

SPECIAL USE OF SCHOOL DIVISION BUSES AND VANS

Background

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

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

Procedures

1. All drivers of 15 passenger vans must successfully complete the Division's 15 passenger van training.
2. The Division shall not make buses available to individuals for non-educational purposes on a rental or lease basis.
3. 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.
4. The Division will authorize the use of school buses or vans for Emergency Measures Operations providing the times do not interfere with student transportation.
5. Permission may be granted for the transportation of non student spectators to Division approved functions such as sporting events, band festivals, etc.
6. 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.
7. Parents or other adults are authorized to ride Division buses or vans when acting as chaperones on extracurricular trips.
8. The group or individual requesting transportation services as described in this procedure will submit such requests, in writing, to the Manager of Transportation.
9. The Manager 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.
10. When school buses or vans are used for emergency purposes, the bus or van driver will immediately report the use and circumstance to the Manager of Transportation.

Reference: Section 85, 87, 108-110, 194-197, 349 *The Education Act, 1995*
Highway Traffic Act
National Safety Code

Approved: May 12, 2014