit the van. I would determine where the safest place is to go and tell you to wait there.

If you could not get your seatbelt undone, I would use my seatbelt cutter which I always keep stored in the van (drivers please show your students your seatbelt cutter and explain where you store it).

We would use the side doors of the van to exit the vehicle. Preferably, we would exit out the passenger side door away from traffic. If the side doors could not be opened, I would open the back hatch of the van and you would exit this way.

**Drivers** - Once the evacuation is completed remember to praise your students for their efforts both in listening to your instructions and following directions. Emphasize that we seldom have to evacuate but we need to be prepared in case we do.



**Return completed form to your Manager**

<p style="text-align: center;"><b>Emergency Evacuation Training Forms</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Route Number</td> <td style="width: 50%; padding: 5px;">School</td> </tr> <tr> <td style="height: 60px;"></td> <td style="height: 60px;"></td> </tr> <tr> <td style="padding: 5px;">Date Completed</td> <td style="padding: 5px;">Number of Students on Board</td> </tr> <tr> <td style="height: 60px;"></td> <td style="height: 60px;"></td> </tr> </table> <p>Driver's Name – please print</p> <p>Driver's Signature</p>	Route Number	School			Date Completed	Number of Students on Board			<p style="text-align: center;"><b>Emergency Evacuation Training Forms</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Route Number</td> <td style="width: 50%; padding: 5px;">School</td> </tr> <tr> <td style="height: 60px;"></td> <td style="height: 60px;"></td> </tr> <tr> <td style="padding: 5px;">Date Completed</td> <td style="padding: 5px;">Number of Students on Board</td> </tr> <tr> <td style="height: 60px;"></td> <td style="height: 60px;"></td> </tr> </table> <p>Driver's Name – please print</p> <p>Driver's Signature</p>	Route Number	School			Date Completed	Number of Students on Board		
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Date Completed	Number of Students on Board																



**Dry Run Forms**

Dry runs must be completed prior to the start of the school year, when taking over a new route or at the request of your Manager. You will be paid for this time.

**Return completed form to your Manager**

<p><b>AM Dry Run Form</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Date of Dry Run</td> <td style="width: 50%; padding: 5px;">Route # of Dry Run</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Name of Driver – please print</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Driver Signature</td> </tr> </table>	Date of Dry Run	Route # of Dry Run	Name of Driver – please print		Driver Signature		<p><b>AM Dry Run Form</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Date of Dry Run</td> <td style="width: 50%; padding: 5px;">Route # of Dry Run</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Name of Driver – please print</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Driver Signature</td> </tr> </table>	Date of Dry Run	Route # of Dry Run	Name of Driver – please print		Driver Signature	
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Name of Driver – please print													
Driver Signature													



VACATION / WORK ABSENCE REQUEST FORM

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Alliston  Aurora  Barrie  Collingwood  Newmarket  Vaughan

Table with 5 columns: First Day of absence, Last Day of Absence, Date of Return to work, Total # of Days, Reason Code. Contains 4 empty rows for data entry.

\*Please indicate AM or PM for half day

Reason Codes:

- V Vacation, RV Revised Vacation, UV Unpaid Vacation, LOA Leave of Absence - Personal, LOAM Leave of Absence - Medical, MAT Maternity Leave, CC Compassionate Care, J Jury Duty, F Funeral (state relation), BER Bereavement(state relation), MIL Military, S Sick, M Medical Appt, P Personal Appt, FO Family Obligation, AA Approved Absence, O Other (explanation)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Confirm with Payroll before Manager Approval:
Vacation Day Entitlement \_\_\_\_\_ Vacation Days used to date \_\_\_\_\_
Vacation Days scheduled \_\_\_\_\_ Vacation Days Remaining \_\_\_\_\_

PLEASE NOTE: You are responsible to return your vehicle to your branch before any vacation AND you are responsible to pick it up. We cannot do this for you.

Employee signature: \_\_\_\_\_



**PAYROLL CORRECTION FORM**

<b>Employee:</b>		<b>Route:</b>		
Date	Rate/ Charter#	Route or Charter Description	Over/ Under	Hours /Rate
TOTAL				
<b>Manager's Signature</b>				
<b>For Office Use Only</b>				
Date		Route or Charter Description	Over/ Under	Hours /Rate

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**PAYROLL CORRECTION FORM**

<b>Employee:</b>		<b>Route:</b>		
Date	Rate/ Charter#	Route or Charter Description	Over/ Under	Hours /Rate
TOTAL				
<b>Manager's Signature</b>				
<b>For Office Use Only</b>				
Date		Route or Charter Description	Over/ Under	Hours /Rate



**Extra Work Form**

<b>Employee:</b>		<b>Employee Number:</b>		
Date	Description of Additional work	Start time	End time	Total Hours
TOTAL of all Hours				
<b>Employee's Signature</b>				
<b>Manager's Signature</b>				

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**Extra Work Form**

<b>Employee:</b>		<b>Employee Number:</b>		
Date	Description of Additional work	Start time	End time	Total Hours
TOTAL of all Hours				
<b>Employee's Signature</b>				
<b>Manager's Signature</b>				

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**Workplace Injury Reporting**

In accordance with the Ontario Health and Safety Act all workplace injuries must be reported and a WSIB form 7 filed if necessary. If you have injured yourself in any way, regardless of whether your injury is visible or not, you must report it to your Manager immediately and complete the form below. For any injuries that require medical attention, please take the Functional Abilities Form (FAF) with you to the hospital or medical office. This form will give us details to modify your responsibilities.

<b>Employee Name</b>	
<b>Employee Number</b>	
<b>Phone Number</b>	
<b>Date of Injury</b>	
<b>Time of injury</b>	
Alliston <input type="checkbox"/> Aurora <input type="checkbox"/> Barrie <input type="checkbox"/> Collingwood <input type="checkbox"/> Newmarket <input type="checkbox"/> Vaughan <input type="checkbox"/>	
<b>Where did the injury occur?</b>	Location. For example yard, inside bus, sidewalk outside bus _____
<b>Where did you hurt yourself?</b>	Be specific. State left side or right side. Are you cut or bruised? _____ _____ _____ _____ _____
<b>Details of how injury occurred</b>	_____ _____ _____ _____ _____ _____ _____
<b>Did you seek medical attention?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, state date of visit and who you saw</b>	_____ _____ _____ _____ _____