

## Saskatchewan Rivers School Division No. 119 Policy Manual

**Policy Name:** Special Use of School Division Buses and Vans

**Policy Type:** Transportation

Number: 6090

Date Approved: November 28, 2005

Legal Reference:

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The Board of Education (the Board) believes that the primary use of the Division bus fleet will be for regular student transportation.

The Board authorizes the use of Division buses and vans for other educational and school needs such as sporting events and extra curricular trips.

### **Guidelines:**

1. The Board shall not make buses available to individuals for non-educational purposes on a rental or lease basis.
2. In special circumstances a school bus or van may be used to transport non-students to a place of safety or to a place where private transportation can be provided.
3. The Board will authorize the use of school buses or vans for Emergency Measures Operations providing the times do not interfere with student transportation.
4. Permission may be granted for the transportation of non student spectators to Board approved functions such as sporting events, band festivals, etc.
5. Division employees and school volunteers may be allowed to ride to and from school provided that bus routes are not altered and there is room on the bus.
6. Parents or other adults are authorized to ride Division buses or vans when acting as chaperones on extra curricular trips.

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### **ADMINISTRATIVE PROCEDURES**

1. The group or individual requesting transportation services as described in this policy will submit such requests, in writing, to the Supervisor of Transportation.
2. The Supervisor of Transportation will determine if fees will be charged and where applicable, will submit an invoice to groups or individuals utilizing Division buses as described in this policy.
3. When school buses or vans are used for emergency purposes, the bus or van driver will immediately report the use and circumstance to the Supervisor of Transportation.