



**BLACK GOLD  
REGIONAL  
DIVISION NO. 18**

# **Business Administration 500**

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## Administrative Procedure 500

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### FISCAL MANAGEMENT

#### Background

A foundation of a quality education system is sound fiscal management.

#### Procedures

1. The fiscal year of the Division will begin on September 1 and end on August 31 of the following year.
2. The Associate Superintendent, Business and Finance is responsible for fiscal management within the Division. (Refer to Administrative Procedure 454 – Role of Associate Superintendent, Business and Finance)
3. Fiscal management will be in accordance with Canadian Institute of Chartered Accountants (CICA) professional standards and the requirements of Alberta Education.
4. The Associate Superintendent, Business and Finance will provide the Board with regular updates on the status of the Division budget and other pertinent financial details.
5. Fiscal management at the school level is the responsibility of the Principal and will be consistent with sound ethical accounting practices, and meet all requirements established by the Superintendent or Associate Superintendent, Business and Finance.

Reference: Section 20, 60, 61, 113, 116, 145, 147, 148, 152 School Act  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide  
Administrative Procedure 454 – Role of Associate Superintendent, Business and Finance

## Administrative Procedure 501

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### RESOURCE ALLOCATION

#### Background

It is important to maintain a Division focus and distribute resources to establish and sustain educational environments for the benefit of all students.

#### Procedures

1. A Resource Allocation Committee (RAC) comprised of representatives of the school-based administrators, along with the Associate Superintendent, Business and Finance, and other Division Office staff will provide recommendations on the allocation of instructional resources within Division schools.
2. Recommendations from the RAC will be based on predicted demographics and financial resources for the upcoming school year and reflect the goals established by the Board and Alberta Education.
3. Following a consultation process with all Principals, the RAC forwards its recommendations to the Superintendent.
4. The Superintendent reviews the recommendations from the RAC and presents them, to the Board, for review, final approval and inclusion in the Division budget.

Reference: Section 20, 60, 61, 113, 116, 145, 147, 148, 152 School Act  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide

## Administrative Procedure 502

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### ANNUAL DIVISION BUDGET

#### Background

The annual budget is the financial component of the Division's operating plan. The budget should align with the Division's Strategic Plan and be consistent with the Three-Year Education Plan and Capital Plan

Each school year the Superintendent, with the assistance of the Associate Superintendent, Business and Finance, will prepare for Board consideration and adoption a detailed estimate of the revenues and expenditures required to operate the programs of the Division.

#### Procedures

1. Budget planning is the responsibility of the Associate Superintendent, Business and Finance and will be undertaken to conform to the budget timelines established by the Board.
2. The Associate Superintendent, Business and Finance will prepare a draft budget based on the priorities set out in the Three-Year Education Plan and the budget assumptions established annually by the Board.
3. The Associate Superintendent, Business and Finance will present the draft budget to Principals and Division Office personnel and all educational partners in a consultative process. The recommendations from the Resource Allocation Committee (RAC) will be incorporated.
4. The Associate Superintendent, Business and Finance will present the draft budget to the Board.
5. On or before May 31 in each year, the Board will approve and submit, to the Minister of Education, a budget for the next school year.
6. The annual budget will identify any new programs to be implemented, as well as programs that are being discontinued.
7. Following Board review and adoption, a final budget in the form prescribed by the Minister of Education will be submitted to Alberta Education.
8. Under the general supervision of the Superintendent, the Associate Superintendent, Business and Finance will administer the budget of the Division.

9. Subsequent to the confirmation of the September 30 enrolment count, a revised budget is prepared and presented to the Board for approval.
10. The Associate Superintendent, Business and Finance is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for departments and for schools.

Reference: Section 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act  
School Authority Accountability policy 2.1.1  
Business Plans and Results Reports policy 3.2.1  
Accountability in Education – Policy Framework, June 1995  
Guide to Education Planning and Results Reporting



## Administrative Procedure 503

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### INDIVIDUAL SCHOOL BUDGETING

#### Background

Principals are in the best position to make the necessary purchases of supplies, equipment and services to support the instructional programs in their schools.

#### Procedures

1. Resources will be allocated to schools on an equitable basis.
2. The Principal will develop budgeting procedures which ensure consultation and discussion with staff and the School Council.
3. When allocating the funds within the school budget, the Principal is to consider factors such as:
  - 3.1 Student needs,
  - 3.2 Community expectations and support,
  - 3.3 Staff strengths,
  - 3.4 Physical facilities,
  - 3.5 Past expenditures, and
  - 3.6 Provincial and Division goals.
4. Principals are expected to operate within their budget allocations.
5. Surpluses and deficits will be carried forward. On occasions which result in a deficit position for the fiscal year; such deficits are to be eliminated in the following year.
6. When appropriate, budgets are to accommodate future capital items.
7. The Superintendent reserves the right to revise or modify the budget of a school.
8. The individual school budget may include but is not restricted to the following categories:
  - 8.1 Site-Based Operations
    - 8.1.1 Supplies, materials, services and personnel costs directly related to the delivery of instruction and support to Division students in meeting their educational needs.
    - 8.1.2 Division personnel may not be provided an honorarium in addition to salary or wages for regularly assigned duties or responsibilities.

## 8.2 Substitute Teachers

8.2.1 Costs to engage substitute teachers for teacher absence related to:

8.2.2 Medical reasons for less than five (5) days per incidence.

8.2.3 Medical/dental appointments.

8.2.4 Co-curricular and extra-curricular student excursions.

8.2.5 School initiated professional development activities.

8.2.6 School meetings.

## 8.3 Professional Development – Teachers and Support Staff

Costs associated with professional development activities including registration, travel and subsistence.

## 8.4 Student Services Programs Allocation

Costs for special supplies and services allocated by the Director of Student Services for authorized special programs operating in the schools.

Reference: Section 20, 60, 61, 113, 116, 145, 147, 148, 152 School Act  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide

## Administrative Procedure 505

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### FEES

#### Background

An annual fee will be established by the Board of Education to offset the cost of instructional resources used by students.

It may also be necessary for the Principal to establish a fee for specific courses or school-related activities, projects or items (refer to Appendix A).

#### Procedures

1. The Board will determine annually Instructional Resource Fees, Tuition Fees and Transportation Fees during budget deliberations (refer to Appendix A).
2. Principals, in consultation with the Superintendent or Associate Superintendent, Business and Finance Department, and School Councils, are authorized to establish School-Based Fees adhering to the following guidelines (refer to Appendix B):
  - 2.1 Fees charged are to be established to cover the cost of the course, activity, project or item.
  - 2.2 An accounting of the revenues and expenses associated with any fees which are charged will be made available on request.
3. Instructional Resource Fees, Tuition Fees and Transportation Fees collected on behalf of the Division are to be forwarded to Division Office.
  - 3.1 Commencing September 30, high schools are to submit on a monthly basis and elementary and junior high schools are to submit on a bi-monthly basis.
  - 3.2 It is acceptable to hold back sufficient funds to process refunds.
  - 3.3 At year-end, all fees collected are to be submitted to Division Office.
4. When submitting fees, identify the amount for each category, i.e., ECS, elementary, junior high and senior high, on the Instructional Fee Payment Reconciliation Form.
  - 4.1 Fees submitted for the previous school year need to be clearly earmarked as such.
5. In addition to other forms of communication that Principals use, Principals are to send two (2) reminder notices to parents with outstanding accounts advising that outstanding accounts will be forwarded to the collection agency in early May.

- 5.1 Suggested guideline for reminder letters:
  - 5.1.1 Elementary and Junior High Schools – first letter in October  
second letter in February
  - 5.1.2 High Schools – 1st Semester – October and January  
2nd Semester – February and end of March
6. Principals are responsible for the decision of waiving school fees for hardship cases where parents are unable to pay the fees.
  - 6.1 If a waiver is granted, Division Office is to be informed of the name of the student, grade level, names of the parents and the amount waived is to be documented and signed by the Principal.
  - 6.2 If waiver of payment is denied by the Principal, the parent has the right to appeal this decision to the Associate Superintendent, Business and Finance.
7. Information on all outstanding accounts must be forwarded to Division Office for collection as per deadlines below. An excel spreadsheet will be sent to all schools indicating information fields required for submission including the following:
  - 7.1 Last name of parents;
  - 7.2 First names of parents;
  - 7.3 Address, Phone numbers (home and work);
  - 7.4 Student(s) Name and Grade (one family per line);
  - 7.5 Division Fees and school fees (separated).
8. Guidelines for Emailing the School Fee Excel Information to Division Office:
  - 8.1 Elementary and Junior High Schools – week prior to Spring Break
  - 8.2 High Schools – April 15
9. When outstanding fee information is received at Division Office a final letter to parents requesting payment no later than April 30 will be sent.
  - 9.1 A final review of outstanding accounts will take place with each school at the beginning of May and all outstanding accounts will then be forwarded to the collection agency.
10. At this stage the Division will now owe twenty-five percent (25%) to the collection agency on all fees whether they are paid at the school or Division Office.
  - 10.1 From April to August 31 use the “Current Fees Forwarded to Bison Credit Solutions Template” to submit payments to Division Office.
  - 10.2 Upon receiving payment Principals are to forward the school portion of the fees as well as the Division portion.
  - 10.3 Once processed the school portion will be returned to the school, minus twenty-five percent (25%), by accounts payable direct deposit.
  - 10.4 Principals are to notify the Administrative Assistant to the Associate Superintendent, Business and Finance as soon as payment is received for any outstanding accounts because the Collection Agency must be notified.

11. By the end of August, Division Office will forward an updated list to each Principal showing payments received during the summer months.

Reference: Section 16, 20, 51, 60, 61, 113 School Act

Form: Instructional Fee Payment Reconciliation Form

Current Fees Forwarded to Bison Credit Solutions Template

## Administrative Procedure 505 – Appendix A

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### Appendix A – DIVISION FEE SCHEDULE (2014-2015)

#### INSTRUCTIONAL RESOURCE FEES

Grades 1 - 6 .....	\$60.00
Grades 7 - 9 .....	\$70.00
Grades 10 - 12 (Alternate Education).....	\$80.00
Grades 10 – 12 Full-Time .....	\$110.00

#### TUITION FEES

Pre-Kindergarten.....	\$ 800.00
Full Day Kindergarten .....	\$2,750.00

#### Day Extension Fees (Students 20 yrs+):

1 credit course.....	\$100.00
3 credit course .....	\$300.00
5 credit course .....	\$500.00
Foreign Student or Out of Province .....	\$11,800.00
(where no reciprocal exchange agreement exists)	
Eligible Student Not Funded.....	Funding rate
(Student registered in two .....	
jurisdictions or two ECS programs) .....	
	Alberta Education

#### SCHOOL-BASED FEES

Individual schools may establish School-Based Fees for selected programs such as: Early Childhood Services, Career & Technology Studies, Student Excursions, Band Instruments, Sports Programs etc.

#### SCHOOL-BASED FEES – JUNIOR-SENIOR HIGH SCHOOLS

Jr. High Enhanced Course Fee*	\$55.00 / year
Sr. High Enhanced Course Fee*	
Grade 10	\$70.00 / year
Grade 11	\$80.00 / year
Grade 12	\$ 9.00 / credit (to a maximum of 10 credits)

\*Some enhanced courses will have additional fees associated with them. These fees will be charged on a cost recovery basis by the schools offering these courses.

#### TRANSPORTATION FEES

Students Eligible for Funding & Attending Designated School.....	No Charge
Students Attending Non-designated.....	\$90/student or \$210/family
School or Program of Choice	
Students Ineligible for Funding .....	\$225/student or \$525/family
Replacement Bus Passes .....	\$5.00

## Administrative Procedure 505 – Appendix B

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### Appendix B –SCHOOL-BASED FEES

#### Background

The School Act: Section 60(2) (j) A Board may: charge a parent of a student fees with respect to instructional supplies or materials;

Common language to refer to Instructional Resource Fees and School-Based Fees:

The Instructional Resource Fee is a fee set by the Board of Education during the preparation of the annual budget and collected by the school to help cover the costs of basic instructional supplies and materials for the school. These funds are placed into the Division's Instructional Pool at Division Office and redistributed back to schools in the form of per pupil grants.

School-Based Fees are fees set by the school and are used to cover the cost of the materials or resources for the purposes of learning and instruction for a particular course or program. Some Enhanced Courses will have additional fees associated with them. These fees will be charged on a percentage of cost recovery for that course or program.

#### Guiding Principles

1. All schools should adhere to these common principles when establishing School-Based Fees:
  - 1.1 School fees should be set in consultation with school Principals, staff, School Councils and parents. Division Office staff and other stakeholder groups are available to support the use of consultation processes.
  - 1.2 Schools should ensure that fees are only used for the purpose for which they were collected and should be directly related to the cost of resources provided to students.
  - 1.3 Schools should ensure that they communicate with their school community and Division Office staff about the need for school fees and have summary financial statements on public file to show that the monies collected were used to support the program for which they were intended.
  - 1.4 School should ensure that there is a provision for fees to be waived in situations deemed appropriate by the Principal. The existence of these provisions should be clearly communicated to school staff and parents.
  - 1.5 The cost of replacing capital items in Career and Technology Studies (CTS) that are no longer functional or unsafe should be borne by the Instructional Pool, administered by the Associate Superintendent, Business and Finance.
  - 1.6 Schools may apply to Division Office for interest free loans to purchase new equipment.

## Procedures

### 1. Common Practices for Accountability and Transparency

- 1.1 Each school will conduct a cost analysis to determine the cost of individual School-Based Fees. These analyses will be shared with their schools and School Councils and be available to any member of the school community. These documents will be updated on an annual basis.
- 1.2 The cost of participation on sports teams will be itemized and be available to parents prior to the start of the season of play. It is acceptable to charge for a portion of the cost of a uniform each year to contribute to the replacement of that uniform within a reasonable amount of time.
- 1.3 Principals should ask teachers to provide a list of planned student activities or events along with estimated costs at the beginning of the school year and this should be communicated to parents.
- 1.4 Occasionally an educational or cultural event will present itself serendipitously and classes should have the flexibility to take advantage of these opportunities throughout the year as well.

### 2. Refunds for Fees Paid

A statement regarding the disposition of refunds should be outlined on each activity or event for which students are asked to pay. These statements should fall into one of the following categories:

- 2.1 Refunds will be issued to students who are unable to participate in this activity.
- 2.2 Refunds are available for the registration portion of this student excursion only. The cost of the bussing cannot be refunded.
- 2.3 We are unable to issue refunds as related to this activity.

### 3. Surplus Funds

Any funds remaining after all the event / activity expenses have been paid may be used to sponsor a final class / team activity or event (unhealthy snacks as treats are discouraged) or if the funds remaining are large enough, parents should be given the option of being issued a refund cheque.

### 4. Fees for Locks and Scholastic Materials

If a school provides locks or any scholastic materials to students, the fee will be charged on a cost recovery basis. Fees charged for items which are taken home but not optional (for example recorders) should also be based on cost recovery.

### 5. Co-Curricular Activities

Fees may be charged for co-curricular activities. Co-curricular activities are any event that occurs in or out of the school, is directly related to curricular outcomes and the whole class is expected to attend and participate. These could be the traditional out-of-school student excursion or an in-school event. An in-school event would occur when an external resource



person is brought into the school to provide a program or a class or when a class requires special materials for a special project. (e.g. creating a Mother's Day bouquet).

- 5.1 The Principal in consultation with the staff, School Council and parents will set a limit to the number of co-curricular activities for the year and communicate that limit to parents.
- 5.2 Co-curricular fees do not include charges to cover the cost of events or activities that are traditional or unique to the culture of a particular school. (for example: a Grade 6 camping trip or an overnight trip to Drumheller) or programs of choice (e.g. swimming lessons, ski trips, hockey programs).

## 6. Extra-Curricular Activities

Fees may be charged for Extra-curricular activities. Extra-curricular activities are activities where membership and participation is optional, such as sports teams, ski trips, out-of-province excursions, etc. The fees should be very transparent in nature. A listing of the items that the fee is covering should be available to the parents prior to the start of the season or the activity.

- 6.1 Examples of things which may be charged for are:
  - 6.1.1 Transportation
  - 6.1.2 Entry fees
  - 6.1.3 Cost of referees
  - 6.1.4 Clothing
  - 6.1.5 Uniforms (rent / purchase)
  - 6.1.6 Skills programs / clinicians
  - 6.1.7 Adjudication
  - 6.1.8 Rentals
  - 6.1.9 Supervision
  - 6.1.10 Supplies
  - 6.1.11 Instructor's fees
  - 6.1.12 Equipment rental
  - 6.1.13 Food (as required)
  - 6.1.14 Honoraria
  - 6.1.15 GST
- 6.2 Extra-curricular fees should not cover the cost of any non-supervisory persons.
- 6.3 Any fundraising done by a class or team members should go to reducing the costs incurred by the class or team.

