



**ADMINISTRATIVE POLICY No. 806**

**REVISED SEPTEMBER 2009**

**SPECIAL USE OF BUSES**

Prairie Spirit School Division endorses the use of school division buses for transporting students for educational and school related activities.

**PROCEDURES**

**1. Approved Activities**

- a. Buses may be used to transport students for the following activities:
  - Educational tours and class trips
  - Outdoor educational trips
  - Co-curricular activities and,
  - Extra curricular activities

**2. Application and Charges**

- a. The principal or designate is to submit a request for a bus to the Conveyance Department at least two weeks prior to the date of use.
- b. Appointment of a driver is the responsibility of the Conveyance Department.
- c. The school is to be billed at established rates for special bus use.

**3. Reimbursement of Bus Drivers**

- a. Drivers are to receive remuneration for a minimum of three hours or in accordance with the salary grid in effect.
- b. On charter trips, drivers are to be reimbursed the actual cost of room accommodation and a meal allowance in accordance with applicable staff agreements.