

## Administrative Procedures

<p><b>AP-807</b></p> <p>TRANSPORTATION IN PRIVATE VEHICLES</p>	<p><b>Date of implementation:</b> Fall 2007 <b>Date of update:</b> May 11, 2023</p>
	<p><b>Related Administrative Procedures:</b>  <a href="#">AP-418 Learning Activities Outside the School</a>  <a href="#">AP-423 Extra-Curricular Activities</a>  <a href="#">AP-427 Alcohol, Cannabis and Illicit Drugs</a>  <a href="#">AP-434 Volunteers</a>  <a href="#">AP-501 Recruiting and Placement (Criminal Record Check)</a>  <a href="#">AP-514 Medical Cannabis and Other Prescribed Medication Use</a>  <a href="#">AP-515 Recreational Substance Use</a>  <a href="#">AP-805 Bus Service Cancellation due to Inclement Weather</a></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-434 Volunteers in AP-501 Recruiting and Placement. 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 to 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 AP-501 Recruiting and Placement and AP-434 Volunteers.

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 destination<sup>1</sup> 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, they shall stop the vehicle, as

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

necessary, to rest in a safe location. In no case shall the school intentionally plan a trip that will 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 Charter Request \(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

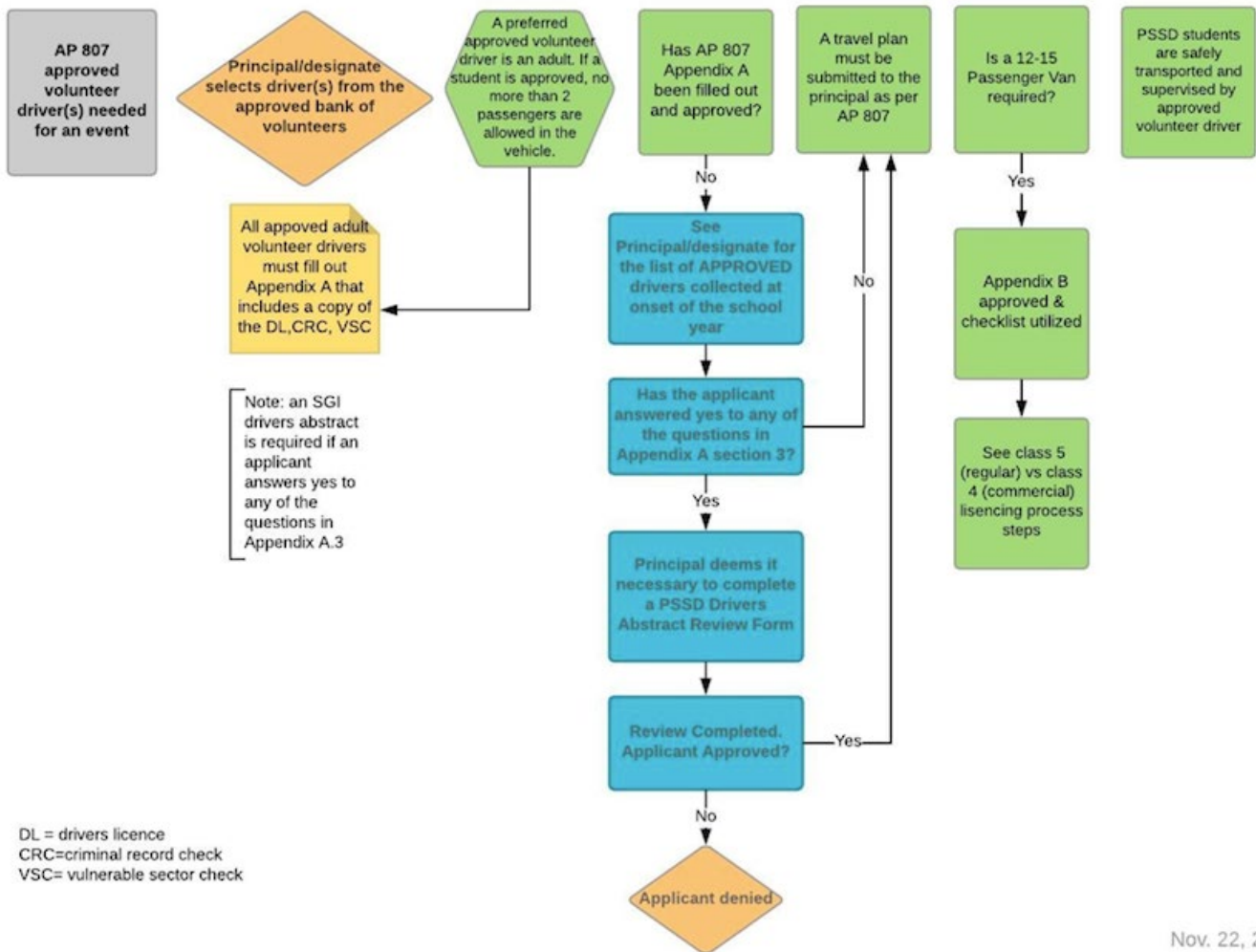


Table 2: 12-15 Passenger Van Requirement Process