## 7. School Fees are not Standardized

Programs vary widely between schools in the Division both in breadth and depth of course offerings. The depth and breadth of the courses offered will affect their cost and therefore the fees associated with them. Conversely, the fees being charged for courses will determine their breadth and depth.

- 7.1 Some of the factors that affect courses in these ways are:
  - 7.1.1 Expertise of the teacher / coach
  - 7.1.2 Facilities
  - 7.1.3 Proximity to resources
  - 7.1.4 Student numbers
  - 7.1.5 Community culture
- 7.2 Some schools may charge additional fees for additional services. For example:
  - 7.2.1 Students' Union
  - 7.2.2 School Council
  - 7.2.3 Year books

## 8. Supply Lists

- 8.1 Each teacher or grade level may establish a supply list for the upcoming year. This should be done in consultation with the Principal.
- 8.2 Supply lists should be made widely available to parents.
- 8.3 Students should not be responsible to bring items such as:
  - 8.3.1 Kleenex
  - 8.3.2 Ziplock bags
  - 8.3.3 Atlases
  - 8.3.4 Printer paper

Reference: Section 60, School Act

## Administrative Procedure 510

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### FINANCIAL ACCOUNTABILITY AND AUDITS

#### Background

An annual independent professional review and audit of the financial operation is essential for maintaining credibility and financial accountability for tax dollars spent on education.

#### Procedures

1. Accounting procedures will follow recognized accounting principles where these are not inconsistent with the requirements of Alberta Education.
2. The Board will appoint an auditor.
3. In accordance with provincial policy, the Associate Superintendent, Business and Finance will prepare financial statements based on the school year and have this completed on or before November 15 of each year.
4. The auditor will, at all times, be given access to all records, documents, books of account and vouchers of the Division, and the auditor is empowered to request and receive, from the Board and its employees, any information and explanations that in his/her opinion may be necessary.
5. The auditor's report will be discussed at a public Board meeting.
6. On or before November 30 in each year, copies of the financial statements, a report on the financial statements, and any written communication respecting the systems of internal control and accounting procedures of the Division will be submitted to the Minister of Education.
7. Audited financial statements and annual budget reports will be made available on the Division website.
8. All banking will be carried out at a recognized financial institution.

Reference: Section 20, 22, 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide

## Administrative Procedure 511

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### SCHOOL GENERATED FUNDS

#### Background

An independent review and audit of School Generated Funds, which are administered at the school level, and form part of the Division's Audited Financial Statements, is essential for maintaining credibility and financial accountability for the funds that are generated.

#### Procedures

1. The Division requires that the general principles of accounting practice be applied to the management of all funds collected by schools.
2. The Principal will be responsible for the administration of School Generated Funds and will submit a financial statement including balance sheet and statement of profit/loss to the Associate Superintendent, Business and Finance or designate each year in early October.
3. Principals will use an accounting system in the format prescribed by the Associate Superintendent, Business and Finance or designate.
4. All transactions will be controlled and recorded in the school's accounting system and bank account, and are subject to audit by the Division's internal and external auditors.
  - 4.1 Disbursements from each account must have supporting documentation and will be maintained on file for audit purposes.
  - 4.2 All revenues are to be recorded in pre-numbered receipt books and reconciled to the bank deposit books.
  - 4.3 The school bank accounts will be reconciled each month, verifying all deposits and disbursements.
5. There will be a minimum of two (2) signing authorities for each bank account, one (1) of which must be the Principal or designate. Each cheque will require two (2) signatures.
  - 5.1 An audit of the school accounts will be conducted when one (1) of the school signing authorities leaves the school.
6. All monies collected by the school for a designated purpose must be used for the purpose so designated.
7. All undesignated monies collected by the school are to be recorded as revenue and may be spent in the manner determined by the Principal in consultation with staff and the School Council.
8. Money from School Generated Funds is not for the personal use of staff, students or others.

9. Cash surpluses may be invested in savings accounts and/or guaranteed term deposits. Interest earned is to be recorded as revenue.
10. An internal auditor will visit each school on a regular schedule as determined by the Finance Department to review the accounting records and procedures.
  - 10.1 Internal process and control will also be subject to review during the audit process.
11. Refer to Appendix for School Generated Funds Manual.

Reference: Section 20, 22, 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act  
Societies Act  
Funding Manual for School Authorities  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Reporting  
School Authority Planning and Reporting Reference Guide  
School General Funds Manual

**Administrative Procedure 511 – Appendix - UNDER CONSTRUCTION**

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**Appendix – SCHOOL GENERATED FUNDS MANUAL**



## Administrative Procedure 512

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### CASH MANAGEMENT

#### Background

During the normal course of activities, Division staff will occasionally collect money from students or parents for the purchase of various materials or items. Accordingly, the potential to have substantial cash in schools does exist. An effective cash management system in schools minimizes the potential for loss, theft or misappropriation.

#### Procedures

1. The Principal is responsible for establishing and implementing cash management procedures for the school, including appropriate record keeping.
2. The Principal is responsible for ensuring that required school bank accounts are established and that cash collected in the school during the course of the day is secured in the school safe or deposited before the close of the banking day.
  - 2.1 Staff members who collect money in the course of their duties will deposit such money with the Accounting Secretary for safekeeping.
3. Normally, sums of money in excess of one-hundred dollars (\$100) will not be left in the school overnight, unless placed in the school safe.
4. Cash is not to be left in unlocked desks or unsecured areas of the school either during the school day or after hours.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act

## Administrative Procedure 513

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### REIMBURSEMENT FOR EXPENSES

#### Background

There are times when staff members may be required to participate in activities on behalf of the Division for which costs may be incurred. Division Office staff may also attend conferences, conventions or workshops of choice.

#### Definition

Division Business refers to any activity requested by the Board or Superintendent and/or designate.

#### Procedures

1. The Board will establish Division expense reimbursement rates annually for trustees and employees at the next Board meeting following the Board's Organizational meeting date. The schedule will become effective the first of the month following the date of approval.
2. Expense reimbursements for activities on behalf of the Division will be covered by the program budget (refer to Appendix A).
3. An amount of money will be established each year at budget time for planned Division Office staff attendance at conferences, conventions, and workshops of choice. This budget will be used for travel, meals, accommodation and registration costs.
4. Expense reimbursements for all trustees, the Superintendent and the Associate Superintendent, Business and Finance are published in the audited financial statements for each fiscal year.
5. All employees are advised that expense reimbursements may become a matter of public record.
6. Refer to Appendix A for expense reimbursement details.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act  
Section 248L, Canada Tax Act  
Canadian Income Tax Regulation 6801



## Administrative Procedure 513 – Appendix A

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### Appendix A – EXPENSE REIMBURSEMENT DETAILS

Expense Claim Forms or Professional Development Expense Claim Forms are intended to be used by Division employees to obtain reimbursement for travel and other expenses incurred while conducting Division business or during pre-approved trips for professional development.

The following are guidelines to be followed by Division employees who are responsible for the authorization of expenditures. The list is intended to identify expenses that are appropriate and allowable and those that are not. While it is not an exhaustive list, the examples convey the concept of reasonableness.

Employees are expected to make every effort to ensure the most economical use of all resources by considering cost, time spent traveling and convenience.

Expense Type	Guidelines
Meals	<p>Reimbursement will be the lesser of actual receipts provided or at the maximum meal rates established each year by the Board, which includes GST and a reasonable tip. Alcohol will not be reimbursed; exceptions must be approved in advance by the Superintendent.</p> <p>Meal expense claims will be paid for meals which occur while on Division business outside of the Division boundaries.</p> <p>Meal expense claims will be paid for pre-arranged group lunches on Division Development days. The established rate per meal will be applied to group Professional Development (PD) activities; however, if there is an amount in excess of this rate, the balance may be paid from discretionary School Generated Funds (SGF).</p> <p>Breakfast may be claimed if it is necessary to leave home before 7:30 a.m. Dinner may be claimed if it is not possible to return home by 6:30 p.m.</p> <p><b>Breakfast \$15, Lunch \$15, Dinner \$35 including GST and a reasonable tip.</b></p>
Accommodations	<p>Reimbursement for actual, reasonable accommodations. Employees are encouraged to share rooms when traveling on Division business. Where possible, employees will ask for Government of Alberta room rates when booking hotel rooms.</p> <p>Reimbursement will be for one night prior to the conference and/or the night following the last day of the conference, only if it is not feasible to travel the same day. Additional nights will be the responsibility of the employee unless extenuating circumstances exist and are approved in advance.</p>
Professional Development Registration Fees	<p>Reimbursement for registration costs for courses or classes, as pre-approved by the direct supervisor. A class with instruction will be considered PD, but a membership will not (i.e. golf lessons would be reimbursed but a golf membership would not). These classes are at the discretion of the Principal or Supervisor and each school or department may approve different activities.</p>

ATA Reimbursement Professional Development Registration Fees	The Alberta Teachers Association (ATA) will reimburse fifty percent (50%) up to one hundred dollars (\$100) of a teacher's professional development registration fees. The teacher should claim up to the maximum amount allowable from the ATA and then claim the remaining portion from the Division. If the registration was paid on a Division purchase card, the teacher can sign over the ATA cheque to the Division.
Overnight Professional Development	Any professional development that requires overnight accommodation within Alberta must be pre-approved by the direct Supervisor. Out-of-Province or International Travel must be pre-approved by the Superintendent and supported by the direct Supervisor.
Teachers' Convention/ Institute Days	Institute Days or Teachers' Convention are not Division PD days. Teachers are expected to attend as a regular work day so meals or mileage will not be reimbursed. Refer to "Meals" section for guidelines on meal expenses for Division Professional Development.
Business use of personal vehicles	<p>When employees use their personal vehicle on Division business, employees will receive reimbursement as decided by school administration, but reimbursement cannot exceed Board approved rates per kilometer. Travel must be by the most direct, practical route to the business destination. Each employee will claim the distance from their main work site to the business destination, as established by the Division mileage chart (refer to Appendix B). This guideline applies to PD, sports and other school related activities.</p> <p>When an employee stops for business purposes at a site other than their work site, on their way to or from work, at the beginning or end of their work day, they will be reimbursed for kilometers one way from their work site to that site. If he/she returns to their normal work site, he/she will be reimbursed for the round trip.</p> <p>Employees will not be reimbursed for kilometers travelled to purchase resources for their school or department. However, if the purchase of resources or the travel for banking services is a regular part of the employee's job description, reimbursement may be considered by the immediate supervisor.</p> <p>Some employees are required to use their personal vehicle to regularly visit schools as a part of their job description. As such, some insurance providers require their clients to have "business use" vehicle insurance coverage and charge a premium for the coverage. These employees will be reimbursed a maximum of \$500 per year for the additional insurance premium. A letter is required from the insurance provider confirming the additional premium and the period for which the additional premium applies.</p> <p><b>Employees will be reimbursed at a maximum of the Board approved rate of fifty one cents (\$0.51) per kilometre travelled on Division business.</b></p>
Air travel	The most economical airline accommodations; e.g. economy, coach, tourist, excursion, discount flights consistent with the business schedule requirements are to be used. Travel should be planned to take advantage of any possible discount fares. First class and business class airfare will not be reimbursed unless approved by the Superintendent in advance. Air travel will be reimbursed only for that portion which is directly related to Division business. If you extend the duration of a business trip by use of personal or vacation time, thereby qualifying the entire trip for a reduced fair, the Division will reimburse

	the lesser of the total actual fare (including the airfare for a side trip) or the airfare authorized for the business trip only.
Parking Fines & Tickets	The Division is not responsible for employees that receive parking fines or traffic tickets while on Division business. These will not be reimbursed.
Personal expenses	The Division will not reimburse personal expenses. If expenses of a personal nature including: hotel shop purchases, laundry, valet, non-business telephone calls, movie charges, health club use, alcoholic beverages, or sundry items are charged against the room, the amount so charged is to be deducted from the expense claim submitted to the Division.
Spouses (and families) traveling with employees	When traveling with a spouse or family, employees are expected to pay the additional cost, if any, for a double room.
Gratuities / Tips	The Division will reimburse reasonable and actual gratuities disbursed for business purposes by employees while traveling on approved Division business.
Parking	The Division will reimburse reasonable and actual parking costs disbursed for business purposes by employees while on approved Division business. Actual receipts must be provided where possible.
Other expenses	Original receipts with GST number indicated are required. Debit card or Visa slips are not acceptable receipts. Receipts with personal expenses included will not be accepted.
Partial Reclaims	If only a portion of a PD expense is being reimbursed, the portion to be reimbursed must be clearly identified on the backup.
Expense	An employee must have incurred an expense in order to make a claim.

### SUBMITTING EXPENSE CLAIM FORMS

Expense claim forms are to be submitted by employees on a timely basis (no later than three (3) months) following an approved trip. Every attempt is to be made to submit receipts for reimbursement prior to the year-end cut-off in mid-September. Expense claim forms are to be signed by the employee and approved by the direct Supervisor or Principal or Superintendent or designate. Employees that travel frequently on Division business are to submit their expense claim forms at the end of each month.

When reporting expenses, the following information is required:

- Dates and locations of departure and return for each trip
- Reason for the claim or the description of the activity
- Explanation of out-of-the-ordinary amounts claimed; e.g., name(s) of individual(s) attending a luncheon if they have not paid for their own portion and claimed it individually.

Expense claim forms will only be reimbursed by Division Office. Schools are not authorized to reimburse employees directly, and then seek reimbursement from Division Office.

#### Receipts

- An itemized original receipt must substantiate lodging costs, airline travel, meal cost, supplies purchased, etc.

- The receipt must show the amount, date, place, and nature of the expense.
- The receipt must be attached to, and submitted with, the expense claim form.
- Personal credit card slips and debit slips are not itemized receipts as they do not provide details of the expenses being claimed and usually do not identify the GST number of the vendor. The Government of Canada requires a GST number on receipts to allow the Division to claim our GST rebate.
- Receipts with personal expenses included will not be accepted.

Form      Expense Claim Form  
            Professional Development Expense Claim

## Administrative Procedure 513 – Appendix B

### Appendix B – MILEAGE CHART



**Black Gold Regional Schools - Mileage Chart**  
**KILOMETERS - Round Trip Calculations using Google Maps**  
**Effective January 1, 2015**

	Beaumont	Calmar	Covenant Christian	Devon	Leduc	New Humble	New Sarepta	Nisku	Thorsby	Warburg	Warburg Colony
Banff	800	788	768	810	766	760	822	776	812	844	858
Beaumont		71	39	52	40	86	53	25	112	150	151
Calgary	568	556	536	576	534	528	590	544	580	610	626
Calmar	71		44	32	35	20	95	47	41	79	81
Camrose	138	183	139	184	144	169	92	145	208	238	254
Covenant Christian	39	49		64	9	54	57	21	91	121	130
Devon	52	32	62		48	52	98	39	73	111	113
Drayton Valley	246	176	218	208	210	171	270	222	141	102	111
Edmonton South Side (Argyll Rd./Gateway Blvd.)	43	87	71	68	59	104	97	46	128	166	168
Edmonton City Centre (Jasper Ave/109 Street)	52	98	83	79	69	115	104	58	139	177	176
Edmonton Barnett House (11010-145 Street)	64	96	96	73	78	116	114	72	137	175	169
Edmonton West (100 Ave./ 170 Street)	67	93	96	63	82	113	121	71	134	172	160
Edmonton North (137 Ave./ 97 Street)	63	113	97	90	83	129	115	72	153	192	188
Edson	454	442	478	412	466	454	510	456	428	402	384
Grande Prairie	964	952	992	924	978	972	1020	976	942	916	900
Jasper	776	766	804	736	784	786	832	780	746	728	712
Kananaskis	698	686	684	706	662	658	720	672	710	722	758
Lacombe	222	210	189	230	187	182	244	197	234	248	280
Lake Louise	908	838	876	870	874	826	932	884	802	764	774
Leduc	40	35	9	48		52	59	13	76	114	116
Lethbridge	976	966	944	986	942	938	928	952	990	1004	1036
Medicine Hat	992	1036	1094	1036	998	1040	946	998	1080	1110	1126
Mulhurst (Pigeon Lake)	142	75	109	107	107	55	164	117	46	71	92
New Humble	86	20	54	52	52		108	61	44	75	90
New Sarepta	53	95	57	98	59	108		59	136	174	176
Nisku	25	47	21	39	13	61	59		87	125	126
Ponoka	180	170	138	190	145	142	214	158	194	224	228
Red Deer	282	270	246	290	246	240	304	256	292	306	292
Sherwood Park	57	120	95	102	92	137	79	79	161	199	202
Spruce Grove	103	92	124	63	117	112	158	107	133	139	122
St. Albert	95	112	111	83	109	132	151	99	153	195	178
St. Paul	418	482	446	476	452	486	430	442	524	562	544
Stettler	312	350	308	370	326	322	264	338	374	388	420
Stony Plain	123	103	135	73	119	123	187	111	144	123	107
Sunnybrook	132	61	103	93	96	56	155	107	26	20	35
Thorsby	112	41	90	73	76	44	136	87		45	57
Warburg	150	79	121	111	114	75	174	125	45		21
Warburg Colony	153	81	130	113	116	90	176	127	61	21	
Wetaskiwin	96	109	67	121	70	95	114	87	133	164	180

Approved - December 17, 2014

  
 Ruth Andres, Associate Superintendent - Business & Finance

## Administrative Procedure 514

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### SIGNING AUTHORITY

#### Background

The Board Chair, the Vice Chair, the Superintendent and the Associate Superintendent, Business and Finance have been delegated signing authority for the Division.

