



Administrative Procedure 562

TRANSPORTATION OF STUDENTS – TRAVEL FOR FIELD TRIPS AND EXTRACURRICULAR TRIPS

Background

Field trips and extracurricular activities are of considerable value in the education of students. The District prefers that District buses be used both for field trips and extracurricular trips because of the reduced chance of accident and increased effectiveness of supervision, recognizing that charter buses or other modes of transportation may be appropriate in certain circumstances.

Procedures

1. Notwithstanding anything else in this administrative procedure, students travelling on field trips or for extracurricular activities will not be transported in a fifteen passenger van under any circumstances.
2. For transportation within British Columbia:
 - 2.1 The principal of a school may for, field trips or extracurricular trips, authorize one or more of the following modes of student transportation:
 - 2.1.1 Private motor vehicles where:
 - 2.1.1.1 The driver has provided to the principal, prior to each trip, their assurance that:
 - 2.1.1.1.1 They have a current and valid BC driver's license.
 - 2.1.1.1.2 The vehicle they will be using is insured with a minimum of \$2 million liability insurance.
 - 2.1.1.1.3 The vehicle is maintained in a safe operating condition and will be equipped with tires appropriate for winter driving conditions as required by the Motor Vehicle Act.
 - 2.1.1.1.4 They have had no serious traffic violations since last providing a driver's abstract to the Principal.
 - 2.1.1.1.5 They will, while driving, wear a seat belt and will ensure that all passengers in the vehicle wear a seatbelt or use a child restraint or booster seat as required by the [Motor Vehicle Act](#).

- 2.1.1.1.6 They will, considering a child's size, age and weight, follow the vehicle manufacturer's instructions regarding designated seating and, if a child is required to use a child restraint or booster seat, will follow the manufacturer's instructions regarding the use of the child restraint or booster seat.
 - 2.1.1.1.7 They will operate the vehicle in a safe and legal manner
 - 2.1.1.2 The driver has provided to the principal, in the current school year, copies of:
 - 2.1.1.2.1 Their driver's abstract.
 - 2.1.1.2.2 The certificate of insurance for the vehicle, showing a minimum of \$2,000,000 liability insurance.
 - 2.1.1.2.3 Their driver's license.
 - 2.1.1.3 The driver of the vehicle may be required to undergo a Criminal Records Review.
 - 2.2 Taxi cab:
 - 2.2.1 Only where no District - provided funds are used for busing, a special activity bus holding a school bus permit under the *Motor Vehicle Act*.
 - 2.2.2 A school bus or charter bus meeting the requirements of the *Motor Vehicle Act*.
 - 2.2.3 Transit bus providing regularly scheduled public passenger transportation service.
 - 2.2.4 Intercity bus providing regularly scheduled public passenger transportation service; or
 - 2.2.5 Other modes of transportation such as aircraft and railway.
 - 2.3 For all field trips or extracurricular trips where a District school bus or a charter bus is required, the Manager of Transportation and Grounds will determine whether to use a District school bus or a charter bus based on the following criteria:
 - 2.3.1 Availability of a District school bus.
 - 2.3.2 Availability of a District bus driver.
 - 2.3.3 Distance of travel.
 - 2.3.4 Road conditions; and,
 - 2.3.5 Passenger comfort.
 - 2.4 If the Manager of Transportation and Grounds makes the determination that a charter bus is to be used, the principal will be responsible for making the transportation arrangements and will use a charter bus company approved by the Manager of Transportation and Grounds.
- 3. Transportation for field trips or extracurricular trips where the destination is outside of Canada, the principal must make the transportation arrangements and the Assistant Superintendent of Human Resources must approve them.

4. Where a special activity bus owned by a non-profit society and holding a school bus permit under the *Motor Vehicle Act* is used to transport students for curricular activities, the Manager of Transportation and Grounds must first authorize such use.

Reference: Sections 22, 23, 65, 85 School Act
Motor Vehicle Act

Adopted: December 15, 2020