

Administrative Procedures

<p>AP-807</p> <p>TRANSPORTATION IN PRIVATE VEHICLES</p>	<p>Date of implementation: Fall 2007 Date of update: March 18, 2019</p>
	<p>Related Administrative Procedures:</p> <p>AP-412 Access to Schools AP-418 Learning Activities Outside the School AP-423 Extra-Curricular Activities AP-427 Alcohol, Cannabis and Illicit Drugs AP-501 Recruiting and Placement (Criminal Records Check) AP-514 Medical Marijuana Use AP-515 Recreational Substance Use AP-805 Closure – Severe Weather and Student Transportation</p>

Purpose: To guide the preferred practice of using school buses to transport students to special events. However, the Board recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles and 12-15 passenger vans owned and/or registered by the Division.

Definition of volunteer driver: All employees, parents/guardians, students and other principal-approved drivers make up the bank of volunteer drivers.

Definition of private vehicle: Any motor vehicle used to transport private passengers, including a van, which has been approved for use on public motorways; including, but not limited to, individual or organization/business owned.

1) Special Events

School-approved private vehicles may be used for approved learning experiences at the discretion of the principal, if the number of students involved does not warrant the use of a school bus. Principals are responsible to ensure an informed consent/permission form is kept on file at the school for all approved learning experiences. Work education permission forms will be kept on file at the Division office.

A list of approved learning experiences that are related to the curriculum as outlined in AP-418 Learning Experiences Outside of the School and listed here:

- Personal experience in environmental education
- Awareness of the outdoors as a resource of activities for a healthy lifestyle
- The development of self-reliance, initiative, responsibility and cooperative attitudes

- Gaining knowledge of the cultural, spiritual, historical, geographical, scientific, industrial, social and physical aspects of life
- Activities leading to peer recognition and leadership roles
- Participation in public performances, festivals and competitions; and extra-curricular activities.

When private vehicles are used, it is required that all travelers shall wear a seatbelt and the number of students shall not exceed the number of available seatbelts in the vehicle. All traffic safety laws, such as drug and alcohol use (please see SGI Saskatchewan Driver's Handbook and *The Traffic Safety Act*), shall be adhered to including: AP-514 Medical Marijuana Use, AP-515 Recreational Substance Use and AP-805 Severe Weather, Student Transportation and School Closure.

A list of approved volunteer drivers along with their "*Volunteer Driver Authorization Form*" (Appendix A) shall be compiled by the principal and maintained in the school office throughout each school year. In addition, a travel plan which sets out the main route with stops will be provided to the principal and parent prior to each trip (i.e. Google Map) and adhered to unless otherwise directed. The principal will be kept informed of any changes to the itinerary.

See Table 1 for the process for volunteer drivers.

2) Approval

a) Adult Drivers

Approval shall be granted in accordance with AP-412 Access to Schools and AP-501.7 Recruiting and Placement, Criminal Record Check. Adult drivers will be used to transport students in private vehicles where possible. Approval will only be granted upon:

- i) Approval of private vehicles by the principal or vice principal
- ii) Approval and completion of vehicle information and safety Volunteer Driver Authorization Form (Appendix A)
- iii) Evidence of a safe driving record.

b) Student Drivers

The Division recognizes a parent/guardian may seek permission for a student to drive only school-sanctioned programs and/or extra-curricular purposes. The Division may refuse to allow a student driver where distance, road conditions, safety and other conditions apply. All SGI rules and regulations need to be followed. For the safety of our students, only two (2) passengers will be allowed per student driver, except when specifically approved by the principal.

In order for a student to drive for a school-sanctioned program or extra-curricular purposes, parents/guardians must have completed and signed Section C, "Parent Permission for Student

Driver/Passenger” of the Volunteer Driver Authorization Form (Appendix A), which must be approved by the principal.

The student must also complete Appendix A “Volunteer Driver Authorization Form”.

Student drivers shall not drive a 12-15 passenger van.

c) Other

All employees, parents/guardians and other principal-approved drivers must submit, or have on file, a criminal record check as noted in Section 7 of AP-501 Recruiting and Placement.

3) 12-15 Passenger Vans: Division and Non-Division Owned (see Appendix B)

The Division allows for 12-15 passenger vans for eligible schools to facilitate Division-sanctioned events. However, as 12-15 passenger vans may pose a higher risk under certain circumstances, the Board believes that clear guidelines must be put in place to ensure that all travel and travel decisions are made with the safety of students paramount.