#### Procedures

1. Cheques issued on behalf of the Board will bear the signatures of the Board Chair or Vice Chair and the Superintendent or Associate Superintendent, Business and Finance.
2. Collective agreements with staff groups will be signed by the Board Chair and either the Superintendent or the Associate Superintendent, Business and Finance.
3. Employment contracts for staff will be signed by the Superintendent or the Associate Superintendent, Human Resources and Administration, with the exception of the employment contract for the Superintendent, which will be signed by the Board Chair and the Associate Superintendent, Business and Finance.
4. Corporate contracts of an annual value of three hundred and fifty thousand dollars (\$350,000) or less will be signed by the Superintendent or the Associate Superintendent, Business and Finance.
5. Corporate contracts in excess of three hundred and fifty thousand dollars (\$350,000) will be signed by the Board Chair and the Superintendent or the Associate Superintendent, Business and Finance.

Reference: Section 60, 61, 113, 116 School Act

## Administrative Procedure 515

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### PURCHASING

#### Background

The function of purchasing is to best meet the learning needs of Division students by providing the necessary supplies, equipment and services including transportation, facility and administration services.

#### Procedures

1. The prime consideration for purchasing is that all purchases fall within the framework of budget limitations and that they be consistent with good purchasing practices and the approved educational goals and programs of the Division.
2. Within specified limitations, employees specifically charged with the responsibility and accountability are authorized to purchase on behalf of the Division.
3. Consideration is to be given to the supplier's reputation and experience, the ability to deliver or perform within the time specified, and the ability to provide after sales maintenance and service. Past experience on previous orders is also to be considered.
4. Employees authorized to purchase on the Division's behalf are expected to follow the declared intention of the Division to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All other factors being equal, the Division's preference is to purchase from local, provincial and Canadian suppliers.
5. All purchases, other than purchases through petty cash accounts or for professional services, must be made using Division authorized purchase cards, or standard Division purchase orders.
6. The following expenditure guidelines must be followed. Exceptions must be approved by the Associate Superintendent, Business and Finance or Superintendent.

Up to \$20,000	Division purchase order or purchase card. No quotation/proposal is required but purchaser must ensure competitive pricing.
\$20,001 - \$74,999	Written quotations/proposals from at least three (3) qualified vendors, where possible. Such quotations/proposals are to be kept on file for two (2) years.
\$75,000 +	A formal tender (RFQ/RFP) is required

- 6.1 Purchases, such as textbooks, that are only available from one (1) supplier are exempt.

6.2 The above values reflect total purchases and not individual items.

7. Purchasing and Contract Services will abide by provincial and federal legislation as outlined in the Agreement on Internal Trade (AIT) as well as the New West Partnership Trade Agreement (NWPTA), which includes the following thresholds:
  - \$75,000 or greater for goods
  - \$75,000 or great for services
  - \$200,000 or greater for construction
8. A capital purchase is defined as an asset which costs \$5,000 or greater AND will be used for more than one school year.
9. To facilitate the purchase of a capital asset funded from School Generated Funds (SGF), the asset should be paid for directly by Division Office. The school purchasing the asset would then subsequently reimburse Division Office from School Generated Funds.
10. All items purchased in the name of the Division using Division funds or School Generated Funds become the property of the Division.
11. Unless approved by the Associate Superintendent, Business and Finance, there will be no sale of supplies or materials to outside organizations and individuals, except as finished products or services provided by Career and Technology Services shops.
12. Inter-School Transfers
  - 12.1 If two (2) schools are selling/buying goods between each other, this can be done through a purchase order. A journal entry will be prepared and each school will be credited and/or debited for cost appropriately. GST will not be charged or received.
13. Technology Department
  - 13.1 Repairs
 

When repairs are done on the school's behalf the school will be invoiced for the net cost of materials used for repairs plus ten percent (10%). Ten percent (10%) is charged to recover the GST, shipping and handling paid to the supplier and any additional costs incurred in purchasing of materials. There will be no GST shown on these invoices.
  - 13.2 Bulk Purchasing/License Fees
 

When the Technology Department buys goods on behalf of the schools, a purchase order will be prepared by the Technology Department and forwarded to Principals for approval and general ledger coding.
14. Facilities Department
  - 14.1 As per Administrative Procedure 542– School Facilities and Equipment Maintenance, the Facilities Department may perform work which is to be charged to the Site-Based Budget or Instructional Pool. The Facilities Department will provide an estimate of the cost and receive approval from the site-based administrator or Associate



Superintendent, Business and Finance prior to proceeding with the work to be charged to the site-based budget

- 14.1.1 After the work is completed the site or Instructional Pool will be invoiced for the cost of materials and labour (fixed at twenty-five dollars (\$25) per hr), plus non-refundable GST.

#### 15. Processing of Cost to School

- 15.1 Unless the expense was paid from the School Generated Funds, a cheque will not be issued.
- 15.2 The Accounting Coordinator will record expenses by journal entry.
- 15.3 In order to process this expense, the Principal must prepare purchase orders or code invoices accordingly, and have Principal or designate approve. Exception is purchase orders already prepared by the Technology Department.

16. Staff may purchase equipment or supplies through Division vendors after approval from the Principal or a direct supervisor specifically charged with the responsibility and accountability to authorize a purchase on behalf of the Division.

Reference: Section 20, 60, 61, 80, 113, 116, 121 School Act  
Freedom of Information and Protection of Privacy Act  
School Buildings and Tendering Regulation 383/88  
Agreement on Internal Trade; Annex 502.4  
Trade, Investment and Labour Mobility Agreement  
Administrative Procedure 542 – School Facilities and Equipment Maintenance

## Administrative Procedure 516 – **UNDER CONSTRUCTION**

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### TIMESHEETS



## Administrative Procedure 517

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### FURNITURE AND EQUIPMENT INVENTORY

#### Background

A current inventory of Division furniture and equipment is to be maintained.

#### Procedures

- 1 The Associate Superintendent, Business and Finance will be responsible for establishing inventory controls of Division assets.
  - 1.1 The Principal is responsible for a school equipment inventory.
- 2 Yearly inventories are required in all schools. The Accounting Coordinator reviews the furniture and equipment spreadsheet each year as part of the audit procedures. Shortages will be reported to the Associate Superintendent, Business and Finance at the end of June each year.
  - 2.1 Photographic records of all furniture and equipment, by room, are encouraged for insurance purposes (updated annually).
- 3 Loaning of School Equipment
  - 3.1 In general, equipment may not be lent. There may be extenuating circumstances that would justify community use of specialized equipment.
- 4 Moving Equipment from School to School.
  - 4.1 Equipment may be moved from one school to another providing notification of the move is filed with the Associate Superintendent, Business and Finance and providing inventories in each school have been updated accordingly.
  - 4.2 The use of equipment belonging to one school and to be used only temporarily in another school is permitted without notice to the Associate Superintendent, Business and Finance.
- 5 Supplies
  - 5.1 The Principal will be responsible for controlling supplies for his/her own school.
  - 5.2 Supplies will not be included in the inventory list.

Reference: Section 20, 60, 61, 113, 200, 201 School Act

## Administrative Procedure 518

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### DISPOSAL OF DIVISION PROPERTY

#### Background

Division property, such as furniture, equipment, books and other materials that have become obsolete, worn out, surplus or have otherwise lost their value, will be disposed of in an orderly and efficient manner.

#### Procedures

1. Principals will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. Division property which has been identified as surplus must first be offered to other schools/departments within the Division. The disposition of an asset to another school/department could be with or without financial consideration, depending on the age and condition of the surplus item. If the item is not acquired by another Division school/department then the asset must be disposed of through a public process, arranged through the Facilities department. It cannot be offered directly to Division staff.
3. Items no longer required by the system will be sold, donated, discarded or destroyed.
  - 3.1 Environmentally conscious procedures will be used for destruction.
  - 3.2 The Director of Finance will be notified of any disposals of capital items to ensure an accurate record of all capital assets.

Reference: Section 60, 61, 113, 116, 200, 201 School Act  
Disposition of Property Regulation 3/2001

## Administrative Procedure 519

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### SURPLUS LAND AND BUILDINGS

#### Background

When land and buildings become surplus to needs, the Division will arrange for the effective disposal of these items.

#### Procedures

1. The Division will dispose of land and buildings in the best interest of the students of the Division and the community, pursuant to existing government legislation and regulation.
2. The following criteria will be used to determine whether interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Division's need:
  - 2.1 Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve,
  - 2.2 Student accommodation and transportation issues,
  - 2.3 Whether a school on the school reserve, municipal and school reserve or municipal reserve is included in the Division's Capital Plan,
  - 2.4 Consultation with other Divisions with respect to their needs for the school reserve, municipal and school reserve or municipal reserve, or
  - 2.5 Any other criteria deemed necessary.
3. Disposing of surplus land and buildings requires the approval of the Board.
  - 3.1 If the Board intends to sell real property that has a value of more than fifty thousand dollars (\$50,000), the Board must conduct the sale in accordance with Section 9 of the Disposition of Property Regulation.
  - 3.2 If the Board sells real property, the Board must repay all outstanding debt relating to that real property, and any proceeds remaining must be distributed as prescribed in Section 10 of the Disposition of Property Regulation.
  - 3.3 If the Board is of the opinion that a school reserve, municipal and school reserve or municipal reserve in which the Board has an interest is surplus to the Division's needs, the Board will provide the Minister with a declaration to that effect.
4. Where interest in a school reserve, municipal and school reserve or municipal reserve is determined to be surplus, the Board will transfer its interest in the land to the municipality where the reserve land is located, for consideration mutually agreed upon between the Board and the municipality, as prescribed in Section 672 of the Municipal Government Act.
5. Notwithstanding Section 200(2) of the School Act, the Division may, without approval of the Minister:

- 5.1 Lease any real property that is neither a school building nor a portion of a school building,
- 5.2 Lease a school building or portion of it for less than twelve (12) months, and
- 5.3 Lease a school building or portion of it for twelve (12) months or more if the lease contains a termination provision allowing the Division to terminate the lease on twelve (12) months' notice.

Reference: Section 60, 61, 113, 116, 200, 201 School Act  
Section 672 Municipal Government Act  
Section 9, 10 Disposition of Property Regulation 181/2010

## Administrative Procedure 520

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### FUNDRAISING

#### Background

Some schools and their support groups may wish to engage in fundraising. Fundraising activities must be compatible with the best interests of the students, school staff and community and not detract from curricular activities.

#### Definitions

Continuous Fundraising is any fundraising done for general purposes. This would include hot lunch programs, concessions, etc.

Specific Fundraising is done for one (1) special event or purpose. This would include extended student excursions, a playground project, etc.

#### Procedures

1. Schools may not fundraise for instructional services or basic instructional needs for ECS to Grade 12. Alberta Education provides funding for the purpose of textbooks and other items that are essential to providing a solid core education, and funds from fundraising should not be used to purchase these items. Schools should ensure that fundraising activities are only for enhancements or extras (beyond what is required for a student to successfully complete school) that parents and staff want for their schools.
2. Participation by all stakeholders in fundraising activities will be voluntary.
3. Before any fundraising is done in the name of a Division school or school-related activity, it must be approved, in writing, by the Principal (Fundraising Form).
4. Written authorization from the Principal will be issued to individuals participating in Specific Fundraising for presentation to those being requested to support the activity.
5. Specific Fundraising done in the name of a Division school or school-related activity, must have written guidelines developed by the fundraising group that:
  - 5.1 Clearly identify the purpose to which the funds raised will be applied.
  - 5.2 Indicate how excess funds will be spent and how shortfall will be addressed.
  - 5.3 Will be made available at the school upon request.
6. The Principal is responsible for ensuring an accounting of the income and expenditures for each Specific Fundraising activity or school-related activity. The accounting will be filed with the office of the Associate Superintendent, Business and Finance within one (1) month of completion. Copies will also be made available at the school upon written request.

7. Individuals or businesses, providing financial support in a lump sum of twenty dollars (\$20.00) or more into the general pool for any fundraising on behalf of a Division school or school-related activity, will be provided with a tax receipt upon request.
8. An accounting of the income and expenditures related to Continuous Fundraising activities will be filed with the office of the Associate Superintendent, Business and Finance at the end of the school year.
9. All materials and equipment purchased through fundraising will become the property of the Division but remain at the school where the funds were raised.
  - 9.1 In the event that these materials and equipment are no longer required at that school, the Superintendent or Associate Superintendent, Business and Finance may redistribute the material and equipment to other Division schools.

Reference: Section 20, 22, 27, 60, 61, 113, 116 School Act  
Charitable Fund-Raising Act  
Gaming and Liquor Act  
Income Tax Act  
Public Contributions Act

Form: Fundraising Form



## Administrative Procedure 525

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### COMMUNITY PARTNERSHIPS

#### Background

The formation of partnerships with business and industry provides an opportunity for educators to work with the community. Such partnerships offer the possibility of expanding the provision of relevant, challenging, life-based learning opportunities for students as well as supplying business with an opportunity to share their resources while benefiting from the resources of the educational system. The resultant sharing of attitudes, beliefs and values is beneficial to the system.

#### Definitions

A Community Partnership is an agreement between a school and the private sector to a mutually acceptable set of purposes and the means for achieving such purposes.

An Association is two (2) or more organizations or institutions for the purpose of carrying on an activity or enterprise which is mutually beneficial to all parties.

System-Based Community Partnership is a community partner who wishes to work with more than one (1) school or school system. Some coordination of the partnership is required to facilitate the development of goals, objectives, allocation of resources and the evaluation format.

School-Based Community Partnership is a community partner who wishes to work with a single school in the Division.

#### Procedures

1. To qualify under this procedure, community partnerships must involve learning opportunities with clearly identified goals and outcomes for students and/or staff.
2. The outcomes of all partnership agreements must serve to enhance the delivery of a quality experience, based on the principles of public education.
3. Formal partnerships require the approval of the Superintendent. The Board will be informed.

Reference: Section 20, 27, 60, 61, 113 School Act  
The Conference Board of Canada – Ethical Guidelines for Business-Education Partnerships

## Administrative Procedure 526

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### CHARITABLE DONATIONS

#### Background

The Division appreciates charitable donations from the public in support of the public education system.

#### Procedures

1. Charitable donations can be cash or new or used objects.
  - 1.1 All cash donated to the Division will be receipted, recorded and accounted for in the appropriate manner including a clear indication of the purpose for which the donation is made.
  - 1.2 All requests for an official tax receipt will be forwarded to the Business and Finance Department accompanied by supporting documentation including the purpose for which the donation is made. Official tax receipts will only be issued when the amount of the donation is in excess of twenty dollars (\$20).
  - 1.3 All new merchandise donated to the Division is to be accompanied with an original sales invoice to determine the value of the donation. Schools are responsible for maintaining a record of all non-cash donations. Merchandise that does not meet the Division's standard or is not compatible with existing equipment will not be accepted.
  - 1.4 All used merchandise donated to the Division will follow the same procedure as procedure 1.3 above. If an official tax receipt is requested, the donor will provide an independent appraisal satisfactory to the Business and Finance Department.
  - 1.5 All merchandise donated to the Division will become the sole property of the Division.
  - 1.6 Where a donor places a specific condition on the use of any donation, the Division will endeavor to comply with the wishes of the donor, but reserves the right of final decision over the use of that donation.
  
