

Administrative Procedure 562

STUDENT TRANSPORTATION TO SCHOOL-RELATED ACTIVITIES

Background

Transportation for students to school-related activities may be provided by the Division. However, there may be some activities where parents/guardians will be responsible for arranging transportation to the school-related activity for their child.

When transportation is provided by the Division, the use of school buses, rather than privately owned vehicles, is encouraged. However, the Division recognizes that there are times when students may need to be transported to school-related activities in privately owned vehicles.

Definitions

1. *Division Provided Transportation* refers to transportation that is organized and arranged by the Division. The mode of transportation may include contracted or tendered buses, Division owned vehicles, or privately owned vehicles. In certain circumstances a licensed taxi may also be used to transport students.
2. *Self-Arranged Transportation* refers to transportation that is arranged by the parent/guardian of the student and is not organized or supervised by the Division.
3. *Private Vehicle - Occasional or Incidental Basis* refers to an employee or volunteer who transports students in a privately owned vehicle 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.

Procedures

1. In order for a student to participate in an excursion off school property the parent/guardian must provide permission including the completion of the appropriate informed consent and transportation forms. Refer to Administrative Procedure 260 – Student Excursions for further details on informed consent forms. Transportation forms include:
 - 1.1 Form 562-1 Division Provided Transportation to School-Related Activities – Informed Consent Form
 - 1.2 Form 562-2 Optional Division Provided Transportation to School-Related Activities – Informed Consent Form
 - 1.3 Form 562-3 Self-Arranged Transportation to School-Related Activities – Informed Consent Form

Division Provided Transportation

2. Permission for Division Provided Transportation of students to school-related activities must be granted in writing by the Principal or designate.

3. Fifteen (15) passenger vans will not be used to transport students.
4. **'Students Being Transported in a Contracted or Tendered Bus'** is approved when the following are met:
 - 4.1 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.
 - 4.2 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.
 - 4.3 Refer to Appendix for Division employee and volunteer qualifications for operation of buses and vans.
5. **'Students Being Transported in a Private Vehicle by an Employee or Volunteer (Occasional or Incidental)'** is approved when the following are met:
 - 5.1 The driver of the vehicle is a minimum of twenty-five (25) 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.
 - 5.2 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.
 - 5.3 A minimum of two million (\$2,000,000) third party liability insurance per occurrence must be held by the owner of the vehicle. In all cases, the employee's or volunteer's automobile insurance coverage will be considered the primary or first loss insurance coverage and the employee or volunteer shall indemnify and save harmless the Division from all liabilities, damages, costs, claims, suits or actions.
 - 5.4 Vehicle damage shall be solely the responsibility of the vehicle owner.
 - 5.5 Compensation in cash or in kind, other than reimbursement for mileage at a maximum of the Board approved rate per kilometre, will not be paid for the use of a private vehicle.
 - 5.6 The following information must be provided by the driver to the Principal, and kept on file at the school, prior to any students being transported in a private vehicle by an employee or volunteer:
 - 5.6.1 Form 562-4 Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Driver Acknowledgement Form (Occasional or Incidental)

- 5.6.2 A copy of their insurance policy verifying that the vehicle is covered by a minimum two million dollars (\$2,000,000.00) third party liability insurance.
- 5.6.3 Written proof that the insurance company has been informed of the intended use of the vehicle.
- 5.6.4 A copy of their driver's license.
- 5.6.5 A current (within twelve (12) months) Standard Driver Abstract.
- 5.7 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.

6. **'Students Being Transported in a Division-owned Vehicle Driven by an Employee or Volunteer'** is approved when the following are met:

- 6.1 The driver of the vehicle is a minimum of twenty-five (25) years of age and holds a valid driver's license for the type of vehicle they are operating.
 - 6.1.1 Twenty-four (24) passenger or less – Class 4 minimum. If a D250 or D270 vehicle is being used, the driver must have an S Endorsement
 - 6.1.2 More than twenty-four (24) passenger – Class 2 minimum with the S endorsement on their driver's license
 - 6.1.3 And has completed Form 562-5 Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an Employee or Volunteer – Driver Acknowledgement Form
 - 6.2 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.
 - 6.3 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.
 - 6.4 Purchase of a Division-owned vehicle is at the Division's discretion.
 - 6.5 Refer to Appendix for Division employee and volunteer qualifications for operation of buses and vans.
7. Refer to Appendix for the required qualifications for Division employee or volunteers who transport students to school-related activities.
8. The Division's Sample Safety and Maintenance Program for Provincially Regulated School Buses can be found on the Division website under Transportation.

Self-Arranged Transportation

- 9. The Division does not have any involvement, control, or supervision over Self-Arranged Transportation.
- 10. The parent/guardian will accept all responsibility and liability for Self-Arranged Transportation.

Reference: Section 11, 33, 36, 37, 52, 53, 59, 59.1, 68, 197, 222, 225 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 96/2019 (Amended AR 76/2022)
Use of Highway and Rules of the Road Regulation 304/2002 (Amended AR 212/2020)
Vehicle Equipment Regulation 122/2009 (Amended AR 168/2022)

Form: 562-1 Division Provided Transportation to School-Related Activities – Informed Consent Form
562-2 Optional Division Provided Transportation to School-Related Activities – Informed Consent Form
562-3 Self-Arranged Transportation to School-Related Activities – Informed Consent Form
562-4 Student Transportation to School-Related Activities in a Private Vehicle by an Employee or
Volunteer – Driver Acknowledgement Form (Occasional or Incidental)
562-5 Student Transportation to School-Related Activities in a Division-owned Vehicle Driven by an
Employee or Volunteer – Driver Acknowledgement Form