

## Administrative Procedures

<p><b>AP-806</b></p> <p>SPECIAL USE OF BUSES</p>	<p><b>Date of implementation:</b> Fall 2006</p> <p><b>Date of review:</b> November 29, 2023</p>
	<p><b>Related Administrative Procedures:</b></p> <p><a href="#">AP-418 Learning Experiences Outside the School</a></p> <p><a href="#">AP-807 Transportation in Private Vehicles</a></p>

**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.