2. The repair and maintenance of donated items are the responsibility of the site.

Reference: Section 20, 60, 61, 113, 116 School Act  
Societies Act  
Income Tax Act

## Administrative Procedure 527

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### MEMORIAL FUND

#### Background

In the event of the death of a Division staff member or student, the Division will pay tribute to his or her memory by contributing to the Division Memorial Fund.

#### Procedures

1. The contribution to the Memorial Fund will be two hundred dollars (\$200).
2. The family will be sent a card of condolence including information regarding the contribution.
3. The interest generated by the fund each school year will be allocated to professional development activities or resources designed to enhance the counselling services available in Division Schools.
4. The professional development activities or resources will be designed or approved by the Director of Student Services or designate.

Reference: Section 20, 60, 61, 113 School Act

## Administrative Procedure 530

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### INSURANCE MANAGEMENT

#### Background

In order to ensure that the requirements of legislation are met and the Division's interests are protected, the Associate Superintendent, Business and Finance will provide for continuous insurance coverage in accordance with these procedures.

#### Procedures

1. The Division will provide insurance coverage for the following:
  - 1.1 Buildings
  - 1.2 Contents
  - 1.3 Liability – for individual trustees, staff members, student teachers and interns, and volunteers; when the foregoing are performing duties authorized by the Division
  - 1.4 Crime
  - 1.5 Automobile fleet
  - 1.6 Travel accident
  - 1.7 Student accident
  - 1.8 Boiler and machinery
  - 1.9 Errors and omissions
  - 1.10 Sexual molestation and abuse,
  - 1.11 Course of construction and wrap up
  - 1.12 Air quality (fungus) liability
2. Building insurance will be secured to provide coverage at full replacement cost.
3. Contents insurance will be obtained on an actual cash value basis.
  - 3.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft will be made by the Associate Superintendent, Business and Finance or designate upon receipt of the required information from the Principal or department head.
4. On an annual basis, the Associate Superintendent, Business and Finance or designate will review insurance coverage and make such arrangements for insurance coverage as deemed necessary.

5. The Associate Superintendent, Business and Finance or designate will make available to staff members and others as required information describing the Division's insurance coverage.

Reference: Section 20, 60, 61, 113, 116 School Act

## Administrative Procedure 531

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### WORKERS' COMPENSATION BOARD (WCB)

#### Background

Workers' Compensation is a liability and disability insurance system set up under the Alberta Workers' Compensation Act that protects both the employee and the employer against the impact of work related injuries.

#### Procedures

1. If an employee, who is covered by WCB, has a work-related injury that may cause the employee to be off work beyond the day of the injury, the employee must complete the Worker's Report and the supervisor must complete the Employer's Report the day of injury.
  - 1.1 The Report of Injury must be accurate, complete and legible. Missing information can delay WCB in determining appropriate benefits for the employee.
  - 1.2 Completed forms are to be scanned to the Payroll Department at Division Office as soon as possible.
2. Under legislation, the employer must report workplace injuries to the WCB within seventy-two (72) hours of the date we become aware of the injury. Failure to report an injury within this period may result in a fine.
3. WCB has a Website ([www.wcb.ab.ca](http://www.wcb.ab.ca)) for all forms and information on WCB or contact the Payroll Department for these forms.
4. If there is an injury at work:
  - 4.1 Complete a WCB Worker's Report (reports available from the supervisor).
  - 4.2 Inform the supervisor of the details of the injury as the employer must report the accident to the WCB within seventy-two (72) hours if:
    - 4.2.1 The employee requires medical treatment, or
    - 4.2.2 The employee cannot do their job beyond the day of the accident.
  - 4.3 Inform the Doctor that the employee was injured at work as the Doctor must report the accident to the WCB within forty-eight (48) hours.
  - 4.4 Inform the Payroll Department.

Reference: Section 18, 20, 60, 61, 113, 116, 117 School Act  
Occupational Health and Safety Act  
Workers' Compensation Act

## Administrative Procedure 540

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### FACILITY PLANNING

#### Background

It is necessary for staff and students to be provided with optimum teaching and learning environments.

#### Procedures

1. The efficient utilization of facility space to meet the educational program requirements as well as minimizing facilities operation and maintenance costs is supported. Audits of all Division facilities will occur annually, after the September 30<sup>th</sup> enrolments are confirmed. This audit will include:
  - 1.1 Enrolment and capacity statistics for each school.
  - 1.2 Analysis of the structural, mechanical and electrical components of each school.
2. In collaboration with the Associate Superintendent, Learning Services and the Principals, the Director of Facilities is responsible for the efficient use of facility space.
3. The factors which will be taken into consideration in identifying potential surplus space in a school facility will include:
  - 3.1 potential operations and maintenance cost savings, including custodial and utility costs per annum and over time
  - 3.2 Alberta Educations' capacity and associated utilization of the school facility
  - 3.3 use of each instructional space in the school facility, including percentage of use on a weekly and/or monthly basis
  - 3.4 type of instructional space, particularly specialized facilities for educational program requirements (e.g. shops, labs, etc.)
  - 3.5 community use
  - 3.6 location and distribution of mechanical, plumbing and electrical systems
  - 3.7 number and location of access doors
  - 3.8 current and projected enrolment, staffing and educational programs
4. The Director of Facilities will submit a Facility Space Report to the Associate Superintendent, Business and Finance which includes documentation on:
  - 4.1 Process
  - 4.2 Factors and criteria
  - 4.3 Option and an evaluation of the options
  - 4.4 recommendations

5. The Superintendent or designate will collaborate with municipal authorities to ensure that adequate and appropriate land is made available for school purposes (refer to Appendix)
6. The Superintendent or designate will consult with the local municipality during the planning process for any modernization or new construction.
7. Following approval from Alberta Education for the construction of a new school, or the modernization of an existing school, the following team members will provide input to the architect:
  - 7.1 Facilities Department Staff
  - 7.2 Superintendent
  - 7.3 Associate Superintendent, Business and Finance
  - 7.4 Associate Superintendent, Human Resources and Administration
  - 7.5 Associate Superintendent, Learning Services
  - 7.6 Local trustee(s)
  - 7.7 Principal or designate

Reference: Section 20, 60, 61, 113, 152 School Act  
Funding Manual for School Authorities  
Policy and Requirements for School Board Planning and Reporting  
School Authorities Planning and Reporting Reference Guide



## Administrative Procedure 540 – Appendix

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### Appendix – LAND USE PLANNING CONSIDERATIONS

The following will be adhered to in identifying a future school building site:

1. Located on the main collector route within the residential subdivision
2. Located away from any storm retention ponds being developed for the residential subdivision
3. Located away from any major highway or truck route
4. Located where services will be brought to the school site by the developer during the early stages of the residential development
5. Wherever a park reserve is adjacent to a school building site, the school is guaranteed access to that park reserve during school hours
6. It would be beneficial to place the location of joint school/park sites on the edge of quarter sections adjacent to the next quarter section(s). This will enable the ability to combine reserve allocations from adjacent quarter sections to achieve the proposed joint school/park sites.

The recommended minimum areas for school sites; all reserve must be usable land:

		SCHOOL SITE SIZES																	
		School Building Envelope										Play fields				Softball field			
September-24-09		building plus yards (ac)	play area (ac) (included in building footprint where noted ...)	asphalt play area (ac) (included in building footprint where noted ...)	child care units allowance (ac)	emergency planning area (space for freestanding portable classrooms) (ac)	parking stalls	parking area (ac)	sub-total school building envelope (ac)	storm water management allowance (ac)	total school building envelope (ac)	track and field area (ac)	total plays fields (ac)	storm water management allowance (ac)	total play field (ac)	total school site (ac)	softball diamond (ac)	storm water management allowance (ac)	total with softball diamond (ac)
			450 elem school	2.76	0.13	0.11	0.19	0.34	32	0.22	3.75	0.38	4.13	2.56	2.56	0.26	2.82	6.94	2.09
	600 elem school	3.02	***	***	0.19	0.34	41	0.32	3.87	0.39	4.26	2.56	2.56	0.26	2.82	7.07	2.09	0.21	9.37
	600K-9 school	3.6	***	***	0.19	0.34	71	0.56	4.69	0.47	5.16	2.56	2.56	0.26	2.82	7.98	2.09	0.21	10.27
	900 K-9 school	4.02	0.13	0.11	0.19	0.34	126	1	5.79	0.58	6.37	2.56	0.63	0.32	3.51	9.88	2.09	0.21	12.18
	600 5-9 school	3.8	NA	***		0.34	180	1.42	5.56	0.56	6.12	2.56	0.63	0.32	3.51	9.63	2.09	0.21	11.92
	900 5-9 school	4.02	NA	0.11		0.34	270	2.13	6.6	0.66	7.26	2.56	0.63	0.32	3.51	10.77	2.09	0.21	13.07
	1200 5-9 school	6	NA	0.11		0.34	353	2.79	9.24	0.92	10.16	2.56	0.63	0.32	3.51	13.67	2.09	0.21	15.97
	900 high school	4.5	NA			0.68	270	2.13	7.31	0.73	8.04	5.12	0.63	0.58	6.33	14.37	2.09	0.21	16.67
	1200 high school	6	NA			0.68	353	2.79	9.47	0.95	10.42	5.12	0.63	0.58	6.33	16.74	2.09	0.21	19.04
	1500 high school	7	NA			0.68	440	3.48	11.16	1.12	12.28	5.12	0.63	0.58	6.33	18.60	2.09	0.21	20.90

- Notes:
- 1 The land areas indicated assume that bus loading or off-loading and parent drop off occur on the adjacent public streets.
  - 2 The areas indicated are minimum areas required and may need to be increased to accommodate specific site shapes, grading and other aspects of the community or site design (pathways, easements, separations from adjacent uses, etc...). The building foot print is based on the prototypical school designs of the province.
  - 3 The space required for emergency planning (space for freestanding portable classrooms required to accommodate population growth) could be relaxed if play fields can be placed to accommodate these freestanding units until a new school is opened. This also requires sufficient other play space for the total student population.
  - 4 Requirements for on site stormwater management may be relaxed if the municipal systems are designed to accommodate more water flow from the site.

## Administrative Procedure 541

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### NAMING OF FACILITIES

#### Background

Naming a school, a portion of a school or a Division facility is a matter that deserves thoughtful attention.

#### Procedures

1. The Superintendent or designate will form a committee for the naming of a school or a portion of a school.
2. The committee may have representation from the community at large, school administration, the local teaching staff, parents and students.
3. The names considered will:
  - 3.1 Have significance for the students, parents and the community of the particular facility;
  - 3.2 Be easily identifiable with the facility;
  - 3.3 Not be in conflict with the names of other facilities in the Division or surrounding districts;
  - 3.4 Be appropriate in terms of copyright and trademark provisions.
4. Where possible, new facilities will be assigned names before construction begins.
5. The Board is responsible for approval of names of all Division-owned facilities.

Reference: Section 60, 61, 113 School Act

## Administrative Procedure 542

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### SCHOOL FACILITIES AND EQUIPMENT MAINTENANCE

#### Background

It is imperative that school facilities and equipment are maintained in a safe condition.

#### Procedures

1. When facilities are renovated or modernized they will meet current building standards and codes.
2. All new school facilities will be constructed according to current building standards and codes.
3. Any company which installs equipment in a Division facility will provide the Director of Facilities with written confirmation that the equipment and installation conform to the current Canada Standards Association (CSA) standards and codes.
4. Donated equipment becomes the property of the Division and must also meet current CSA standards and codes; and any installation must be approved by the Facilities Department.
5. The determination of which equipment meets current CSA standards and codes will be made by appropriately trained and certified Division personnel.
6. Equipment which does not conform to current CSA standards and codes will either be upgraded to meet the standards, pass inspection or be removed.
7. Personnel from the Facilities department will meet with the Principal to establish an appropriate timetable for the upgrading or removal of the equipment.
8. Facilities and equipment will be checked regularly by Facilities Department personnel, and a written report describing the conditions filed with the Associate Superintendent, Business and Finance and a copy provided to the Principal.
  - 8.1 Outside agencies may also be contacted by the Director of Facilities to help verify the condition of the facilities or equipment.
9. Regular facility audits conducted by Facilities Department personnel will form the basis for the development of a work plan for the facilities in the Division.
10. Work Requests
  - 10.1 SchoolDude, the Electronic Work Order Management for Division Administrators / Authorized Personnel is to be used when requesting any work to be performed or facilitated by Facilities Department personnel (i.e. upgrades, small-scale construction items, installations, replacements, relocation of furniture, etc.) and when requesting

- work that must be completed within a specific time frame or on a specific date / time (i.e. setting up / taking down stages for Christmas concerts).
- 10.2 Emergent requests affecting the health and safety of students, staff, or building structure (i.e. leaking roofs, temperature adjustments, plugged toilets, broken windows, etc.) are to be phoned in immediately to 780-955-6060 for prompt response and/or action.
  - 10.3 All general maintenance items that can be attended to on routine scheduled visits by Facilities Department personnel (i.e. glue base board, tighten door handles, hang pictures, etc.) are to be recorded on the Daily Maintenance Log sheet provided at each facility.
  - 10.4 Division staff should limit their access to the schools during the summer months and the Christmas/Spring breaks, as this is the time period when the preventative maintenance work and heavy cleaning occurs. Should access be required, Division staff should contact the school custodian in advance to ensure that entry to the school will not interfere with the work being performed (e.g. freshly waxed floors, recently shampooed carpets, gym floor refinishing etc.).
  - 10.5 In consideration of student and staff allergies and facility cleanliness, family pets are not to accompany staff members into Division facilities.
  - 10.6 Refer to the Appendix for the Operations & Maintenance Expenditure Guidelines. As per Administrative Procedure 515– Purchasing, work which is to be charged to the Site-Based Budget or Instructional Pool will be invoiced for the cost of materials and labour (fixed at twenty-five dollars (\$25) per hr), plus non-refundable GST.

