

Administrative Procedures

AP-806 SPECIAL USE OF BUSES	Date of implementation: Fall 2006 Date of update: March 18, 2019
	Related Administrative Procedures: AP-418 Learning Experiences Outside the School AP-807 Transportation in Private Vehicles

Purpose: To endorse the use of school division buses and other vehicles for transporting students for educational and school related activities within the province.

1) Approved Activities

- a) Buses may be used to transport students for the following learning experiences and for the purposes outlined in AP-418 Learning Experiences Outside the School:
- Educational tours and class trips
 - Other off-site curricular trips, including Career and Work Experience
 - Outdoor educational trips; and
 - Extra-curricular activities.

2) Application and Charges

- a) The principal or designate is to submit a request for a bus to the-Transportation Department at least two (2) weeks prior to the date of use, where possible.
- b) Appointment of a driver is the responsibility of the Transportation 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 (3) 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.

4) 12-15 Passenger Vans and Other Vehicles

- a) From time to time, school division owned 12-15 passenger vans or other vehicles may be used to provide transportation for learning experiences. All expectations and requirements are outlined in AP 807 Transportation in Private Vehicles, Appendix A – Volunteer Driver Authorization Form, and Appendix B – 12-15 Passenger Van Usage Requirements.