

ADMINISTRATIVE PROCEDURE #3.05

TRANSPORTATION OF STUDENTS

BACKGROUND

The Board recognizes its responsibility for ensuring that all due care and attention is paid in the event that students need to be transported to and from school, or to and from approved, school-sponsored events.

WHEN STUDENTS ARE TRANSPORTED BY THE DISTRICT, OR WITH PRIOR APPROVAL ON THE DISTRICT'S BEHALF, THEY MUST TRAVEL IN APPROPRIATELY LICENSED AND INSURED VEHICLES WHICH ARE OPERATED IN ACCORDANCE WITH ALL GENERALLY-ESTABLISHED SAFETY PRACTICES, PROVINCIAL REGULATIONS AND THE REGULATIONS ESTABLISHED BY THE SCHOOL DISTRICT FOR THE SAFE TRANSPORT OF STUDENTS. THIS APPLIES TO BOTH PRIVATELY AND COMMERCIALY OWNED VEHICLES.

In implementing the administrative procedure, the Board requires that staff ensure that:

1. All students are provided with safe transport.
2. All legal requirements are met in licensing, insuring, and operating vehicles used by the Board in transporting students.
3. All those involved in the approved transportation of students are aware of the Board's regulations regarding the safe conduct of students from one location to another.
4. Sufficient liability coverage is in place to protect the Board from any claim brought against it as a result of an accident while students are being transported.

REGULATIONS

1. Scheduled School Bus Service (District-owned or Contracted Vehicles)
 - a. Vehicles shall have valid school bus permits issued by the British Columbia Motor Vehicle Department and conform to all municipal, provincial and federal legislation, regulations and standards governing school bus transportation.
 - b. Vehicle operators shall have the appropriate valid driver's license.
 - c. Current passenger lists shall be maintained.
 - d. Sufficient liability insurance coverage shall be in place. Specifically:
 - i. For District-owned buses, the minimum liability insurance coverage purchased by the District shall be \$1 million for each vehicle. Insurance

coverage under the Ministry of Education Insurance Program provides liability coverage in excess of \$1 million on District-owned vehicles.

- ii. For buses under contract to the Board, the Ministry of Education Insurance Program maintains non-owned automobile insurance coverage protecting the Board should an accident occur and a court of law find the Board negligent in some manner. Additionally, the contractor shall carry appropriate levels of third-party liability and comprehensive liability insurance.

2. Scheduled Taxi Service - Taxis are required to abide by the provisions of the School Bus Regulations contained in the British Columbia Motor Vehicle Act, (as well as all child restraint requirements as set out in the Motor Vehicle Act).
3. Transfer Assistance Payments (Home-to-school-to-home) - If the Board makes transportation assistance payments for regular home-to-school-to-home travel in lieu of providing school bus service, the full responsibility for safe transportation and for insurance coverage rests with the vehicle owner.
4. School Board-authorized Curricular or Extracurricular Transportation (District-owned, Leased or Contract Vehicles)
 - a. If contract vehicles are used, there shall be a formal written contract for the transportation required.
 - b. In the event of a District approved contract carrier subsequently sub-contracting out to other carriers for the transportation required, the school principal shall advise the District's Purchasing Services of this arrangement. Purchasing Services will review the licensing and adequacy of the liability insurance coverage with the approved carrier, and approve the sub-contract of the transportation.
 - c. The school principal shall exercise Board authority and carry overall responsibility for the arrangements and supervision of the transportation, as well as the curricular or extracurricular activity.
 - d. Passenger and vehicle loading lists shall be filed in the school.
 - e. Contractors shall carry the appropriate levels of third-party liability and comprehensive liability insurance.
5. School-authorized activities using privately-owned vehicles
 - a. Any school-authorized activity requiring transportation shall be approved by the principal(s) involved.
 - b. A supervisor or designate shall be identified by the school principal.
 - c. The supervisor or designate shall ensure that any special safety requirements connected with the trip are met.
 - d. Where privately-owned motor vehicles are used to transport students to and from school or District-sponsored activities, they shall have a minimum third-party liability of \$1 million. The private vehicles shall meet all the requirements of the British Columbia Motor Vehicle Act and Regulations, and be considered reasonably suited for this purpose. The school principal or designate shall also satisfy themselves that the drivers are reasonably suited for this purpose.
6. Seat Belts, Booster Seats and Child-Restraint seats in Privately-Owned Motor Vehicles

- a. All students shall be secured in the appropriate child restraint seats, booster seats and/or seat belts as set out in the British Columbia Motor Vehicle Act.
- b. Students under 20kg (44 lbs) are to be secured in a commercial child seat. It is the responsibility of the school administrator to ensure that parent(s) and/or guardian(s) are aware of this requirement and that parent(s) and/or guardian(s) provide the required child seat or provide confirmation that the student's weight is greater than 20kg.
- c. Students over 20kg are required to be secured in a commercial booster seat until their 9th birthday or until they reach a height of 145cm (4' 9"), whichever comes first. It is the responsibility of the school administrator to ensure that parent(s) and/or guardian(s) are aware of this requirement and that parent(s) and/or guardian(s) should provide the required booster seat or provide confirmation that the student's height is greater than 145 cm.

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Date Adopted: 1976-11
Date(s) Revised: 2003-03
2008-05

Cross References:
Statutory: *School Act 85 (2), Motor Vehicle Act*
Other: