

## 320: CONVEYANCE OF STUDENTS (P)

Approved: 85 06 04  
Amended: 14 11 04

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### **POLICY**

**The Board of Education recognizes that the transportation of pupils shall be provided in accordance with the School Act and such local policies as are considered appropriate for this District.**

**The Board acknowledges that pupils will be transported by District-owned or contracted vehicles or regularly scheduled runs and for authorized curricular and extra-curricular activities. In addition, the Board recognizes that volunteer vehicles will be utilized from time to time where District transportation is impractical or unavailable.**

**The Board approves the Regulations to this policy to ensure that pupils while under the supervision of the District, are safely and lawfully transported.**

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### **REGULATIONS**

#### **DEFINITIONS:**

SCHOOL BUS is defined by directive and regulations issued by the Motor Vehicle Department.

SUPERVISOR is a person who exercises School Board authority in accordance with approved board policies or directives for a specific activity. (Appendix I Guidelines)

CURRICULAR OR EXTRA CURRICULAR ACTIVITY is an activity that is provided or organized by, supervised by, or sponsored by an authority of a school.

#### **1.0 SCHEDULED SCHOOL BUS SERVICE**

(District-owned or contract)

- 1.1 Vehicles used must have valid school bus permits issued by the Motor Vehicle Department.
- 1.2 Current passenger lists should be maintained.
- 1.3 A minimum of \$10,000,000. Liability Insurance coverage should be maintained for each owned vehicle. (Ministry of Education Insurance Program provides liability coverage of \$49,000,000 in excess of the \$10,000,000 on district-owned vehicles).

- 1.4 Independent school bus operators must obtain \$10,000,000. Liability coverage (Ministry of Education Insurance Program maintains \$50,000,000. non-owned Automobile insurance to protect Boards).
- 1.5 Vehicles will be operated on approved routes only. Where spare seating permits, pupils may be transported within the walk limits along regular bus routes.

## **2.0 TRANSPORTATION ASSISTANCE**

- 2.1 Transportation Assistance allowance may be paid in accordance with the School Act Regulations where the Board considers there is not a sufficient number of pupils to establish a bus route. The Board will establish the daily rate and review periodically.
- 2.2 Special assistance may be approved by the Board to meet emergent situations. Such approvals shall be for a specified time only and shall undergo annual review.
- 2.3 When the Board chooses to make transportation assistance payments for regular home to school travel in lieu of providing school bus service, the full responsibility for safe transportation and insurance coverage rests with the vehicle owner.
- 2.4 The Application for Transportation Assistance Form, included as Appendix III is to be completed for each school year.
- 2.5 At the end of each school month the school will complete a Transportation Assistance Allowance Requisition form and forward it to the Secretary-Treasurer for payment.
- 2.6 The Board's objective is to pay the Transportation Allowance on a net 15 day basis.

## **3.0 BOARD AUTHORIZED CURRICULAR OR EXTRA CURRICULAR TRANSPORTATION** (District-owned, leased, or contract vehicles)

- 3.1 The supervisor shall assume responsibility for the arrangements and supervision of the travel.
- 3.2 Insurance coverage for contract buses must not only meet the minimum as specified by the Motor Carrier Commission, but also must satisfy the level of coverage as District-owned vehicles.
- 3.1 Drivers of school buses must possess:
  - i) a valid Class 2 driver's licence where the seating capacity exceeds 10, including the driver;

- ii) a valid Restricted Class 4 driver's licence where the seating capacity is not more than 10, including the driver.
- iii) a valid Unrestricted Class 4 driver's licence where the seating capacity is not more than 25, including the driver.

#### **4.0 SCHOOL AUTHORIZED CURRICULAR OR EXTRA CURRICULAR TRANSPORTATION (Private Vehicles/Volunteer Drivers)**

- 4.1 While the use of volunteer private vehicles is not encouraged, Principals may approve the use as outlined below.
  - 4.1.1 An identified supervisor shall ensure that any special safety requirements connected with the trip are met.
  - 4.1.2 The private motor vehicle used must meet all current requirements of the Motor Vehicle Act and shall carry a minimum third party liability of \$1,000,000.
  - 4.1.3 The driver must possess a valid driver's licence appropriate for the vehicle.
- 4.2 Volunteers are not to be used for driving school buses or passenger vans carrying more than 24 passengers.
- 4.3 The vehicle must have a school bus designation if the seating capacity is 10 or more people and the driver must have an unrestricted Class 4 license.
- 4.4 Any driver other than a parent/guardian must submit a criminal record check to the board office.
- 4.5 Verify number of operating seat belts equals the number of passengers.
- 4.6 A School District employee is entitled to drive students 6 times per month. Anything over 6 times per month requires additional "Business Use Insurance".
- 4.7 A booster seat must be used when transporting students who are over 18kg/40lbs AND under 4'9".
- 4.8 If the vehicle to be used is equipped with an air bag on the passenger side, the vehicle is to be operated in compliance with air bag regulations.

