

Administrative Procedure 6031 MR5

Non-Scheduled Transportation of Students

A. Preamble

1. The transportation of students for curricular and extra-curricular activities other than by commercial airline or train shall be by the following methods only:
 - charter bus
 - rented vehicle
 - private vehicle
2. Transportation of students by these methods is governed by the following conditions.

B. Charter Bus

1. Charter buses may be hired only from companies approved in advance by the district's health and safety officer. This applies to all charter bus operations, regardless of funding source. A list of approved carriers will be circulated to all schools in September and January each year.
2. **Documentation**
 - a) Any charter bus company seeking approval must submit copies of the following documents for each bus available for hire:
 - conditions of licence
 - insurance registration.
 - b) The validity of each company's documents will be verified when received and reviewed at least every six months to ensure continued compliance.
3. Transport companies may apply for approval at any time during the year. Requests for submissions may be advertised by the district as needed.

4. Regardless of the fact that the carrier is approved by the district, it is the responsibility of the school principal to ensure at the time of loading that the bus has the following valid documents on hand:
 - a) insurance registration with at least ten million dollars (\$10,000,000) in liability coverage;
 - b) school bus permit.
5. A list of passengers must be kept on file at the school and carried with the adult supervisor accompanying the students.
6. Approval for student travel and supervision of students while travelling must be in compliance with Policy 6031(Student Travel).

C. Rented Vehicle

1. When a charter bus is impractical or unavailable, it may be desirable to rent a vehicle.
2. Types of Vehicles to be Rented:
 - a) The types of vehicles that may be rented are:
 - vehicles with a capacity of up to 10 persons
 - vehicles with a capacity of 10 to 25 persons
 - b) Vehicles with a capacity of more than 25 persons may not be rented.
 - c) A vehicle with a capacity of more than 10 persons must have a valid school bus permit.
3. The vehicle must be driven by a school district employee with a Class 4, Class 2, or unrestricted Class 1 driver's licence.
4. The vehicle must carry at least \$10,000,000 in third party liability insurance.
5. A list of passengers must be kept on file at the school and carried with the adult supervisor accompanying the students.
6. The number of persons in the vehicle must not exceed the legal capacity.
7. Seat belts must be worn at all times when the vehicle is in motion.
8. If the vehicle is a passenger vehicle, e.g. a car or van, only one passenger may be seated in the front of the vehicle in addition to the driver.

9. Baggage must be securely stored. No loose baggage of any kind may be carried on passengers' laps or left on the floor of the vehicle.
10. Approval for student travel and supervision of students while travelling must be in compliance with Policy 6031 (*Student Travel*).

D. Private Vehicle

1. Conditions of Use

The use of private vehicles to transport students is subject to the following conditions:

- a) Under no circumstances may students transport themselves on school-approved trips, subject to the following conditions/exceptions. Form 6031-03 is to be used to apply for student permission to drive on school trips.
 - i) If an activity occurs within school district boundaries, other than on Mount Washington, and begins after students have been dismissed for the day (and/or been dismissed after extra-curricular activities after the regular school day), schools may allow students to transport themselves to the activity.

For example: a school performance that begins at 7:30 p.m. at the school or other venue within school district boundaries would fall into this category.

- ii) If an activity is an all-day event within school district boundaries, other than on Mount Washington, e.g. it begins at the usual school opening time and ends at the usual school closing time or later, students may transport themselves to and from the activity, as they might to and from school on any school day.
- iii) In both circumstances, schools must ensure that any students who cannot find transportation to the event are provided with transportation to the event in accordance with district policy.
- iv) In both circumstances, parents or guardians must be informed in writing that students may be transporting themselves and other students to the activity and be reminded that they should be aware of who is transporting their children. Teacher sponsors must ensure that they know all the students involved in the activity have transportation to that activity. The location of the activity must be made clear to parents.
- v) If students come to a school, they are considered to be under school responsibility. In that case, management regulation 6031MR5 will apply.
- vi) In both circumstances, the activity must begin and end on the same day and occur within school district boundaries, other than on Mount Washington.
- vii) All other pertinent school district policies must be followed.

- viii) Under no circumstances may students transport themselves or other students to school-sponsored activities on Mount Washington.
- b) Reimbursement for trip expenses is the responsibility of the school and should be agreed upon in advance. No other form of remuneration will be approved.
- c) Parents must be informed in writing that private vehicles will be used and that the district does not certify their mechanical condition.
- d) A vehicle with a capacity of more than ten (10) persons must have a valid school bus permit.

2. Requirements for Volunteer Drivers

- a) The driver of the vehicle must be at least 19 years of age. No person with a “new driver” designation may drive.
- b) The driver must be approved by the principal.
- c) The driver must hold, **at minimum**, a current B.C. Class 5 driver’s licence.

Prior to driving, a photocopy of both the driver’s licence and driver abstract must be filed with the school. The school must collect these annually.

- d) A criminal record check must be conducted and cleared for any driver on overnight trips. The school must also collect these annually.
- e) The driver and principal must sign the *School Use of Private Vehicle* (Form 6031-02) AND *Volunteer Driver* (Form 6031-09).
- f) The board’s policy on smoke-free environments applies to vehicles that are transporting students.
- g) School protocol shall include communicating the role and responsibilities for each driver (supervisor or chaperone).

3. Requirements for Vehicles

- a) The vehicle may not be a licensed commercial passenger vehicle, a rental vehicle, or a vehicle built to seat more than ten persons, including the driver.
- b) The school principal or designate must perform a visual check of the vehicle before students ride in it. The consent form used will state that the district does not guarantee the vehicles are in good mechanical condition. The principal may rely on a driver declaration regarding the mechanical condition of the vehicle to be used.

- c) Vehicle insurance with third party liability coverage of at least \$1,000,000 is required. A photocopy of the current insurance policy must be submitted to the school principal prior to each trip and kept on file at the school as part of the trip record.
- d) For trips to Mount Washington, cars must have chains ready for use, and drivers must be knowledgeable in their application and use.

4. **Operation of Vehicles**

- a) A list of passengers must be kept on file at the school and carried with the adult supervisor accompanying the students.
- b) Each passenger in the vehicle must wear a seat belt.
- c) Only one passenger may be seated in the front of the vehicle in addition to the driver.
- d) Any regulations stipulated in the *Motor Vehicle Act* regarding passenger safety must be adhered to (e.g. regarding booster seats, seat belts, air bags)
- d) Baggage must be securely stored in the luggage compartment of the vehicle. No loose baggage of any kind may be carried on passengers' laps or left on the floor of the vehicle.
- e) In the event of an accident or vehicle breakdown, the school principal must be notified by telephone as soon as possible.

E. **Fifteen Passenger Vans (Rented or Private Vehicles)**

1. Fifteen-passenger vans have been implicated in a number of single vehicle crashes in North America. These accidents particularly involve rollovers caused by the high centre of gravity of heavily loaded vans.
2. Drivers of fifteen-passenger vans can dramatically reduce the risks of using these vans by taking the following precautions:
 - a) The vehicle must have a school bus designation.
 - b) Drivers must have a class 4 license.
 - c) The driver must be familiar with the characteristics of the vehicle.
 - d) All passengers must wear seatbelts.
 - e) Avoid carrying gear (especially heavy and/or high stacking) on the roof.
 - f) Avoid pulling trailers.

- g) Ensure adequate tire pressure and tread.
 - h) Load forward seats first and avoid using the rear seat and cargo area if possible, or load these seats lightly.
 - j) Drivers are to exercise caution on corners, rural roads, and other roads with soft shoulders.
 - k) Avoid driver fatigue and other factors that may lead to maneuvers/over-corrections.
 - l) If wheels should go off the side of the road, the driver should know how to slow down and steer back onto the road when safe to do so, and
 - m) Parents and guardians should be notified of the intention to use this mode of transportation prior to providing their acknowledgement of risk and consent.
3. School principals are responsible for ensuring that any driver who uses a fifteen-passenger van is aware of the above precautions prior to use.

F. Booster Seats (in Rented or Private Vehicles)

- 1. **All drivers** are responsible for transporting children in an age/weight-appropriate child restraint device until the child reaches their 9th birthday OR 145 cm (4'9") in height (whichever comes first).
- 2. Booster seats are for children who are **under 9 years of age AND over 18 kg.** (40 lb.) in weight, and should be used **until the child reaches 9 years** of age OR a **height of 145 cm** (4'9"). Drivers will comply with **all** child restraint requirements, as follows:
 - a) Children **under 18 kg.** (40 lb.) are to be secured in a **child car seat with a harness;**
 - b) Children who weigh **at least 18 kg.** (40 lb.) are to be secured as indicated below until the child reaches their 9th birthday OR **145 cm** (4'9") in height, whichever comes first, either:
 - in a booster seat, in a seating position equipped with a shoulder harness OR
 - in a lap belt only (no booster), if a seating position equipped with a shoulder harness is NOT available in the vehicle
 - c) Children who are **at least 9 years** of age to 16 years are to be secured:
 - in a seating position equipped with a shoulder harness OR
 - in a lap belt, if a seating position equipped with a shoulder harness is not available in the vehicle
 - d) **Infants** are to be secured in a rear-facing child car seat away from an active frontal airbag until the child reaches at least 12 months of age **AND** a minimum weight of **9 kg.** (20 lb.);

- e) Child seats, booster seats and seat belts are not required on large “yellow and black” school buses.
- f) It is the responsibility of the parent to provide an approved booster seat for the transportation of their child. Look for a label indicating that the booster seat complies with *Canadian Motor Vehicle Safety Standards (CMVSS)*.
- g) Principals will ensure that all passenger vehicles used for transporting students meet a visual safety inspection, and the driver of the vehicle has declared that it meets the requirements of the legislation.