Any 12-15 passenger van used for school-approved learning experiences will be operated in compliance with Division policy and requirements under the SGI Passenger Transport Vehicle, The *Highway Traffic Act* and Transport Canada guidelines for 12-15 passenger large vans.

The Board allows for the use of 12-15 passenger rental vans providing the following conditions are met:

- a) The Volunteer Driver Authorization Form (Appendix A) must be filled out completely and retained by the principal for the school year.
- b) The 12-15-Passenger Usage Requirements Form (Appendix B) shall be completed prior to each trip and approved by the principal and/or designate prior to departure.
- c) See Table 2 for steps to be taken in the 12-15 passenger van requirement process.
- d) All drivers shall be experienced and have taken a school division driver training course within the last three (3) years.
- e) A maximum of twelve (12) occupants, including the driver, shall be transported in any given trip.
- f) The back seat of a 15-passenger van shall be removed from the vehicle, if possible, or will not be utilized.
- g) A cellphone or communication device shall be available for safe use in the vehicle.
- h) Approval for van use has been given by the principal or vice principal.
- i) Parents/guardians are made aware of the transportation plans and have provided written approval.

4) Use of Charter Buses

The Board strongly favours the preferred practice of using buses to transport students. However, the Board recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

Before hiring a charter bus, you will ensure the charter bus company or individual has a:

- Operating Authority Certificate
- National Safety Code (NSC) "Certificate of Safety Fitness"
- Certificate of Registration
- Vehicle Inspection Certificate (and valid inspection sticker on side of bus)

All certificates should be in the same name as the registered owner listed on the registration certificate. This information should be requested ahead of time and kept on file at the school for the school year.

In the case of Division buses, a Bus Request Form (Class Field Trips) will be provided to the principal and is to be kept on file for the school year. 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. The appointment of a driver is the responsibility of the Transportation Department. Schools will be billed at the established rates for special bus use. Appropriate consideration of Collective Agreements that pertain will be given.

5) Safety

When traveling to a destination¹ on a school-sponsored excursion that requires multiple stops or is not a regularly traveled route, the teacher/supervisor arranging transportation must have a pre-determined travel plan. This plan shall be developed and followed by each driver and will set out the main route with stops. When applicable, this plan will be provided to the principal and volunteer prior to each trip (i.e. Google map) and adhered to unless otherwise directed. The principal will be kept informed of any changes to the itinerary.

The following precautionary requirements are necessary:

- a) In the event of a claim against an employee or approved volunteer driver, the first call for any claim shall be made against the insurance held by the registered owner of the vehicle and then against the insurance held by the Division when the limits of the insurance held by the registered owner of the vehicle have been reached.
- b) Drivers shall ensure that they are adequately rested to perform their duty as a driver. Should the driver become fatigued prior to completion of the trip, he/she shall stop the vehicle, as necessary, to rest in a safe location. In no case shall the school intentionally plan a trip that will

¹ It is up to the principal to determine which excursions will require coordinated travel planning for safety purposes.

exceed fifteen (15) hours on duty in length within a 24-hour period without the provision of a second driver.

- c) Under no circumstances shall a student operate a 12-15 passenger van.
 - d) All Transport Canada and SGI safe driving guidelines adhered to Saskatchewan Driver's Handbook.
- 6) Reimbursement of Extra-Curricular, Career and Work Education
- a) Regional and provincial expenses shall be supported as outlined in Extra-Curricular Events Expenses in AP-423 Extra-Curricular Activities.
 - b) Transportation for those student placements in Career and Work Education programs that have been approved by the principal or vice principal may qualify for mileage reimbursement.
 - c) Parents/guardians using their vehicles will be informed that they may apply for reimbursement (see Volunteer Driver Authorization Form (Appendix A)).
 - d) Student drivers will not be reimbursed.
 - e) In the case of special use of buses, drivers are to receive remuneration for a minimum of three (3) hours in accordance with the salary grid in effect.

References:

[*Bus Request Form \(Class Field Trips\)*](#)

[*SGI Passenger Transport Vehicles*](#)

[*SGI Saskatchewan Driver's Handbook*](#)

[*The Highway Traffic Act*](#)

[*The Traffic Safety Act*](#)

[*Transport Canada*](#)

Table 1: Volunteer Driver Process

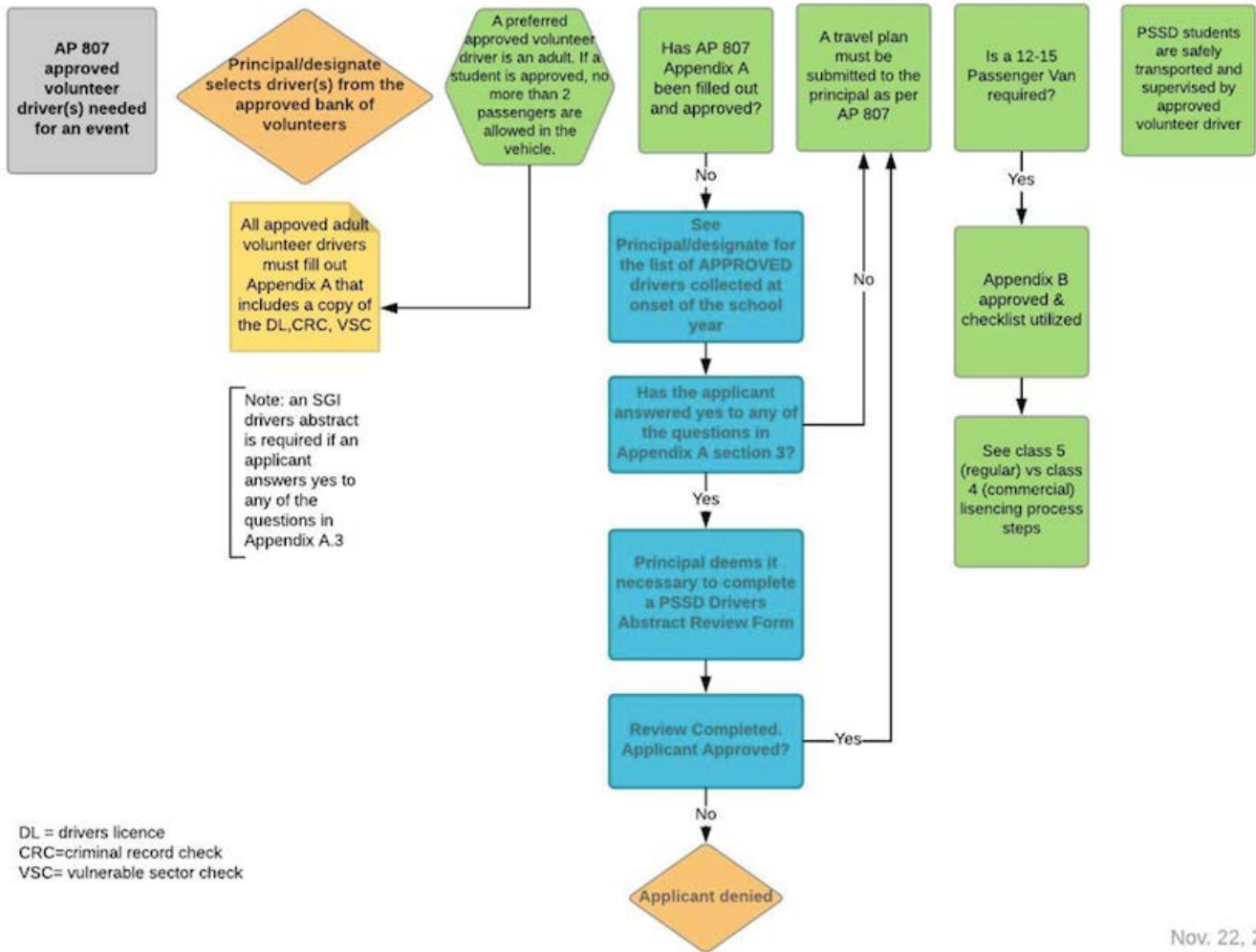
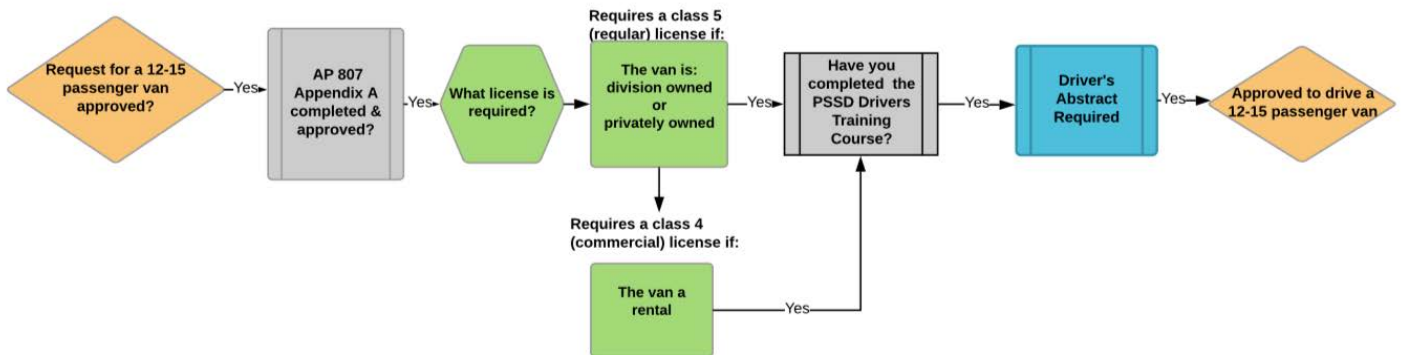