Reference: Section 20, 60, 61, 113, 116 School Act  
Administrative Procedure 515 – Purchasing

Form: Daily Maintenance Log Sheet

## Administrative Procedure 542 - Appendix

### Appendix – Operations & Maintenance Expenditure Guidelines

ITEM DESCRIPTION	O & M Expenditure Guidelines Site Based/System Based								Per Alberta Education Guidelines Updated August, 2014			REMARKS	
	PAID BY:				PERFORMED BY:				O & M	Site	Other		
	O & M	Site Based	Instruc. Pool	Capital Modern	IMR	Other	O & M	Site					Other
1 Operation & maintenance of base building plant including the basic standard room components	X									X			
2 Interior security camera systems, repair, and maintenance		X		X								X	Contract Service
3 Exterior security camera systems, repair, and maintenance	X			X								X	Contract Service
4 Telephone service panel board and basic telephone system distribution wiring				X								X	Contract Service
5 Additional telephone distribution components above the basic system		X		X								X	Contract Service
6 Telephones and equipment: - new basic system acquisition			X	X							X	X	Contract Service
- enhancements to the basic system		X									X	X	Contract Service
- service and maintenance		X									X	X	Service Agreement
7 Repair intercom wiring, power supply, and speakers	X									X			
8 Intercom equipment: - new basic system acquisition				X								X	Contract Service
- enhancements to the basic system		X										X	Contract Service
- maintenance and service (Except for No. 7)		X										X	Service Agreement
9 Office furniture, student desks, teacher desks, tables, chairs, gym chairs, library tables and chairs, other furniture items purchased: - original acquisition			X	X									
- major replacements/additions due to program changes		X		X								X	
- minor replacements/additions		X										X	
- repairs and maintenance	X	X										X	Feasible O & M repairs only
10 Shelving units (portable/moveable/free-standing/attached to the building) - original major acquisition													
- major replacements/additions due to program changes		X		X								X	
- minor replacements/additions		X										X	
- repairs and maintenance	X	X										X	Feasible O & M repairs only
11 Reception desk/counters: - original acquisition		X										X	
- maintenance & repair		X										X	
12 Librarian desk/counters: - original acquisition		X										X	
- maintenance & repair	X	X										X	

ITEM DESCRIPTION	PAID BY:				PERFORMED BY:				Remarks	
	O & M	Site Based	Instruct. Pool	Capital Modern	Other	IMR	O & M	Site		Other
13 All program/curriculum equipment and tools, appliances, CTS tools, shop equipment, specialty storage racks, computers, computer network system equipment, lab equipment and specialty needs (Elec., Mech., Struct.):										
- original major acquisition		X	X	X				X		
- major replacements/additions due to program changes		X	X	X				X		
- minor replacements/additions		X						X		
- repairs and maintenance		X						X	X	Service Agreement
14 Basic computer network wiring c/w wire termination, wall plates, & equipment				X			X			
15 Upgrading of computer network wiring c/w wire terminations and wall plates		X	X				X		X	Contract Service
16 Cafeteria/kitchen components, equipment, coolers, counters, storage units, appliances:										
- original acquisition		X		X				X		
- major replacement		X	X	X				X		
- maintenance and repair		X						X	X	Service Agreement
17 Moving desks & furniture for curriculum/program needs	X						X			
18 Wholesale moving of a classroom (for other than program needs)		X					X			
19 Moving gym chairs; moving/setting up of tables, stages, tarps for program needs, Christmas concerts, graduation	X						X			
20 Moving/setting up of gym chairs, tables, stages, tarps for other purposes (festivals, community use, flea markets, one time speakers/events)		X					X	X		
21 Setting up of gym chairs		X					X	X		
22 Repair gym/phys ed. equipment, blow up gym balls, equipment		X					X	X	X	
23 Repair to vending machines		X					X	X	X	Contract Service
24 Temporary fax/photocopy machine outlets		X					X			
25 Re-location of existing outlets for re-location of school equipment (fax, photocopier, computers)		X					X			
26 Special lighting - non-program needs		X					X			
27 Classroom clocks:										
- original acquisition		X		X			X			
- repair & maintenance	X						X			
- replacement		X					X			
28 New playground equipment structures, boxes (non-program needs) - original acquisition		X					X	X	X	Parents Association
29 New playground equipment structures (program needs):		X					X	X	X	Parents Association
30 Replacement of playground equipment		X					X	X	X	Parents Association

ITEM DESCRIPTION	PAID BY:						PERFORMED BY:				REMARKS
	O & M	Site Based	Instruc. Pool	Capital Modern	IMR	Other	O & M	Site	Other		
31 Repair/maintenance of playground equipment for safety/longevity	X						X				
32 Safety signage	X						X				
33 Approved program signage beyond base building		X					X				
34 Convenience signage		X					X				
35 Replacement of lost or damaged FOBs, keys, pad locks, locks	X	X					X				Cause Dependent
36 Re-keying to school's request		X					X				Report to School monthly
37 Security call-outs due to staff error		X					X				
38 Exterior/interior vandalism: - during school hours or functions - other time periods	X						X				Shared Cost
39 Small tools/equipment repair (curriculum-based)	X						X				Shared Cost
40 Doors & locks to millwork when requested by school - above the standard		X							X	X	
41 Specialized shelving to suit program equipment		X					X				
42 Basic display case: - original acquisition - repair & maintenance	X		X								
43 Additional display cases: - original acquisition - repair & maintenance		X									
44 Required needs due to community use	X								X		Community User
45 Air quality testing	X						X			X	
46 Score clocks: - original acquisition - repair & maintenance		X							X		Sponsor
- bulb replacement		X							X		Sponsor
47 Grounds maintenance & repair	X						X				School supplies bulbs
48 Grounds modifications requested by the school		X					X			X	
49 Specialized storage i.e. sheds, gym equip.		X					X			X	
50 Off-site charges - environmental disposal, levies, special transportation		X								X	
51 School requested cosmetic changes (painting of classrooms, etc.)		X					X				



## Administrative Procedure 543

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### STAGE AND CHAIR SET-UP FOR SCHOOLS

#### Background

Stage set-up and chair moving requires a great amount of time, effort and coordination on behalf of the schools by the Facilities Department. For these moves and set-ups to be completed in a timely and coordinated fashion there must be a level of cooperation on behalf of the requesting parties. Some school sites require snow clearing outside of normal areas to gain access to gymnasiums. This results in more manpower and machinery to be brought in to do the clearing and must be a consideration in making the requests timely.

#### Procedures

1. Request for stage and chair moves must be submitted to the Facilities Department three (3) weeks prior to set-up via School Dude. Telephone requests will not be accepted.
2. Requests from outside parties or agencies must be made through the school in coordination with the Facility Booking Agent, via School Dude.
3. School requests to borrow stages and chairs from other schools must be made directly by the schools. The Facilities Department will not be involved in the coordination of requests between schools.
4. When submitting the request via School Dude include:
  - 4.1 Date of delivery
  - 4.2 Date of the event
  - 4.3 Date the stage/chairs are to be picked up and returned
  - 4.4 Specific times that the moves are requiredSubmit this information in one (1) School Dude request.
5. Stages will not be set up after 2:00 p.m. in the afternoon to allow the maintenance workers to return to their base site at a reasonable time at the end of the day.
6. The schools must make every effort to have the stages and chairs ready to be moved at the time requested. Be considerate by not making the maintenance workers wait while you clear off the stages or stack the chairs. It is not the responsibility of the maintenance workers to clear stages or stack chairs in preparation for the move.
7. Make every effort to have your stage and chairs ready as early in the day as possible, as the maintenance workers may be going to other schools for set-up on the same day.

8. Stage set-ups must comply with Occupational Health & Safety standards that state that any stage over twenty four inches (24") in height must have a forty-two inch (42") hand rail around it. Consider this when you want to stack stages on top of each other for height.
9. Ensure that the stages you own are in good working condition prior to lending them out to other schools. The day of the set-up is not the time to expect the maintenance workers to be performing repair work to make them a safe structure. The Facilities Department will not set-up a stage they deem to be unsafe.
10. Ensure that your custodial staff has cleaned the entrance way to your school, in preparation for the delivery of the stage and chairs.
11. The Facilities Department realizes that changes to prior plans do happen and will work to accommodate any such changes, but be aware that because of timing they may not be able to reorganize their schedule to assist the schools.

## Administrative Procedure 544

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### BUILDINGS AND GROUNDS SECURITY

#### Background

The Division will ensure that practices and mechanisms are in place that will ensure the security of its schools and other facilities.

#### Procedures

1. The Principal in conjunction with the Director of Facilities has the authority to develop, implement and monitor a school and grounds security plan to prevent vandalism, theft, and unlawful intrusion.
2. The Principal will review a copy of the floor plan and the site plan with the Director of Facilities by the end of October and identify any changes that may have occurred. Plans will then be edited by the Facilities Department.
3. The Principal is responsible for the distribution and collection of all keys and FOBs for his/her school building.
4. Once a key or FOB is assigned, the keyholder will accept full responsibility and must always be in control of the key. Loaning out of a key is prohibited.
5. All lost or stolen keys and FOBs will be reported to the Facilities Technician for immediate action.

Reference: Section 20, 27, 60, 61, 113, 116 School Act

## Administrative Procedure 545

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### VEHICLES AND PARKING

#### Background

The Division provides and maintains parking areas at all of its schools.

#### Procedures

1. The parking area at each school will be established in cooperation with the local municipality.
2. The maintenance of school parking lots is the responsibility of the Facilities Department.
3. The parking areas for staff, students, and visitors, along with appropriately sized and conveniently located parking areas for the handicapped will be clearly marked.
4. The parking needs will be reviewed each year and adjustments made when feasible.
5. Individual school procedures are to reinforce the concept of driving responsibly and the associated privilege of parking on school property.

Reference: Section 20, 60, 61, 113, 116 School Act

## Administrative Procedure 546

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### HAZARDOUS CHEMICAL MANAGEMENT

#### Background

The Division recognizes the importance of developing a management and disposal plan of chemical, hazardous and dangerous goods in all areas of the school system operation. Therefore, the Workplace Hazardous Materials Information System (WHMIS) will be present in all areas within the Division.

#### Procedures

1. All activities related to the management and disposal of chemical, hazardous and dangerous goods in all areas of the school system operation will be conducted in accordance with federal, provincial and municipal legislation, regulations and policies.
2. The Occupational Health & Safety Advisor will assist and monitor the management and disposal of chemical, hazardous and dangerous goods in the school system and the schools to ensure that there is compliance with legal requirements.
3. This procedure applies to all areas of the school system operation such as the maintenance, custodial, clerical, support, transportation, instructional and all other areas where chemicals, hazardous and dangerous goods are utilized, managed and disposed.
4. The Occupational Health & Safety Advisor, in consultation with Principals, will approve all substances ordered for their specific area of responsibility and will ensure that an inventory of these substances is maintained and placed in an appropriate location.
5. Approval of such purchases will take into consideration appropriate amounts, least toxic alternatives, shelf life, use of hazardous products and ensuring that proper labels and Material Safety Data Sheet (MSDS) must accompany these substances when received from suppliers.
6. The inventory will include name of chemical, MSDS, purchase date, hazard class or Transportation of Dangerous Good Classes (TDG), storage location, program for disposal and timelines for updating as well as any other pertinent information.
7. All employees handling or using these substances will have Workplace Hazardous Materials Information System (WHMIS) training and adhere to the legislation, regulations and procedures.
8. All employees handling or using these substances are responsible for proper storage in appropriate designated areas and for the disposal for the substances in accordance with legislation, regulations and procedures.

9. The Occupational Health & Safety Advisor will develop a plan for the identification, maintenance of an inventory, appropriate storage and guidelines and procedures for reducing, reusing, recycling and disposing of substances.
10. The transportation of these substances will be according to TDG regulations. Each worksite will develop guidelines and procedures identifying receivers, delivery sites and any other pertinent information.

Reference: Section 20, 60, 61, 113, 116, 117 School Act  
Dangerous Goods Transportation and Handling Act  
Hazardous Chemicals Act  
Occupational Health and Safety Act

## Administrative Procedure 547

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### ENVIRONMENTAL CONSIDERATIONS

#### Background

The Division is committed to fostering policies, practices and education programs which will protect and preserve the environment.

#### Procedures

1. The Division will endeavour to purchase "environmentally friendly" products which will provide the highest possible level of performance. The efficient use of energy and water will be guiding principles in all renovations, new construction and operations.
2. The Division encourages and supports initiatives to reduce, recycle and recover waste materials in all schools and departments.
3. The Division will develop and implement strategies for improving indoor air quality in the schools and other facilities.
4. The Division will develop and implement strategies for the de-cluttering of the schools and other facilities, to ensure that effective cleaning can take place.
5. The Division supports staff development initiatives designed to advance environmental awareness, environmental education and care for the environment within annual budget allocations for training and development.
6. Environmental education will continue to be incorporated into the content and methodology of the instructional program.
7. The Division will continue to promote local habitat conservation and improvement on all Division-owned properties, where possible.

Reference: Section 20, 60, 61, 96, 113, 116, 117 School Act  
Occupational Health and Safety Act  
Public Health Act

## Administrative Procedure 548

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### COMMUNITY USE OF SCHOOL FACILITIES

#### Background

Organized community groups are to have reasonable access to school facilities, outside of school hours, provided that all associated costs are covered. In some exceptional circumstances, access may be permitted during school hours.

#### Procedures

1. The school's use of its own facilities will take precedence over any use by the community or outside agency.
2. Priority for community use of school facilities is as follows:
  - 2.1 Activities involving students who attend the school.
  - 2.2 Activities involving students who attend Division schools.
  - 2.3 Non-profit community groups.
  - 2.4 Profit making community groups.
  - 2.5 Non-profit out of community groups.
  - 2.6 Profit making out of community groups.
3. All user groups accessing school facilities will be required to access insurance.
4. Rental fees will be established to recover the extra costs the Division incurs to maintain and operate its facilities, recognizing that reciprocal agreements between the Division and its municipalities may be developed, or are in place.
5. A school-based administrative support staff member, selected by the Principals from each of the communities of Beaumont, Devon and Leduc will coordinate the booking of school facilities in their respective communities.
6. The Principals in all other Division schools in New Sarepta, Calmar, New Humble, Thorsby and Warburg will be responsible for the booking of their respective facilities.
7. Principals will be responsible for identifying which classrooms and other facilities are available for community use and under what conditions such facilities may be used.
8. Each Principal will prepare a preliminary schedule of school activities for the first semester of a school year by September 15. These schedules will be forwarded to the individual responsible for booking school facilities in the respective communities, and community booking may commence shortly thereafter.



9. Scheduled school use for the second semester will be completed and forwarded to the appropriate booking agent by December 15, and community booking may commence shortly thereafter.
10. Insurance requirements for facility user groups:
  - 10.1 If the user group has coverage available, they will add the Division as an additional insured. The user group must provide a copy of the Insurance Certificate at least one week prior to the community use.
  - 10.2 If the user group does not have coverage available through another organization, they will obtain coverage through the ASBIE Facility User Group Insurance Program. Should the activity not be covered as a low or medium risk activity under the ASBIE Facility User Group Insurance Program, the group will be responsible for any additional insurance premiums required. Refer to the Appendix for the ASBIE Facility User Group Program Rates Schedule.
  - 10.3 The ASBIE Facility User Group Insurance Application Form for additional insurance is available from the school-based administrative support staff member who coordinates the booking of school facilities.
11. A Division custodian or facility supervisor must be on duty during any community use of a Division school. Division employees may fulfill the role of volunteer facility supervisor at their school when they are participating as a member of the community organization booking their school.
12. A designated adult leader must be present when any community group is using a Division school.
13. A rental agreement which outlines the activity being proposed and associated fees must be signed by the adult leader, prior to the commencement of community use.
14. Principals may approve the use of school equipment and the conditions under which it may be used. Any associated costs will be identified in the rental agreement.
15. Any work required from Division facilities staff to set up and put away tables, chairs, tarps or other equipment will be charged directly to the user group.
  - 15.1 The fee will be thirty-five dollars per hour (\$35.00/hr) plus GST, with a minimum charge for one (1) hour.
16. During the school year, the hours for community activities will normally be from 6:00 p.m. to 10:00 p.m. on weekdays and from 8:00 a.m. to 10:00 p.m. on weekends.
  - 16.1 Bookings on weekends must be for a minimum of three (3) hours, unless the booking is back-to-back with another booking and the combined time is not less than three (3) hours.
  - 16.2 The Associate Superintendent, Business and Finance may identify variations from these times.
17. Bookings for community use during non-operational and non-instructional days require approval by the Associate Superintendent, Business and Finance.

18. Bookings for any activity involving the consumption of alcohol require approval by the Superintendent.
19. A damage deposit will be established for events where additional costs may be incurred. The amount of the damage deposit will be identified on the rental agreement.
20. Normally a minimum of two (2) days' notice must be given for cancellations. However, in the case of inclement weather, late cancellations may not result in a fee being levied. No-shows will be dealt with as cancellations without proper notice.
21. School facilities must be left in a clean condition for subsequent school use. Any additional custodial work resulting from community use will be charged to the user group.
  - 21.1 The fee will be thirty-five dollars per hour (\$35.00/hr) plus GST, with a minimum charge for one (1) hour.
22. Booking Agent Responsibilities
  - 22.1 Collect insurance information from all facility user groups.
    - 22.1.1 User groups will provide a copy of the certificate showing proof of insurance, if coverage is not provided by the Board insurer or under a joint-use agreement.
    - 22.1.2 Ensures that a representative from the user group completes the application form for facility user group insurance for high risk activities.
    - 22.1.3 Ensures that ASBIE has approved the activity and that the representative has forwarded payment to ASBIE prior to the scheduled activity.
  - 22.2 Coordinate the list of facilities available for community use.
  - 22.3 Coordinate the list of equipment and the conditions for use that each Principal has authorized at his/her school.
  - 22.4 Co-sign the Community Use Rental Agreement.
  - 22.5 Maintain a record of booked facilities and provide a copy to Business and Finance Department.
  - 22.6 Assign facility supervisors to schools, when required, and verify the timesheets of these supervisors at month end for submission to the Payroll Department.
  - 22.7 Invoice and collect the rental payments from the user groups and forward them to the Business and Finance Department.
  - 22.8 Submit any recommendations to the respective Principals and/or the Associate Superintendent, Business and Finance with regard to community use of Division facilities.
  - 22.9 Notify the user group, when it has been decided by the Principal and/or the Associate Superintendent, Business and Finance that the user group has lost booking privileges.
23. Group Leader Responsibilities
  - 23.1 Ensure that outdoor footwear is either clean, or removed, prior to walking through the school, as determined by the supervisor/custodian.

