

## **CO/EXTRA-CURRICULAR TRANSPORTATION AND CHARTER SCHOOL BUS ACTIVITIES**

### **Background**

Co-curricular and extra-curricular activities are an important part of a school's education program. The Division's expectation is that the safest form of transportation of students to and from such activities is by Division buses or by commercial carriers. In certain circumstances subject to certain conditions, parental or student involvement in transporting students may be considered as a viable alternative.

Subject to certain conditions, Division buses may also be made available to the community on a 'charter' basis.

Principals in consultation with the Assistant Superintendent, Corporate Services are responsible for the administration of this administrative procedure with respect to co- and extra-curricular activities. The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure with respect to charter activities.

### **Procedures**

1. Principals shall approve all co-curricular and extra-curricular transportation.
  - 1.1 Parents shall be notified in advance in writing of the mode of transportation to be used for all school-sponsored activities involving their children.
2. Principals shall ensure that the appropriate application form is completed and forwarded to the Director of Transportation Services at least one (1) week in advance of all school-sponsored activities requiring Division bus transportation.
  - 2.1 The school requesting Division bus transportation will be charged a fee and is responsible for payment thereof.
3. Principals may negotiate with commercial carriers for transportation for school-sponsored activities.
4. Principals may, subject to the following conditions, authorize transportation of students to school-sponsored activities in private motor vehicles.
  - 4.1 The volunteer driver of any private motor vehicle (including Division staff) must complete a Volunteer Driver Authorization to Transport Students Form ([Form 553-1](#)) and these must be retained at the school office and reviewed periodically to ensure that insurance information is current.
  - 4.2 The Principal shall ensure that each vehicle has current and adequate insurance, carrying a minimum of \$2,000,000 Public Liability and Property Damage coverage and that proof is received and kept on file at the school.

- 4.3 A school student, with prior parental/guardianship consent, in writing and retained at the school on the specified Division form ([Form 553-2](#)), may use their private vehicle to transport themselves to/from co/extracurricular events such as practices, games and tournaments.
- 4.4 No school student, irrespective of age, may drive a private vehicle transporting other students on an approved co-curricular or extracurricular trip with the exception of siblings who have obtained prior parental/guardian approval in writing
- 4.5 Volunteer drivers must be qualified adult drivers; at least twenty-one (21) years of age and holding a current Class 5 (or higher) driver's license.
- 4.6 The number of persons transported in any one private vehicle may not exceed the insured passenger capacity rating of that vehicle (i.e. the number of seat belts provided in the vehicle).
- 4.7 When using a rental vehicle to transport students, the driver must have the correct class of license to legally operate the vehicle.
- 4.8 Students may not be transported in a 15 passenger van.
- 4.9 The private vehicle's liability insurance is primary or first loss insurance.
- 4.10 All individuals driving students must follow all applicable statutes and regulations including, but not limited to, proper child restraints where applicable.
- 4.11 Division Office may obtain, through the Registry Office, driver abstracts for volunteer drivers.
  - 4.11.1 To assist this process, principals will be asked to provide any information on volunteer drivers that is required by the Registry Office.
5. Principals must ensure that parents who wish to transport their children to and from school- sponsored activities, or have students self-transport, shall notify the school in writing on the approved Division form.
6. Community groups wishing to charter Division buses are expected to submit an application to the Supervisor, Transportation Services at least one (1) week in advance of the activity.
  - 6.1 If the application is approved by the Supervisor, Transportation Services, the community group will be advised of all relevant information including the fees that will be payable.
7. Billing for all fees charged for co/extra-curricular activities and for charter activities will be administered through the Transportation Department.
8. Fees for co/extra-curricular transportation and for charter activities are as per the Appendix.

Reference: Relevant Legislation & Guidelines

**FEEES FOR CO/EXTRA-CURRICULAR TRANSPORTATION AND  
CHARTER SCHOOL BUS ACTIVITIES**

<u>Co-curricular activities</u>	\$40/hour for trips not exceeding 100 km. with a three (3) hour minimum charge for all trips; or \$1.25/km for all trips over 100 km.
<u>Extra-curricular activities</u>	\$40/hour for trips not exceeding 100 km. with a two (2) hour minimum charge for all trips; or \$1.50/km for all trips over 100 km.
<u>In-town co-curricular trips</u>	flat rate of \$40 per round trip.
<u>Charter activities</u>	\$75/hour for trips not exceeding 100 km. with a three (3) hour minimum charge for all trips; or \$1.50/km. for all trips over 100 km. plus \$2 for the charter license fee and \$5 for the charter insurance fee.