- 4.9 The school must have on file a completed Volunteer Driver application form as illustrated in Appendix II.

## **5.0 STUDENT CONDUCT/DISCIPLINE**

- 5.1 A student who contravenes a school or bus code of conduct may be suspended from school bus service. The student is subject to these codes of conduct in going to and returning from school
- 5.2 The Principal shall delegate to the bus driver authority for supervising students on the buses and for initiating appropriate disciplinary measures.
- 5.3 If a student contravenes a school or bus code of conduct while on a bus he/she may be suspended from school bus service:
- i.) For contravening school or bus code of conduct while on a bus, a one (1) day suspension from riding on any school bus may be given by the driver
  - ii.) For each suspension, the driver must immediately initiate, in writing, a Notice of Suspension (Appendix IV)
  - iii.) The Notice of Suspension must be given to the student, with copies to the principal and the transportation supervisor, within twenty-four (24) hours of the suspension.
- 5.4 For serious or repeated violations of the School Bus Code of Conduct, the bus driver shall consult with the appropriate school administrator for further disciplinary action. Such action may include additional bus suspension or consequences deemed appropriate by the school administrator.
- 5.5 Students suspended from school bus service are still expected to attend school.
- Students who have been notified of their suspensions from riding on the bus are not to be refused entry to or expelled from a bus until the day following notice of suspension has been received by them. However, in extreme circumstances where student safety or damage to the bus is involved, the bus driver has ultimate authority to refuse any student access to the bus. Should a student be refused admission onto the bus, the driver will ensure the parents have been contacted and informed before leaving the bus stop. Bus drivers will not remove any student at any point other than his/her home place of disembarkation. The driver may, however, refuse to allow a student to board the bus at either his/her home or school
- 5.6 In the event that a student is involved in wilful damage to the bus, he/she may be

suspended from use of the bus at least until restitution is made.

## **6.0 STUDENT INJURY**

1.1 Where a student has been injured, the bus driver shall:

- i) 911, if necessary;
- ii) notify the Transportation Foreman;
- iii) Complete a student injury report.

The Transportation Foreman shall:

- i) notify the parent;
- ii) notify the principal;
- iii) notify the Director of Operations;
- iv) notify the Superintendent of Schools or designate.

6.2 If the parent removes the pupil from the scene of the accident, the bus driver shall advise the parent to obtain a medical examination of the pupil.

## **7.0 EMERGENCY DISASTER PROCEDURES**

7.1 In the event of a tsunami or tsunami warning, the bus driver shall:

- i) if in garage, remain in the garage and await instructions from the supervisor;
- ii) if on the road, receive information regarding tsunami by radio and proceed on normal routes if passage is declared safe. If low lying routes are declared closed or deemed impassable, deliver passengers to the nearest high ground school and report to the supervisor;

7.2 In the event of an earthquake, the bus driver shall:

- i) if in garage, remain in the garage and await instructions from the supervisor;
- ii) if on the road, pull off to an open area, instruct children to remain in seats and cover up; and wait for the tremor to subside;

iii) when tremor ceases, radio for information and if possible, proceed on normal route. If the route is closed or deemed impassable, proceed to the nearest high ground school and report to the supervisors;

iv) maintain radio contact with other drivers to receive and send information in the event of a power outage rendering the central dispatch system inoperable.

7.3 In the event of other disasters, the driver shall:

i) utilize best judgement to ensure the immediate safety of passengers;

ii) retain radio communications with other drivers and the bus garage;

iii) cooperate with emergency disaster personnel.

**320: APPENDIX I GUIDELINES**

The Board of Education restricts the operation of District vehicles to those who are properly trained, licensed, and authorized to drive those vehicles.