- 23.2 Ensure that only appropriate clean athletic footwear is used for gymnasium activities, as determined by the supervisor/custodian.
- 23.3 Ensure proper supervision in all areas occupied by the group and ensure that the school remains secure (locked-up) throughout the rental activity. If it is not feasible for the school to be locked, the user group will be required to post a member of their group at the doorway during the activity and have all people entering the school sign-in using the Community Use Sign-In Sheet.
- 23.4 Ensure that the user group remains within its designated area and uses only the equipment authorized for its use.
- 23.5 Ensure that any equipment and/or supplies used are returned to their appropriate location.
- 23.6 Report any damages to the custodian or facility supervisor.
- 23.7 Report any facility problems to the custodian or facility supervisor.
- 23.8 Ensure that any garbage generated by the community group is placed in garbage bags.
- 23.9 Sign the Facility Condition Report at the beginning and end of each rental session.
- 23.10 Ensure that all members of the group have vacated the school prior to leaving.

#### 24. Custodian or Facility Supervisor Responsibilities

- 24.1 Be on site fifteen (15) minutes prior to the first community use booking.
- 24.2 Carry out a security check of the school and provide appropriate access for the approved user group(s). When there is one (1) facility supervisor/ custodian working independently, and whenever else it is feasible, the school doors will be locked fifteen (15) minutes after a user group arrives.
- 24.3 Check condition of the facilities being made available to the community group, noting any deficiencies.
- 24.4 Co-sign the Facility Condition Report, along with the group leader.
- 24.5 Verify appropriate footwear is being worn at all times.
- 24.6 Provide access to any equipment and/or supplies approved for use by the community group.
- 24.7 Monitor all areas being used by the community group.
- 24.8 Record any concerns about misuse for subsequent referral to Principal.
- 24.9 Check the condition of the facility following the community use, along with the group leader, and co-sign the Facility Condition Report.
- 24.10 Perform light cleaning duties, including making sure the front entrance is clean and checking the bathrooms.
- 24.11 Conduct a final check of the building and activate the security system.
- 24.12 Submit timesheets, when required, to the booking agent on the last working day of each month.

Reference: Section 20, 60, 61, 113, 195 School Act

Societies Act

Form: Community Use Rental Agreement  
Facility Condition Report  
Community Use Sign-In Sheet  
ASBIE Facility User Group Insurance Application (External)

## Administrative Procedure 548 – Appendix

### Appendix – ASBIE Facility User Group Program Rates Schedule

ASBIE Facility User Group Program 2014-2015 Rates				
Low Risk Activities	Included in Blanket Program			
Medium Risk Activities	Included in Blanket Program			
High Risk Activities	Not Included in Blanket Program and must be referred to Insurer for consideration and premium quote			
LOW RISK ACTIVITIES	MEDIUM RISK ACTIVITIES	HIGH RISK ACTIVITIES	EXCLUDED ACTIVITIES	
Badminton	Baseball	<b>Any activity not indicated in Low Risk / Medium Risk / Excluded Category</b>	Alpine Skiing or Ski Hills	
Bowling	Basketball		Animals, Petting Zoos	
Curling	Field Hockey		Bungee Jumping	
Dance Lessons	Ball/Floor Hockey		Boxing	
Horseshoes	Handball		Carnivals	
Tennis	Racquetball		Climbing Walls	
Piano lessons	Soccer		Contact Hockey	
Rope skipping	Softball		Cycling	
Yoga/Pilates/Arobics(subject to certified instructor)	Squash		Fireworks (unless under direction of a licensed pyrotechnician)	
Art classes	Non-Contact Touch/Flag Football		Gymnastics	
Meetings	Track & field	Equestrian/horse related events		
	Volleyball	Kickboxing		
	Swimming with Lifeguard	Lacrosse		
	Adult non-contact hockey	Minor Hockey (18 & under)		
	Ball hockey, in-line hockey	Mountain Climbing		
	Recreational Skating	Rugby		
	Farmers Markets	Skateboarding / Skateboard Parks		
	Swap Meets	Snowboarding		
	Garage Sales	Snowmobile or Sea-do Rentals		
		Tackle Football		
		Contact Martial Arts		
Additional Premium required (includes 15% LS Fee)				
<b>Non-contact Martial Arts</b>	1 - 25 students		\$575	
	26 - 100 Students		\$863	
	dosed tournament (own students only)		included	
	open tournament day (outside participants invited or allowed - up to 100 extra)		\$288	
<b>League Hockey</b>	\$225 per team per season			
	Up to 8 teams		\$288	
<b>Tournaments</b>	9-16 teams		\$431	
	<b>Beer Gardens</b>	1-100 Partidpants		\$115/day
		101-250 Participants		\$173/day
250-500 Participants			\$230/day	
<b>Events with Alcohol</b>	Over 500 Partidpants		Refer	
	1-100 Partidpants		\$155	
	101-500 Participants		\$190	
<b>Events without Alcohol</b>	Over 500 Partidpants		Refer	
	1-100 Attendance		\$115	
	101-500 Attendance		\$144	
<b>Make cheque payable to Lloyd Sadd Insurance</b>				
We Listen. We Think. We Deliver				

## **Administrative Procedure 549**

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### **COMMUNITY FUNERAL/MEMORIAL SERVICES**

#### **Background**

The Division will support the community to the best of its ability in this regard.

#### **Procedures**

1. Any request for use of educational facilities for community funeral/memorial services will be considered outside regular school hours with approval from the Superintendent or designate.

Reference: Section 20, 60, 61, 113, 195 School Act

## Administrative Procedure 550

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### LEASE OF SCHOOL FACILITIES

#### Background

Leasing space during school hours of an area not being utilized within a school facility, to another government agency or community organization, expands the opportunity to serve the local community through publicly funded facilities.

#### Procedures

1. Applications to lease space that the Associate Superintendent, Business and Finance deems unnecessary for the delivery of instruction will be considered for applicants that require access to the space during the regular school year.
  - 1.1 Applications for access outside the regular school year may be considered by the Associate Superintendent, Business and Finance.
2. Applications from government agencies or community organizations will only be considered where the Associate Superintendent, Business and Finance determines the activities of the applicant will not interfere with instructional or student activities during the school day.
  - 2.1 Applications will be considered by the Associate Superintendent, Business and Finance after consultation with the Principal.
3. Applications must be submitted within a reasonable period of time prior to the commencement of the proposed lease using the Application for Lease of School Facilities Form.
4. Applications to lease space within a school facility must include the area requirements and the specific nature of the activities to be conducted during the hours of occupancy.
5. Applicants must have liability insurance coverage at the limits established by the Division with the Division being named as an additional insured.
  - 5.1 Proof of insurance coverage as required by the Division must be provided before access will be permitted to a leasee.
6. The minimum period for a proposed lease agreement is six (6) months.
7. The lease rate and conditions of occupancy for the applicant will be established by the Division.
8. All revenues generated from the lease will be credited to the Facilities Department to cover operational costs.
9. The Board will approve the lease of school facilities in excess of one hundred and fifty thousand dollars (\$150,000).

Reference: Section 20, 60, 61, 113, 195 School Act  
Societies Act

Form: Application for Lease of School Facilities

## Administrative Procedure 551

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### PLAYGROUND EQUIPMENT

#### Background

It is imperative that Division playgrounds are maintained in a safe condition.

#### Procedures

1. Playground equipment will not be installed or replaced without written permission from the Associate Superintendent, Business and Finance.
2. All playground equipment will meet current Canadian Standards Association (CSA) standards.
3. Any company which installs playground equipment will provide the Division with written confirmation that the equipment and installation conform to the current CSA standards and submit proof of Workers' Compensation Board (WCB) coverage.
4. The determination of which equipment meets current CSA standards will be made by personnel appropriately trained and certified.
5. Playground equipment which does not conform to current CSA standards will either be upgraded to meet the standards or removed.
6. Personnel from the Facilities Department will meet with the Principal to establish an appropriate timetable for the upgrading or removal of the equipment.
7. If volunteers are involved with the installation of playground equipment, the Accounting Coordinator is to be contacted a minimum of four (4) weeks prior to the installation to ensure sufficient time to obtain WCB coverage for volunteers.
  - 7.1 Information required includes:
    - 7.1.1 Start and estimated end date for the project
    - 7.1.2 Estimated value of service (hours) before the project starts
    - 7.1.3 Log of all volunteers and hours worked each day after the project is complete.
  - 7.2 A final accounting of the total cost of a playground is to be provided to the Accounting Coordinator at year-end to ensure proper accounting on the Division's fixed asset schedule.
  - 7.3 If a contractor or subcontractor is hired, the school must confirm the existence of a valid WCB-Alberta account and obtain a letter of clearance from WCB. Otherwise the Division is responsible for WCB coverage and the actual costs incurred for the



services are to be reported to the Accounting Coordinator following completion of the project.

- 7.4 All Occupational Health and Safety requirements must be followed during the installation of playground equipment.
8. Playgrounds and playground equipment will be checked regularly by the Facilities Department.
9. Playground equipment will be inspected by a certified independent inspector annually and a written report, describing conditions, filed with the Facilities Department for review and action.

Reference: Section 20, 60, 61, 113, 116 School Act

## Administrative Procedure 552

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### USE AND RENTAL OF DIVISION OFFICE MEETING ROOMS

#### Background

If meeting rooms in the Division Office are not being used by the Board or Division Office staff, these facilities can be made available to other groups.

#### Procedures

1. The Associate Superintendent, Business and Finance or designate is responsible for the booking of meeting rooms and related requirements.
2. Priority for Use of Division Office Meeting Rooms:
  - 2.1 The Board and Division Office staff.
  - 2.2 Groups related to the educational purpose of the Division provided that representatives of the Board or Division Office staff are part of this group.
  - 2.3 Leduc County groups that are directly related to the functioning of the municipality and have representation from the County Council or County Office staff, when space is not available within the County Centre that is leased by the Leduc County.
  - 2.4 Groups related to the educational purpose of the Division but do not have members of the Board, or the Board's Division Office staff, as part of the group.
3. Rental charges may be charged as determined by the Associate Superintendent, Business and Finance.

Reference: Section 20, 60, 61, 113, 195 School Act

## Administrative Procedure 553

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### PERSONAL USE OF DIVISION EQUIPMENT, SUPPLIES AND FACILITIES

#### Background

Equipment, supplies and facilities owned by the Division have been purchased with public funds, on a tax exempt basis. As a result the Division has a responsibility to ensure they are used for the purpose for which they were intended.

Equipment, supplies and facilities are to be used for educational purposes only.

#### Procedures

1. Use of equipment, supplies and facilities by staff is not permitted unless this use directly supports the staff members' job related functions.
2. Staff members wishing to use school equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
  - 2.1 Equipment is properly signed out (Division Equipment and Materials Sign-Out Log)
  - 2.2 The Principal approves the out-of-school use;
  - 2.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day; and
  - 2.4 The person using the equipment is held liable for costs of repair or replacement required as a result of personal use.
3. Staff members are not permitted to use Division facility areas (CTS Labs, Automotive Labs, Welding Labs etc.) for personal projects such as; oil changes, repairs to personal vehicles or building personal projects (e.g.: garden sheds, planters, etc.)

Reference: Section 20, 60, 61, 113, 116 School Act

Form: Division Equipment and Material Sign-Out Log

## Administrative Procedure 560

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### STUDENT TRANSPORTATION SCHEDULING AND ROUTING

#### Background

Students are to be transported in a cost effective manner that minimizes the length of time they are required to ride the bus.

#### Procedures

##### 1. Routes

- 1.1 The Transportation Manager will establish schedules and routes. School bus routes may be adjusted throughout the school year to accommodate changes in student demographics.

##### 2. Gate Service and Yard Pick Up

- 2.1 Rural students will receive gate service where practical.
- 2.2 The Transportation Manager at his/her discretion may designate a bus stop location other than the property gate for reasons of safety or scheduling efficiency.
- 2.3 If it is agreed that the bus must turn around in a yard, the owner of the property must:
  - 2.3.1 Enter into a Bus Turn Around Authorization Agreement with the Division.
  - 2.3.2 Maintain the lane in a condition suitable for a bus turn around.
- 2.4 If it is agreed that gravel is required to keep the lane in passable condition, the following will apply:
  - 2.4.1 The Division will pay fifty percent (50%) of the expense of gravelling the lane to a Division share of a maximum of two hundred and fifty dollars (\$250.00).
  - 2.4.2 The Gravel Request Form is to be completed by the property owner.
  - 2.4.3 The Division will not share in the cost of gravelling more than once every three (3) years.
  - 2.4.4 Students who reside in rural subdivisions may be required to meet at a bus stop in the subdivision or meet on a main roadway depending on student numbers and safe areas for stops.

Reference: Section 45, 51, 52, 53, 60, 61, 113, 116, 117 School Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended AR 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

Form: Bus Turn Around Authorization Agreement  
Gravel Request Form

## Administration Procedure 561

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### STUDENT TRANSPORTATION BOUNDARIES AND FEES

#### Background

Transportation service areas have been established to service designated schools as per Administration Procedure 305 – School Attendance Boundaries.

#### Procedures

1. For urban students, parents and/or guardians must request transportation each year by contacting the Transportation Department. Information for registration is available on the Division website at [www.blackgold.ca](http://www.blackgold.ca).
2. Attendance Areas
  - 2.1 Parents may request that a student attend a school outside of their attendance area. It is a joint decision of the Principal of the designated school and the Principal of the requested school as to whether the student should be accepted at the school outside of the student's attendance area. The Principal of the requested school will contact the Principal of the designated school to discuss the request and confirm that the requested school has the space and resources available to accept a student outside of their attendance area.
  - 2.2 Transportation for "School of Choice" students may or may not be available. In some instances, those students may only be accommodated by meeting an existing regular program bus on route in the attendance area of that school, as outlined in Board Policy 17 – Student Transportation Services. "School of Choice" transportation fees will be established annually during the budget process. No distance, stops or time will be added to existing routes to accommodate "School of Choice" students
  - 2.3 Principals are to check the attendance boundary maps and contact the Transportation Department when registering new students and advise parents if they reside outside of the attendance area. Any busing inquiries are to be forwarded to the Transportation Department.
  - 2.4 The maps of attendance boundaries are provided on our Division website at [www.blackgold.ca](http://www.blackgold.ca).
3. 2.4 Km Walk Boundary
  - 3.1 The 2.4 km walk boundary is based on Alberta Education funding. Transportation funding is received for students who reside more than 2.4 km from their designated school (not the school they are attending). The distance is calculated using roadways, walkways, alleyways, ditches, sidewalks, etc.

- 3.2 Urban students are charged the Ineligible Transportation Fee set by the Board annually if they reside less than 2.4 km. from their designated school and are able to access transportation.
  - 3.3 No student may access urban busing without a bus pass and all students must show their bus pass each time they access their bus.
  - 3.4 All urban students must apply for busing through the Transportation Department.
  - 3.5 The funding for Early Childhood Services (ECS) urban students is only provided by Alberta Education for students who are riding on a bus and reside more than 2.4 km from the designated school. ECS students who reside closer than 2.4 km to their designated school will be charged the full Ineligible Transportation Fee, as space on the bus needs to be held for an ECS student whether they ride full or half-time. Noon hour busing is not available in any area.
4. Willow Park School
    - 4.1 No transportation fee will be charged to ineligible Bridgeport area students who are designated to and are attending Willow Park School, as their transportation fee was waived by the Board effective the 2005-06 school year. This fee was waived as these students would have to walk through the Highway 2 and Highway 39 intersection to get to the school.
5. Devon Schools
    - 5.1 Transportation is provided to students from the Graminia area to Devon schools by Parkland School Division. New students wishing to access this transportation are to contact Parkland School Division's Transportation Department @ 780-963-8452.
6. Miscellaneous Information
    - 6.1 Out-Of-School Activities – Students
      - 6.1.1 It is the parent's responsibility to provide transportation for their children for out-of-school activities (e.g. tutoring, sports programs, piano lessons, jobs, etc.). The Division will not add stops, time or distance to routes to accommodate these requests for regular riders, nor allow partial ridership to these types of out-of-school activities.
    - 6.2 School-Related Activities
      - 6.2.1 Student transportation required for particular school-related activities (e.g. swimming program, work experience students) is the responsibility of the school offering the opportunity or the course.
7. Refer to the Appendix for transportation for Pre-K and PUF students.