Table 2: 12-15 Passenger Van Requirement Process





Volunteer Driver Authorization Form

Appendix A, AP-807 Transportation in Private Vehicles

Purpose: To provide clarity for the principal or vice principal regarding who is acceptable as a volunteer driver for school-sanctioned programs or extra-curricular purposes. It is expected that relevant information be collected at the outset of a school year, so that a bank of volunteer drivers' names can be maintained in the school office and accessed as required.

Definition of Volunteer Driver: All employees, parents/guardians, students and other principal-approved drivers make up the bank of volunteer drivers.

It is strongly recommended that approved volunteer drivers carry a package policy with coverage of at least two million dollars (\$2,000,000) on any vehicle being used for school purposes. Reasons outlined on the [SGI](#) website that "Auto Fund Plate Insurance" be augmented with a package policy includes, but is not limited to: physical damage; liability; injury; and family security. Please take the time to be fully informed prior to volunteering. Depending on the facts of individual cases, there may be insurance coverage available under Board insurance policies. Please see your principal if you do not currently carry a package policy.

Contributions made by our volunteers are greatly appreciated. Thank you!

School name:	School year:
Last name:	First name:
Address:	
Phone Nos.: (h) (w) (c)	
License No.:	Class/Exp.:

A. Owner Driver(s) Information

Authorization to transport students in a private vehicle shall be approved by the Principal or Vice Principal when the person seeking authorization provides the Principal with:

Current criminal record and vulnerable sector check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of a valid Driver's License	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization to transport students in a private vehicle shall be approved by the Principal or Vice Principal when the person seeking authorization is able to response “no” to the following:

Has your driver’s license been suspended at anytime in the last three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been involved in any accidents as a driver during the last three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been convicted of an offence under <i>The Highway Traffic Act</i> , <i>The Motor Vehicle Act</i> or for any motor vehicle related offense under the Criminal Code of Canada in the last three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered “yes” to any of the questions above, a Driver’s Abstract Review Form must be completed. A draft version at no cost is acceptable and may be accessed via [MySGI](#).

Note: *The Principal may determine that further information is required and a Driver’s Abstract Review form will be completed.*

B. Vehicle Information

Make:		Model:	
Plate:		Expiry:	
Capacity of vehicle:	12-15 Passenger van? <input type="checkbox"/> No <input type="checkbox"/> Yes (see Appendix B)		
Make:		Model:	
Plate:		Expiry:	
Insurance on Vehicle:		Package Policy:	
Agent:		Liability Limit:	

C. Parent Permission for Student Driver/Passenger

If you are seeking permission that your son/daughter (or student in your legal charge) be allowed to drive or be in a vehicle with a student driver for a school-sanctioned program or extra-curricular purposes, please complete the following and return to the school.

I, _____, the parent and/or legal guardian of _____, am directing that my son/daughter or student in my legal charge shall have my permission to:

- Drive on his/her own
- Drive themselves as well as: _____/_____
- Travel in a vehicle with another student listed here: _____/_____

I hereby agree that I will accept full responsibility for any damage, injury or loss caused to persons or property arising out of the conduct of any vehicle owned by me or my child and used to transport my child to the scheduled activity.

Parent/Guardian Signature
(if driver is under 18 years of age)

Date

STUDENT

- I understand that, in my role as volunteer driver, I am still considered a student and am bound by all expectations and policies that would be in place in the school setting.
- I shall not drive a 12-15 passenger van or transport any more than two (2) passengers when driving in a volunteer capacity, except when specifically approved by the principal.

Student Signature

Date

D. Acknowledgements and Commitments

- I agree to abide by the requirements of [The Highway Traffic Act](#) and the [SGI vehicle safety](#) handbook and traffic bylaws while acting as a volunteer driver for school functions. I undertake to report to the school principal all incidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e. current school year).