Management personnel are directed to ensure that District vehicles are operated within the following guidelines:

<b>TYPE OF VEHICLE</b>	<b>PERSONS AUTHORIZED TO OPERATE</b>
Maintenance/Custodial	(a) Any employee (with permission)
Pick-ups/ Vans/Small Buses	(a) Teachers and Youth Care workers assigned to specific classes  (b) Administration/Trustees
Larger Buses	(a) Bus drivers only, except by express permission of the Board  (b) Director of Operations

**320: APPENDIX II – VOLUNTEER DRIVER APPLICATION**

School: \_\_\_\_\_

Driver’s Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_ Parent \_\_\_\_ Teacher \_\_\_\_ Other

If you checked “Parent”, name of your son/daughter \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

<b>Vehicles to be used</b>	<b>Vehicle 1</b>	<b>Vehicle 2</b>
Year/Make/Style		
Colour		
License Plate		
Passenger Capacity		
Owner’s Name		

**REGULATIONS**

In volunteering to transport students, I confirm my awareness of the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability insurance of \$ 1,000,000. My vehicle must be properly equipped with seat belts for each occupant including myself; seat belts must be secured when traveling.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. I agree to operate the vehicle safely and in a legal manner and that to the best of my knowledge, the motor vehicle is in good mechanical condition.
4. The vehicle will be equipped with winter, all-season tires and/or chains for winter conditions.
5. For safety and health reasons, I will not smoke in my vehicles while transporting students.
6. I will not, at any time during my performance as a volunteer driver, imbibe any alcoholic beverages or use any restricted substances.
7. I will not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
8. I will provide a driver’s abstract to the School Principal prior to the trip.
9. If I am not a parent or guardian, I must submit a criminal record check prior to the trip.
10. I will not transport more than 8 occupants at a time.

**VOLUNTEER DRIVER’S AND VEHICLE OWNER’S DECLARATIONS**

**(I/We) have read the above items 1 through 10, regarding transportation of students for sanctioned school activities and accept and agree to follow these School District regulations.**

\_\_\_\_\_  
Driver’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vehicle Owner’s Signature

\_\_\_\_\_  
Administrator’s Signature



**320: APPENDIX III APPLICATION FOR APPROVAL OF A MINISTRY GRANT TOWARDS TRANSPORTATION**

Assistance Agreement for the School Year: \_\_\_\_\_

1. Transportation assistance may be granted when parents do not wish to board, to dormitize or educate their children by correspondence courses, but when they are prepared to provide the pupils with transportation to school.
2. Transportation assistance applies when there are fewer than eight pupils concerned and in accordance with the rates currently approved.
3. The maximum duration of this agreement is in the current school year.

AGREEMENT:

(1 mile = 1.6 kilometers)

1. Distance of pupil's home to (i) nearest suitable school \_\_\_\_\_ kilometers  
(ii) nearest school bus \_\_\_\_\_ kilometers
2. Name of School \_\_\_\_\_
3. Total distance traveled daily \_\_\_\_\_ kilometers.
- 4:

Pupil's Name(s)	Grade	Daily Assistance

5. Date Grant to Commence: \_\_\_\_\_

For the above daily assistance I agree to be responsible for the transportation of the above children to and from school each day.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended for Grant: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
 District Superintendent Secretary-Treasurer Date

**320: APPENDIX IV SCHOOL BUS SUSPENSION NOTICE**

Date:	
Student's Name :	Grade:
School:	
Driver:	Bus Route:

This discipline memo is given to your son/daughter for reasons as checked below by the driver. He/she will not be permitted to ride on the bus until the driver receives this memo, with your signature, indicating that you are aware of the problem, and that there is some guarantee of good behaviour. If you wish to discuss this memo further, please contact the office of the Director of Operations @ 4930 Maebelle Avenue, Port Alberni B.C. V9Y 8C8 Telephone Number 250-723-8821, Fax Number 250-723-1116.

Obscene language directed @ driver	<input type="checkbox"/>	Damage to bus	<input type="checkbox"/>
Littering	<input type="checkbox"/>	Spitting	<input type="checkbox"/>
Moving around while bus in motion	<input type="checkbox"/>	Smoking	<input type="checkbox"/>
Harassment of driver or other students	<input type="checkbox"/>	Not remaining in assigned seat	<input type="checkbox"/>
Fighting	<input type="checkbox"/>	Obscene language	<input type="checkbox"/>
Throwing objects or garbage	<input type="checkbox"/>	Other	<input type="checkbox"/>

*Note: Suspension Periods are dependent on the nature of the incident but generally follow these guidelines:*

- 1<sup>st</sup> Offense: Written Warning - Referral to Principal for further consideration Yes\_\_ No\_\_
- 2<sup>nd</sup> Offense: 1 Day and Referral to Principal
- 3<sup>rd</sup> Offense: 2 Days at the discretion of the Principal
- 4<sup>th</sup> Offense: 1 Week at the discretion of the Principal
- 5<sup>th</sup> Offense: 1 Month at the discretion of the Principal
- 6<sup>th</sup> Offense: Remainder of term, or as agreed with Superintendent of Schools

This suspension applies to ALL school transportation

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**