Reference: Board Policy 17 – Student Transportation Services

## Administrative Procedure 561 – Appendix

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### Appendix – TRANSPORTATION OF PRE-K AND PROGRAM UNIT FUNDING (PUF) STUDENTS

1. Students in these programs are under age and underweight, and no seat belts or car seats can be added to buses not manufactured with seat belts. Buses are designed for the kindergarten to grade 12 students and not for the smaller students who would not have the size or strength to protect themselves in case of an accident. Therefore, Early Education or Early Childhood Services PUF Program students who are under age and underweight according to the Motor Transport Act are not able to access the regular school buses.
2. Parents may enter into a Student Transportation Parent Agreement with the Division to be reimbursed a monetary amount which is reviewed annually (Student Transportation Parent Agreement Request Form).
3. Parents are to complete the Transportation Agreement Request Form and the Principal is to forward the form to the Transportation Department after completing the school section of the form.
  - 3.1 Once the form is received at Division Office, a Transportation Agreement will be forwarded to the parents for their signature.
  - 3.2 There will be a deadline as set by the Alberta Education grant regulations on the agreement and if the parents have not returned the signed agreement by the deadline, they will not be able to access the funding for the remainder of the year.
4. The Transportation Department will fax a blank attendance sheet to the school at the end of each month and the Principal or designate will mark the student's attendance on the sheet and return it to the Transportation Department on the last student attendance day of the month. Failure by the school to submit the days of attendance by the fifth (5<sup>th</sup>) day of the following month will result in the payment being delayed to the parent.

Form: Student Transportation Parent Agreement Request Form

## Administrative Procedure 562

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### STUDENT TRANSPORTATION TO SCHOOL-RELATED ACTIVITIES

#### Background

There are times when students may be transported to school-related activities.

#### Definitions – Private Vehicle

1. *Occasional or Incidental Basis* refers to an **employee or volunteer** who transports students on an incidental or occasional basis to a school-related activity. An example is employees or volunteers involved in extra-curricular activities (of a voluntary nature) for which they are not compensated by way of salary and is not part of their regular duties.
  - 1.1 Occasional:
    - 1.1.1 Occurring infrequently at irregular intervals
    - 1.1.2 Employed for a particular occasion or on an irregular basis
    - 1.1.3 Done for or connected with a special event
    - 1.1.4 Intended for use as needed, but not essential or in constant use
  - 1.2 Incidental:
    - 1.2.1 Occurring by chance without intention
    - 1.2.2 Occurring as a result of an event or program
    - 1.2.3 Accompanying but not a major part of an event or program
2. *Regular Duties* refers to an **employee** who transports students as part of the performance of their duties on a regular basis to a school-related activity. An example is an educational assistant who transports a student to and from school on a daily basis for which they are paid a salary.

#### Procedures

1. **'Students Being Transported in a Contracted or Tendered Bus'** is approved when the following are met:
  - 1.1 Permission has been granted in writing by the Principal or designate.
  - 1.2 Written permission has been provided by the parents or guardians of the students being transported (Student Transportation to School-Related Activities in a Contracted or Tendered Bus – Parent/Guardian or Independent Student Permission Form).



- 1.3 Written permission has been provided by an independent student being transported (Student Transportation to School-Related Activities in a Contracted or Tended Bus – Parent/Guardian or Independent Student Permission Form).
  - 1.4 Bus companies who are current school bus contractors for the Division are fully qualified to carry Division students to school-related activities. This information will be kept on file at Division Office. A list of approved bus companies will be distributed by the Transportation Department to all Division schools. Schools may then contract buses from companies on this list to transport their students.
  - 1.5 Bus companies or individuals who are not current bus contractors for the Division will provide evidence of appropriate insurance on an annual basis to the Division Office. All commercial bus companies are required by law to be compliant and maintain records in accordance with the National Safety Code. In addition to National Safety Code standards, commercial carriers must ensure the driver of the bus is not over the age of 67 in accordance with Division policy and procedures.
  - 1.6 Refer to Appendix A and B for Division employee and volunteer qualifications for operation of buses and vans and guidelines to the National Safety Code.
2. **'Students Being Transported in a Private Vehicle by an Employee or Volunteer (Occasional or Incidental)'** is approved when the following are met:
- 2.1 Permission has been granted in writing by the Principal or designate.
  - 2.2 Written permission has been provided by the parents or guardians of the students being transported (Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Parent/Guardian or Independent Student Permission Form - Occasional or Incidental).
  - 2.3 Written permission has been provided by an independent student being transported (Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer– Parent/Guardian or Independent Student Permission Form - Occasional or Incidental).
  - 2.4 The driver of the vehicle is a minimum of twenty-one (21) years of age and holds a valid driver's license for the type of vehicle they are operating. The driver of the vehicle must complete the Student Transportation to School-related Activities in a Private Vehicle by an Employee or volunteer – Driver Acknowledgement Form - Occasional or Incidental.
  - 2.5 The driver does not have more than six (6) demerit points on their driver abstract, has not been responsible for any accident as a driver during the past three (3) years and the vehicle is regularly maintained, is operating properly, and has no known mechanical defects which may impair safe operation of the vehicle.
  - 2.6 The owner has provided the Principal with written proof that the vehicle is covered by a minimum one million dollars (\$1,000,000.00) third party liability insurance and that the insurance company has been informed of the intended use. The Board of Education highly recommends that parent and employee volunteer drivers have two million dollars (\$2,000,000) insurance coverage.
  - 2.7 Fifteen (15) passenger vans will not be used to transport students.

- 2.8 Any vehicle being used to transport a student who is under six (6) years of age or less than eighteen (18) kilograms in weight must have an appropriately installed car seat and tether system. The driver must correctly secure the student in the car seat.
3. **'Students Being Transported in a Private Vehicle by an Employee (Regular Duties)'** is approved when the following are met:
- 3.1 Permission has been granted in writing by the Principal or designate.
  - 3.2 Written permission has been provided by the parents or guardians of the students being transported (Student Transportation to School-Related Activities in a Private Vehicle by an Employee – Parent/Guardian or Independent Student Permission Form - Regular Duties).
  - 3.3 Written permission has been provided by an independent student being transported (Student Transportation to School-Related Activities in a Private Vehicle by an Employee – Parent/Guardian or Independent Student Permission Form – Regular Duties).
  - 3.4 The driver of the vehicle is a minimum of twenty-one (21) years of age.
  - 3.5 Employees transporting students as part of their regular duties must hold a valid Class 4 driver's license for any size of vehicle. An 'S' endorsement is recommended. The driver of the vehicle must complete the Student Transportation to School-related Activities in a Private Vehicle by an Employee – Driver Acknowledgement Form (Regular Duties).
  - 3.6 The owner has provided the Principal with written proof that the vehicle is covered by a minimum two million dollars (\$2,000,000.00) third party liability insurance and that their insurance company has been informed of the intended use.
  - 3.7 The driver does not have more than six (6) demerit points on their driver abstract, has not been responsible for any accident as a driver during the past three (3) years and the vehicle is regularly maintained, is operating properly, and has no known mechanical defects which may impair safe operation of the vehicle.
  - 3.8 Fifteen (15) passenger vans will not be used to transport students.
  - 3.9 Any vehicle being used to transport a student who is under six (6) years of age or less than eighteen (18) kilograms in weight must have an appropriately installed car seat and tether system. The driver must correctly secure the student in the car seat.
4. **'Students Being Transported in a Division-owned Vehicle Driven by an Employee or Volunteer'** is approved when the following are met:
- 4.1 Permission has been granted in writing by the Principal or designate.
  - 4.2 Written permission has been provided by the parents or guardians of the students being transported (Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an Employee or Volunteer – Parent/Guardian or Independent Student Permission Form).
  - 4.3 Written permission has been provided by an independent student being transported (Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an Employee or Volunteer – Parent/Guardian or Independent Student Permission Form).

- 4.4 The driver of the vehicle is a minimum of twenty-one (21) years of age and holds a valid driver's license for the type of vehicle they are operating.
  - 4.4.1 Twenty-four (24) passenger or less – Class 4 minimum (An S endorsement recommended.)
  - 4.4.2 More than twenty-four (24) passenger – Class 2 minimum with the S endorsement on their driver's license
  - 4.4.3 And has completed the Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an Employee or Volunteer – Driver Acknowledgement Form
- 4.5 The driver does not have more than six (6) demerit points on their driver abstract and has not been responsible for any accident as a driver during the past three (3) years.
- 4.6 A student who is under six (6) years of age or less than eighteen (18) kilograms in weight may not be transported in a Division-owned vehicle other than a school bus.
- 4.7 Purchase of a Division-owned vehicle is at the Division's discretion.
- 4.8 Refer to Appendix A and B for Division employee and volunteer qualifications for operation of buses and vans and guidelines covered in the National Safety Code.
5. **'Students Driving Themselves to School-Related Activities'** is approved when the following are met:
  - 5.1 Permission has been granted in writing by the Principal or designate.
  - 5.2 Written permission has been provided by the parents or guardians of the student who is transporting themselves (Students Driving Themselves to School-Related Activities – Parent/Guardian Permission Form). This does not apply to independent students.
  - 5.3 The driver holds a valid driver's license for the type of vehicle they are operating and has completed the Students Driving Themselves to School-Related Activities – Driver Acknowledgement Form.
  - 5.4 The owner has provided the Principal with written proof that the vehicle is covered by a minimum one million dollars (\$1,000,000.00) third party liability insurance and that the insurance company has been informed of the intended use. The Board of Education highly recommends that students have two million dollars (\$2,000,000) insurance coverage.
  - 5.5 Other students, including siblings, are not being transported in the vehicle.
6. Refer to Appendix A for the required qualifications for Division employee or volunteers who transport students to school-related activities.
7. Refer to Appendix B for link to National Safety Code for Provincially Regulated Commercial Transportation (School Buses).

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
 Traffic Safety Act  
 Commercial Vehicle Safety Regulation 121/2009  
 Student Transportation Regulation 250/98 (Amended AR 125/2005)  
 Use of Highway and Rules of the Road Regulation 304/2002

## Vehicle Equipment Regulation 122/2009

Form: Student Transportation to School-Related Activities in a Contracted or Tendered Bus – Parent/Guardian or Independent Student Permission Form  
Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Driver Acknowledgement Form (Occasional or Incidental)  
Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Parent/Guardian or Independent Student Permission Form (Occasional or Incidental)  
Student Transportation to School-Related Activities in a Private Vehicle by an Employee – Driver Acknowledgement Form (Regular Duties)  
Student Transportation to School-Related Activities in a Private Vehicle by an Employee - Parent/Guardian or Independent Student Permission Form (Regular Duties)  
Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an Employee or Volunteer – Driver Acknowledgement Form  
Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an Employee or Volunteer – Parent/Guardian or Independent Student Permission Form  
Student Transportation to School-Related Activities - Students Driving Themselves to School-Related Activities – Driver Acknowledgement Form  
Student Transportation to School-Related Activities - Students Driving Themselves to School-Related Activities – Parent/Guardian Permission Form

## Administrative Procedure 562 – Appendix A

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### Appendix A – DIVISION EMPLOYEE & VOLUNTEER QUALIFICATIONS – OPERATION OF BUSES AND VANS

Division employee or volunteers who operate school buses or vans owned by the schools or rented\* from other agencies require the following qualifications:

License	Buses over 24 passenger Buses 24 passenger & under Vans or other vehicles (regular duties) Vans or other vehicles (occasional) * 15 passenger vans are not to be rented or used for school-related activities When an employee is operating a vehicle for the purpose of transporting a student during regular duties, they are deemed to be paid during that time and are required to have a Class 4 driver's license.	Class 1 or 2 Class 4 Class 4 Class 5
Abstract	Required Annually	No more than 6 demerits Schools may obtain driver abstracts at the reduced rate through the Transportation Department but require a permission form from the employee allowing the school to obtain the abstract.
References/ Application Form	Two (2) letters of reference and an application form are required to be on file as per National Safety Code regulations.	
First Aid	Buses – Required every three (3) years Vans/Other Vehicles – Required every three (3) years	
S Endorsement	Buses – Required within six (6) months Vans/Other Vehicles – Recommended	
Criminal Check		
Current Employee	None required prior to Sep 1, 1999	
New Employee	Required immediately	
Age Requirement	School employees/volunteers cannot operate a school bus/van or other vehicle for the purpose of transporting passengers effective June 30th following their sixty-seventh (67 <sup>th</sup> ) birthday.	

### Maintenance Program

It is a requirement of the National Safety Code that all maintenance of vehicles be recorded and performed in accordance with the written maintenance program developed for the Division.

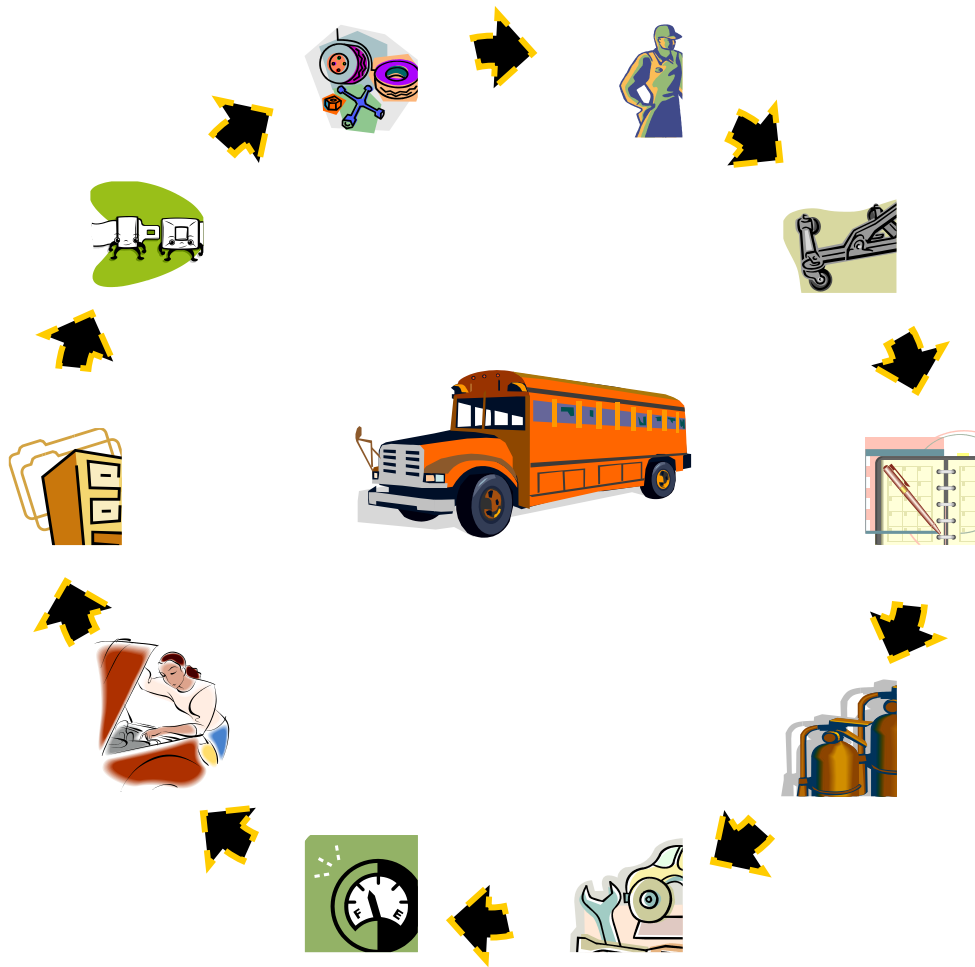
### Safety Program

It is a requirement of the National Safety Code that all operators of vehicles for the purpose of transporting passengers have a training and safety program consistent with the program developed by the Division.

## Administrative Procedure 562 – Appendix B

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### Appendix B – NATIONAL SAFETY CODE FOR PROVINCIALY REGULATED COMMERCIAL TRANSPORTATION (SCHOOL BUSES)



## Administrative Procedure 563

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### SAFE OPERATION OF SCHOOL BUSES

#### Background

The safe transportation of students on school buses is of utmost importance.