- I commit to follow all highway traffic regulations, including, but not limited to:
 - Traveling in a well-maintained vehicle (if applicable, see Appendix B “12-15 Passenger Van Usage Requirements”)

 - Utilizing appropriate hands-free technology for communication as outlined in the [SGI distracted driving](#) Saskatchewan Drivers Handbook.

- I agree to comply with all administrative procedures, directions of teachers, or agents of the Board with regard to travel arrangements for students including, but not limited to:
 - [AP-805 Severe Weather, Student Transportation and School Closure](#)

 - AP-501 Recruiting and Placement - [Declaration of Compliance and Understanding](#)

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge. If any of this information changes, I will immediately advise the principal.

Signature of Owner/Driver #1: _____

Signature of Owner/Driver #2: _____

The above stated driver(s) is/are hereby authorized to transport students for school approved functions during the current school year.

Principal or Vice Principal Signature

Date



12-15 Passenger Van Usage Requirements Form

Appendix B, AP-807 Transportation in Private Vehicles

Purpose: To ensure the safety of all individuals using 12-15 passenger vans for school-sanctioned programs and/or extra-curricular purposes. Usage of 12-15 passenger vans must adhere to all transportation guidelines, such as SGI "[Passenger Transport Vehicles](#)", [Canadian Council of Motor Transport Administrators](#) (CCMTA) and [Transport Canada](#) motor vehicle safety regulations.

All Division-owned vehicles shall be roadworthy and inspected annually by the Division's Transportation mechanics, a SGI-certified mechanic or an approved SGI safety inspector.

- 1) All work required in the inspection process will be completed within thirty (30) days of the inspection.
- 2) If the inspector deems the vehicle unsafe, repairs must be made prior to the van being used.
- 3) A work order itemizing the completed repair work must be sent to the inspector, a copy filed with the principal and a copy inserted in the Division log book.

A. Checklist for 12-15 Passenger Vans (Division and Non-Division Owned)

- Volunteer Driver Authorization Form (Appendix A) has been completed and submitted to the principal.
- Driver has Class 5 driver's license and has a driver training course provided by the Division within the past three (3) years.
- When the van is a rental, the driver has a Class 4 license.

Coming Going

- Pre-trip vehicle circle check (please see [video](#) on safety checks):
 - all lights (headlights low and high beam)
 - signals
 - tires and spare tire (air pressure, good condition)
 - brake test
 - horn
 - wipers and washer fluid
 - oil and hoses under the hood
 - general overall view of the motor ensuring there are no wet spots indicating leaks
- No more than twelve (12) occupants, including the driver.
- All occupants are using seatbelts.

Coming Going

- Passengers fill seats from front to back. All Division-owned 15-passenger vans have the extreme rear seat removed.
- Luggage is secured and no higher than back of the seat. No luggage is on the roof.
- Cellphone or communication device is available for safe use in the vehicle.
- Weather and road conditions are safe (see AP-805 Severe Weather, Student Transportation and School Closure).

B. Additional Safety Requirements (Division and Non-Division Owned)

1. Under no circumstances will students be allowed to drive a large 12-15 passenger van.
2. The last bench seat in a 15-passenger van will be removed, if possible, or will not be utilized.
3. No more than 12 people to ride in a 15-passenger van.
4. Fill the front passenger seats first and then put cargo in empty seats or on the floor to the front of the vehicle or evenly distribute it throughout the vehicle; no higher than the back of a seat. When the van is not full, passengers and cargo should be loaded in front of the rear axle.
5. Roof racks, rear cargo boxes and tow trailers are not permitted as they will negatively affect the handling and stability of the vehicle
6. Never exceed the recommended weight limitations of the van.

C. Division Owned Vans Only

1. The [SGI Professional Driver's Handbook](#) outlines a "circle check" for vehicle roadworthiness and is required daily.
2. It is also necessary to have the SGI School Bus Log book in the vehicle at all times
3. A cellphone or communication device is available for safe use in the vehicle
4. A Division vehicle log book will be in the vehicle and shall be updated on every 24- hour period after circle trip is completed including:
 - The white log sheet along with a copy of all fuel receipts that must be turned into the Transportation office located at the Bus Garage within the first week of the new month. Log sheets are considered incomplete without all fuel receipts.
5. All services/maintenance performed will be recorded and receipts will be submitted to the principal.
6. The last driver of the day will ensure the vehicle is free of litter, cleaned and filled if the gas gauge reads below one-half full.

I confirm all of the above requirements have been met.

Driver Signature

Principal or Designate Signature

Date

Table 1: 12-15 Passenger Van Requirement Process

