

## **EXTRA-CURRICULAR BUS TRANSPORTATION**

### **Background**

The Division believes that extra-curricular and sport activities are valuable in enhancing the educational and physical development of students.

### **Procedures**

1. Schools are strongly encouraged to arrange transportation for their extra-curricular trips with economy and safety in mind.
2. Trips within the province of Saskatchewan require the authorization of the principal. Teachers shall complete an "Student Travel Request Form" and obtain the principal's signature of approval before undertaking the educational experience with a group of students.
3. Trips outside the province require the authorization of the Director.
4. Regular student transportation will take priority over extra-curricular travel.
5. On occasion of inclement weather, extra-curricular travel will be permitted on a case by case basis. Final approval will require the authorization of the school principal and the Manager of Transportation.
6. Teachers and chaperones are expected to take an active role in keeping the students behaving in a manner that will allow the bus driver to concentrate on driving safely. Normal classroom-like behavior is expected. Teachers and chaperones are expected to stay alert at all times during the trip and be seated throughout the bus in order to better exercise control. The bus driver and teachers or chaperones are expected to discuss noise and activity tolerance levels prior to the start of the trip.
7. All rules and regulations regarding student discipline as specified in Administrative Procedure 554: Student Conduct on Buses and Vans apply while participating in extra trips.
8. Schools outside Prince Albert shall schedule their own transportation for extra-curricular trips. They may make use of division run busing and vans, parent provided transport or external contractors as is necessary and available. Schools in Prince Albert shall schedule extra-curricular trips through the transportation office.
9. The principals of all schools outside Prince Albert using the School Division buses shall complete and submit an "Extra-curricular Trip" form to the Manager of Transportation. Information on the form includes:
  - 9.1 Date of trip;
  - 9.2 Name of bus driver;
  - 9.3 Destination of the trip;
  - 9.4 Purpose of the trip;
  - 9.5 Departure and return times;
  - 9.6 Total kilometres.

10. The Manager of Transportation will complete the Extra-curricular Trip form for trips taken from schools in Prince Albert, as well as the "cost" portion of the forms received from the schools outside of Prince Albert. The Manager of Transportation will submit the forms to the appropriate department at the Education Centre for school invoicing, driver payment and seniority purposes.
11. If a trip requires a spare bus and/or driver, the principal will make arrangements with the Manager of Transportation at least 10 days in advance of the scheduled trip. Spare buses will be allotted on a first come basis.
12. The bus or van driver may, at his/her discretion, deny transporting any equipment that he/she deems dangerous to the well-being of the student. Schools are encouraged to communicate with the transportation office in advance regarding the transport of over-sized equipment.
13. The school division charge rate to schools will be approximately equivalent to fuel and operations costs, plus any driver costs incurred by the trip. This charge rate will be reviewed annually by the Manager of Transportation.
14. Some Division related trips as authorized by a Superintendent may be completed at no cost to the school.
15. Some Division related trips as authorized by a CFO may be completed at no cost to the school.

Reference: Section 85, 87, 108-110, 121, 179, 194-197, *The Education Act, 1995*  
*Highway Transportation Act*  
*Traffic Safety Act*

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