#### Procedures

1. When transporting students, the operator is required to have his/her seat belt fastened, the bus headlights on and the doors closed.
2. School buses must be equipped with and have operational amber flashing warning lights, red stop lights, strobe lights and a stop sign arm as per Canadian Standards Association (CSA) regulations.
3. School buses must stop at all uncontrolled railway crossings. The operator will follow all procedures as set by the S Endorsement Program.
4. The operator will activate the alternating flashing amber lights prior to slowing down the school bus for the purpose of stopping to load or unload passengers. During loading and unloading, the alternating flashing red lights and the stop arm must be activated and emergency brake engaged.
  - 4.1 If a municipality passes a bylaw indicating that the eight-light warning system and stop arm are not to be activated within the limits of the municipality, the operator is to comply with the bylaw.
5. The Division permits the use of video surveillance systems on Division buses. (Refer to Administrative Procedure 181 – Video Monitoring Devices).
  - 5.1 Parents and students will be informed of the possible use of video monitoring devices on the bus.
  - 5.2 Only individuals authorized by the Superintendent or designate will have access to the video monitoring devices.
  - 5.3 Video recordings will only be released to outside agencies in conformance with the provisions of the Freedom of Information and Privacy (FOIP) Act.
  - 5.4 Any recorded information will be securely stored and accessible only to individuals authorized by the Superintendent or designate.
6. All school buses will be equipped with a communication device, as approved by the Division. Mobile phones are not to be used unless the bus is fully stopped and secured in a safe location and only in case of emergencies.



7. School buses may be equipped with GPS and / or scanning systems, as approved by the Division.
8. The Division allows school bus drivers to transport their own pre-school children on the bus. The following procedures must be followed:
  - 8.1 The Transportation Department must be notified.
  - 8.2 If under six (6) years of age and eighteen (18) kg or forty (40) lbs, the child must be in a legally approved child restraint seat which is properly tethered as per the manufacturer's suggestion. The school bus must still meet CSA standards.
  - 8.3 In case there is a need to evacuate, at no time will a driver have more than one (1) child restraint seat in the bus with a child in it.
  - 8.4 If the child is over 40 lbs, they may sit as a regular passenger on a school bus.
  - 8.5 The behaviour of the driver's child must be consistent with the Divisions procedures for all children riding a school bus.
  - 8.6 At any given time the school bus contractor and/or the Transportation Manager may monitor the safety, security and behaviour of the child.
  - 8.7 There will be no charge for the child as they do not qualify as an ineligible or eligible student. Once they are of school age and considered eligible or ineligible, based on Alberta Education funding, the same procedures, fees and forms will apply as apply to all students in Black Gold Regional Schools.

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended AR 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009  
Administration Procedure 181 – Video Monitoring Devices

## Administrative Procedure 564

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### STUDENT TRANSPORTATION INSURANCE

#### Background

All vehicles and buses contracted or tendered to provide student transportation must have the appropriate insurance coverage.

#### Procedures

1. The Division will facilitate umbrella insurance coverage through Alberta School Boards Insurance Exchange (ASBIE).
  - 1.1 All Division owned buses will be insured through ASBIE.
  - 1.2 All owners of contract or tendered vehicles classified as school buses may access insurance through ASBIE or provide documentation of equivalent insurance coverage.
2. Owners of contract or tendered vehicles will be responsible for any additional insurance costs when the vehicles are used for purposes other than those required by the Division.
3. In the case of an accident:
  - 3.1 The driver's first priority is to determine the safety and wellness of everyone on the vehicle and security of the accident site.
    - 3.1.1 In the case of injury the driver will immediately call 911 and notify medical and law enforcement personnel.
    - 3.1.2 In the case of significant damage to the bus, even when there are no students involved, the driver will notify law enforcement.
  - 3.2 The Transportation Department is to be contacted and provided with all pertinent information.
  - 3.3 Parents/guardians are to be contacted as quickly as possible.
  - 3.4 An ASBIE Accident Report must be obtained from the Transportation Manager, completed and returned as soon as possible, along with a list of everyone on the bus at the time of the accident.
  - 3.5 A copy of any police report is to be forwarded to the Transportation Manager.
  - 3.6 In the case where the unit has come in contact with any object that the Transportation Manager may deem to have compromised the safety of the school bus, that bus must be inspected by a qualified mechanic as soon as practicable.
    - 3.6.1 Costs incurred for the inspection will be covered by the Division.
  - 3.7 Under no circumstances are persons acting on behalf of the Division to make any admission or take blame for an accident.

Reference: Section 20, 45, 51, 52, 53, 60, 61, 113 School Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended AR 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

Form: ASBIE Accident Report (External)

## Administrative Procedure 565

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### TRANSPORTATION RECORDS AND INVOICES

#### Background

Records will be kept according to Alberta Education regulations. Payment to contracted drivers will be based on Weighted Load Factor calculations.

#### Procedures

##### 1. Weighted Load Factor Calculations

- 1.1 The weighted load factor of a school bus will be established by October 31.
- 1.2 Payment for the revised weighted load factor will come into effect November 1 of the same year.
- 1.3 Weighted Load factor is defined as per Alberta Education Funding Manual:
  - 1.3.1 ECS to Grade 6 1.0
  - 1.3.2 Grade 7 to 12 and an aide riding on the bus 1.5
  - 1.3.3 Wheelchair Passengers 8.0

For example, a bus carrying the following load:

STUDENTS	NUMBER	FORMULA	WLF
ECS – GR 6	24	24 x 1	24
GR 7 - 12	20	20 X 1.5	30
<b>TOTAL</b>	<b>44</b>		<b>54</b>

Therefore, the weighted load factor is 54 even though there are only 44 students on the bus.

- 1.4 According to Alberta Transportation, a bus is not overloaded when the weighted load factor exceeds the rated passenger capacity of the bus. The actual number of students on the bus is considered when determining if a bus is overloaded, however, passengers must fit within the confines of the seating area.
- 1.5 At no time will a school bus be operated with more students on than the manufacturer's capacity for that vehicle.

##### 2. Monthly Invoice

- 2.1 At the end of each month, all operators are to submit an invoice to the Transportation Manager (Bus Operator Invoice Template).

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
 Traffic Safety Act  
 Commercial Vehicle Safety Regulation 121/2009  
 Student Transportation Regulation 250/98 (Amended AR 125/2005)

Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

Form: Bus Operator Invoice Template

## Administrative Procedure 566

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### BUS DRIVER CONTRACTS, TENDERS AND ROUTE ELIMINATION

#### Background

Safe and efficient transportation services will be provided by either contracted or tendered operators. It is desirable that persons providing either contract or tender services be local.

#### Definitions

Contracted operators normally are owner drivers with a term contract to provide transportation services on routes determined by the Division. All contracted operators are compensated based on an established set of criteria included with their annual contract

Tendered operators submit bids to provide transportation services, on routes determined by the Division for a term specified in the tender. The lowest price of any tender bid may not necessarily be accepted.

#### Procedures

1. In keeping with the Board's desire to have owner/operators, all and any available routes will be advertised in the local newspapers. Contractors wishing to transfer from an existing contract will be required to apply, stating their intent to change from the current route to the advertised route.
  - 1.1 Applicants for a bus contract or tender with the Division must be fully qualified bus drivers (refer to Administrative Procedure 562 Appendix A – Division Employee & Volunteer Qualifications – Operation of Buses and Vans).
  - 1.2 Contractors for bus services will be interviewed by the Transportation Manager and the Associate Superintendent, Business and Finance. A new operator will be approved by the Associate Superintendent, Business and Finance prior to providing service.
  - 1.3 All applicants for a term contract for school bus operations will be considered based on the established criteria developed in conjunction with the Black Gold Bus Contractors' Association (refer to Appendix A).
2. School to School Transfers
  - 2.1 Transfers will be awarded on a rotational basis with the operators requiring a minimum of five (5) years' operation with the Division. Should there be an insufficient number of contractors with five (5) years' experience, or contractors desiring the transfer, the transfer will be awarded on a seniority basis.
3. Route Changes

- 3.1 If a route is to be phased out or transferred, the Transportation Manager will recommend to the Associate Superintendent, Business and Finance which operator will have his/her route phased out or transferred based on the criteria established in conjunction with the Black Gold Bus Contractors' Association (refer to Appendix B).
- 3.2 A contractor wishing to apply for a transfer to a bus route that becomes available must apply for the route that will be advertised.
4. New contracts and tenders will be awarded pursuant to the limitations of the New West Partnership Trade Agreement (NWPTA).
5. A bus contract is between the Division and the operator. The operator does not have the right or claim to transfer the contract to any other person.
6. All contractors / drivers must attend in-services and safety seminars organized by the Division as per their contract.
7. Upon the purchase of a bus no more than three (3) years old, the Division, in designating the capacity size, will guarantee payment on that capacity for up to three (3) years as follows:
  - 7.1 New bus – three (3) year guarantee
  - 7.2 One (1) year old bus – two (2) year guarantee
  - 7.3 Two (2) year old bus – one (1) year guarantee
8. Routes are the sole property of the Division and as such cannot be transferred or sold to another contractor.
9. The contractor will notify the Transportation Manager, in writing, of his/her intent to terminate his/her contract sixty (60) days prior to the date of termination.
10. The Division will notify a contractor, in writing, of its intent to terminate a contract sixty (60) days prior to the date of termination.
11. School bus drivers and contractors who wish to operate for the Division after the age of sixty-seven (67) must take, at their own expense, the Drive Able course prior to June 30<sup>th</sup> of that school year. The driver or contractor must state their intention to continue as an operator for the next school year at least sixty (60) days prior to the end of their current contract date.
  - 11.1 If the driver/contractor is successful, they must be an active full time driver on a route. To be considered a full time active driver they must drive more than seventy percent (70%) of the time. Each year thereafter, the same procedure will apply.
  - 11.2 A contractor who has successfully completed the Drive Able course and wishes to retain any number of contracts they hold may do so provided they continue to drive one (1) of those contracts more than seventy percent (70%) of the time.
  - 11.3 The owner/operator, after successfully completing the course, may apply to the Transportation Department for reimbursement of up to fifty percent (50%) of the cost of the course. In subsequent school years, the same procedure will apply.

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended AR 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009  
Canadian Agreement on Internal Trade  
Administration Procedure 562 Appendix A – Division Employee & Volunteer Qualifications –Operation  
of Buses and Vans



**Administrative Procedure 566 – Appendix A – UNDER CONSTRUCTION**

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**Appendix A – CRITERIA FOR CONSIDERATION OF  
AWARDING SCHOOL BUS TERM CONTRACT**



**Administrative Procedure 566 – Appendix B – UNDER CONSTRUCTION**

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**Appendix B – ELIMINATION OF A SCHOOL BUS ROUTE**



## Administrative Procedure 567

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### QUALIFICATIONS FOR DRIVING A BUS

#### Background

Students will be transported safely by qualified drivers.

#### Procedures

1. The screening process for new bus drivers will include a current criminal record check. (Administrative Procedure 401 – Criminal Record and Child Intervention Record Checks), two (2) letters of reference and a commercial driver's abstract.
2. Anyone driving a bus on behalf of the Division must:
  - 2.1 Possess a valid Alberta's driver's license as appropriate:
    - 2.1.1 For any bus with twenty-five (25) or more passenger seats – Class 1 or Class 2.
    - 2.1.2 If the bus has air brakes, then an Air Brake Endorsement is required.
    - 2.1.3 For any bus with twenty-four (24) or less passenger seats – Minimum Class 4.
    - 2.1.4 For any school-owned vehicle used to transport students – Minimum Class 4.
  - 2.2 Have full completion of the "S" Endorsement Certificate requirements within six (6) months of being approved as a driver with the Division.
  - 2.3 Provide an original copy of a current driver's abstract or sign a consent form for the Division to obtain the abstract annually.
  - 2.4 Provide a copy of a current accredited First Aid Certificate including CPR, to be updated every three (3) years within the first six (6) months of driving with the Division.
  - 2.5 Meet the qualifications required by the National Transportation Safety Code.
3. If a driver abstract has more than six (6) demerits the driver will be suspended from operating a bus for the Division.
  - 3.1 If the driver subsequently takes a Defensive Driving Course, and has the demerits reduced to four (4) or less, the driver may be reinstated.
4. The Division reserves the right, for just cause, to request at any time that a driver be required to provide a medical report from a doctor of the Division's choice. This medical report will be at the Division's expense.
5. Any driver whose driver's license is suspended must take a Driver Improvement Program, prior to being reconsidered as a driver for the Division.

6. If the Division has evidence that students are being transported in an unsafe manner, the driver may be removed from the Division's list of approved drivers.
7. A regular driver may, at their expense, take a Drive Able course by July following their 67<sup>th</sup> birthday and upon successfully demonstrating completion of the course, remain as a regular active driver until June of the following year.
  - 7.1 In subsequent school years, the same procedure will apply.
  - 7.2 An active driver is a person who drives the route more than seventy percent (70%) of the school year.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117 School Act  
Traffic Safety Act  
Employment Standards Code  
School Bus Operation Regulation  
Student Transportation Regulation 250/98 (amended AR 197/2000)  
Administrative Procedure 401- Criminal Record and Child Intervention Record Checks

## Administrative Procedure 568

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### SAFE BUS DRIVING AWARDS

#### Background

It is important to recognize the safe bus driving records of its contractors and drivers.

#### Procedures

1. The following awards will be made available for safely completing the years indicated:

1.1	1 year	Black Gold Regional Division Pin
1.2	5 years	5 Year Pin
1.3	10 Years	10 Year Pin, Gift
1.4	15 Years	15 Year Pin, Gift
1.5	20 Years	20 Year Pin, Gift
1.6	25 Years	25 Year Pin, Gift
1.7	For each 5 year interval, beyond 25 Years	Pin and Gift
1.8	Upon Retirement after 25 Years or more	Gift
2. If a driver is found guilty of a driving offence under the Traffic Safety Act or Criminal Code, or if the Transportation Manager or Associate Superintendent, Business and Finance has convincing evidence that a driver has committed a serious safety error, the safe driving years may be cancelled.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117 School Act  
Traffic Safety Act  
Criminal Code (Canada)  
Employment Standards Code  
School Bus Operation Regulation  
Student Transportation Regulation 250/98 (amended AR 197/2000)

## **Administrative Procedure 569**

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### **SPONSORSHIP TO ANNUAL ALBERTA STUDENT TRANSPORTATION ADVISORY COUNCIL (ASTAC) CONVENTION**

#### **Background**

It is valuable to provide an opportunity for a representative of the Bus Contractors' Association to attend the annual Alberta Student Transportation Advisory Council (ASTAC) Convention.

#### **Procedures**

1. The Bus Contractors' Association will select a representative to attend the annual ASTAC Convention.
2. The Division will cover the costs of registration and accommodation for the representative selected.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117 School Act  
Traffic Safety Act  
Employment Standards Code  
School Bus Operation Regulation  
Student Transportation Regulation 250/98 (amended AR 197/2000)

## Administrative Procedure 570

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### SALE OF CONTRACT BUSES

#### Background

While the Division bears no responsibility for the sale of school buses, it may provide assistance.

#### Procedures

1. The Division may become involved in a bus sale under the following conditions:
  - 1.1 The operator requests the assistance in writing.
2. If the Division chooses to become involved in the sale, the following assistance will be provided:
  - 2.1 The Transportation Department will advertise the sale of the bus with the Student Transportation Association of Alberta (STAA) by way of email distribution lists, and include the following information:
    - 2.1.1 The description of the bus;
    - 2.1.2 The name and phone number of the owner;
    - 2.1.3 The deadline for applications.

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended AR 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

## Administrative Procedure 580

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### USE OF DIVISION OWNED VEHICLES

#### Background

Division owned and school owned vehicles are only to be used for the purpose of carrying out Division business or approved school activities.

#### Procedures

1. Only Division employees and approved, qualified volunteers in the case of Division owned school buses will be permitted to operate Division owned vehicles unless the Associate Superintendent, Business and Finance or Principal gives prior written approval.
2. Passengers are permitted to ride with Division employees only if they are conducting Division business or participating in an approved school activity.
3. Anyone operating a Division vehicle must have a valid license and the required qualifications for that type of vehicle as specified by provincial regulations.
4. Traffic laws are to be obeyed at all times and each occupant must wear a seat belt except where otherwise expressly permitted by law i.e. school bus.
5. Goods being transported are to be properly secured. Transportation of dangerous goods must follow provincial regulations.
6. Vehicles, other than school buses, are to be locked at all times whenever they are not in use. Keys are never to be left in the ignition when the vehicle is unattended.
7. Maintenance vehicles are to be stored overnight in the respective maintenance compound with the following exceptions:
  - 7.1 The Director of Facilities, Project & Maintenance Coordinator and Custodial Supervisor whose normal place of reporting at the start of the workday is other than a specific site.
  - 7.2 Maintenance personnel, as determined by the Associate Superintendent, Business and Finance, who frequently respond to emergencies, or who may, on a project basis, be expected to start their work day at a location other than their regular work site.

Reference: Section 20, 60, 61, 96, 113, 116, 117 School Act  
Traffic Safety Act  
Canada Customs and Revenue Agency Act  
Income Tax Act (Canada)