

POLICY

SCHOOL DISTRICT NO. 53
(Okanagan Similkameen)

TRANSPORTATION OF STUDENTS

Reference: C-2
Revised: January 22, 2010

TRANSPORTATION OF STUDENTS

All transportation of students to and from school and in connection with school-approved activities shall be in accordance with the following:

1. The *Motor Vehicle Act* and Regulations.
2. The *Insurance (Motor Vehicle) Act* and Regulations.
3. The attached Board regulations.
4. Field Trip Policy and Regulations.
5. Non-school district student bus riders.

REGULATION
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1. Scheduled School Bus Service - Transportation of Students To and From School

1.1 Buses Owned by or Under Contract with the School District:

1.1.1 All buses must have valid school bus permits issued by the Motor Vehicle Department.

1.1.2 Drivers must have licenses required by the *Motor Vehicle Act* and Regulations.

1.1.3 Buses must be operated in accordance with the *Motor Vehicle Act* and Regulations.

1.1.4 Insurance:

a) District-owned buses shall carry \$10,000,000 liability insurance.

b) Buses under contract shall carry a minimum of \$10,000,000 liability insurance.

1.1.5 Schools shall maintain current lists of students for each bus route. Copies of the lists shall be forwarded to the Secretary-Treasurer by October 31 of each year.

1.2 Employees Paid for Scheduled Service Using Their Own Vehicles

1.2.1 Vehicles must have valid school bus permits where required by the Motor Vehicle Branch.

1.2.2 Vehicles must carry a minimum of \$200,000 liability insurance and be rated as required by the *Insurance (Motor Vehicle) Act* and Regulations. (i.e. Business Use Insurance)

1.2.3 Vehicles must meet the requirements of, and be operated in accordance with, the *Motor Vehicle Act* and Regulations.

1.2.4 The Board shall arrange for liability insurance coverage on behalf of the owner and driver of such vehicles

a) up to \$1,000,000 through ICBC, and

b) for an additional \$49,000,000 under the provincial Schools Protection Program.

2. Transportation Assistance

2.1 Where the Board makes a transportation assistance payment for regular travel to and from school, in lieu of providing school bus service, the payment shall be made only to the parent or legal guardian of the student.

2.2 The full responsibility for safe transportation and appropriate insurance coverage rests with the parent/guardian and the vehicle owner.

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3. Authorized Curricular or Extra-Curricular Travel

3.1 The Board authorizes the following individuals to act as approving officers for travel arrangements for school-sponsored activities:

3.1.1 An administrator assigned to the school.

3.1.2 In unusual circumstances, in the absence of the administrators, this authority may be exercised by the principal-designate.

3.2 The Board authorizes approving officers to approve transportation arrangements which are in accordance with these regulations and any directives issued under them. However, no approving officer may approve arrangements whereby students are to drive.

3.3 The principal shall ensure that a lead teacher is named for each curricular or extra-curricular trip, who shall have responsibility for supervision of the travel and the activity. The lead teacher shall prepare and carry a passenger list and shall also leave a copy of the list at the school.

3.4 District-Owned Buses:

The administrator shall request the bus through the Director of Facilities.

3.5 Society-Owned Busettes:

3.5.1 Busettes must have valid school bus permits.

3.5.2 Busettes must carry a minimum of \$10,000,000 liability insurance.

3.5.3 Drivers must be licensed as required by the *Motor Vehicle Act* and Regulations.

3.5.4 Busettes shall be operated in accordance with the *Motor Vehicle Act* and Regulations.

3.6 Contracted Vehicles:

3.6.1 There shall be a written contract for the use of such vehicles, signed by the school approving officer or the Secretary-Treasurer or designate, covering the following:

a) Vehicles must have valid school bus permits.

b) Vehicles must be operated in accordance with the *Motor Vehicle Act* and Regulations and any requirements of the Motor Carrier Commission.

c) Drivers must be licensed as required by law.

d) Vehicles must carry liability insurance equal to the greater of \$10,000,000 and the minimum specified by the Motor Carrier Commission.

3.6.2 The lead teacher shall ensure that a valid school bus permit is in the vehicle.

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3.7 Volunteer Vehicles (employees, parents, or other volunteers):

3.7.1 The lead teacher shall ensure that a Conveyance Form is completed by the owner and driver of all such vehicles. On the Conveyance Form

- a) the owner of the vehicle shall certify that the vehicle carries at least the ICBC minimum liability insurance (currently \$200,000) and that, to the best of his/her knowledge, the vehicle is in safe operating condition and that it meets the requirements of the *Motor Vehicle Act* and Regulations, and
- b) the driver of the vehicle shall accept the responsibility to operate the vehicle safely and in accordance with the *Motor Vehicle Act* and Regulations and to ensure that each passenger wears a seat belt, and approved child car/booster seat if required by law.

3.7.2 The lead teacher shall limit the number of passengers in each vehicle to the number of seat belts for passengers.

3.7.3 Vehicles shall not be driven by students.

3.7.3 The Board shall arrange for liability coverage for teacher and volunteer owners/drivers while on Board or school approved activities

- a) up to \$1,000,000 through ICBC, and
- b) for an additional \$49,000,000 under the provincial Schools Protection Program.

4. Training of Drivers and Students

4.1 The Director of Facilities shall arrange for appropriate training for new drivers, and, on an ongoing basis, for regular and spare drivers. Drivers shall be encouraged to have a first-aid course.

4.2 Principals shall inform all teachers and students about district and school expectations regarding safe loading and unloading procedures, student conduct on buses, and the roles of principals, supervisors, and drivers with regard to transportation of students.

5. Non-School District Student Bus Riders

Non-school district student bus riders may ride to and from school only if space is available and no School District No.53 students are displaced.

The bus route will not be altered to accommodate a non-school district student bus rider.