

STUDENT TRANSPORTATION AND TRAVEL

Background

The school district will approve travel and, where applicable, transportation for student travel in matters related to curricular and extracurricular activities.

This administrative procedure is created to assist schools in the planning and implementation of student travel and transportation for the wide range of curricular and extracurricular activities afforded to students through the school district.

For purposes of clarity, the procedures are in two sections: Student Travel and Student Transportation.

Procedures

PART I: STUDENT TRAVEL

1. Principals have the authority to approve travel for curricular field trips, extracurricular activities and competitive events in the province of British Columbia.
2. The Office of the Superintendent has the authority to approve travel for field trips, extracurricular activities, competitive events and extended student travel outside British Columbia.
3. In all cases, approval must be obtained prior to the commencement of detailed planning or fundraising. Before proceeding travel of an unusual nature or duration must be discussed with the Office of the Superintendent.
4. In seeking approval from any of the above authorities, a written description of the proposed travel arrangements must be submitted on the Student Travel Safety Form.
 - 4.1. The teacher/sponsor accompanying the student(s) shall complete the appropriate form and submit it to the principal for approval or endorsement. The principal shall then submit the form to the appropriate authority if necessary, as referenced in procedure 2.
5. Where a student is unable to meet the costs of the travel, Policy 5101 Financial Hardship will be followed.
6. Where the sponsor/chaperone's costs will be borne in whole or in part by the students, this arrangement must be made known to parents and students before any monies are collected.
7. Parents or guardians must be notified of the supervisory arrangements in place. Parental approval must be obtained prior to travel.

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8. For overnight travel, adult chaperones, sponsors or coaches of the same gender identity as the students must accompany the group. Each must have successfully completed a criminal record check.
9. Any one trip will not normally involve more than ten school days.
10. Students shall conform to the District Code of Student Conduct and the School Code of Student Conduct while on the trip.
11. Student travel must comply with the student transportation of this administrative procedure.
12. For extended student travel, a Parent Acceptance of Risk Associated with Student Travel form must be signed before any travel money is paid, or the trip commences, whichever occurs first.
13. The decision to cancel a trip within the Province will be made by the school principal. The decision to cancel a trip out of the Province will be made by the school principal in consultation with the Office of the Superintendent.

PART II: STUDENT TRANSPORTATION

1. All applications for student transportation must relate to student travel as outlined in Part I of these administrative procedures.
2. Student transportation arrangements must comply with the rules as outlined in the Appendix – Motor Vehicle Act – Vehicle and Licence Requirements matrix. These rules have been established to encourage the use of school buses for all trips exceeding 100 km, but they recognize there will be cases where private vehicles would be appropriate.
3. Rental, Lease, Charter or Hire of Vehicles
 - 3.1. With the exception of passenger vans with up to a 15-seat capacity and rental cars, all vehicles must be permitted school buses, licensed taxis or licensed highway coaches.
4. All vehicles must be equipped with district-approved highway safety kits if the length of a trip is 100 km or more.
5. Seat belts must be used in all cases except where regular school buses or highway coaches are used.
6. Private vehicles and taxis must be equipped with a CSA-approved booster seat for each student who is younger than nine years of age and less than 145 cm (4 feet, 9 inches) in height.

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7. All volunteer drivers must complete volunteer driver application forms and must have criminal record checks. A driver's abstract may also be required. The school will retain the applications of all current volunteer drivers.
8. A list of passengers and their phone numbers must be on file at the school each time a trip is taken.
9. Principals, teachers, parents or volunteers, when transporting students in their vehicles on school business, will automatically be covered by the school district's insurance policy, with up to \$1 million excess third-party liability insurance, provided that the drivers have basic liability coverage on their vehicles.
10. Students Driving Their Own Vehicles While Under the Jurisdiction of the School
 - 10.1. Students may drive their own vehicles to and from an event if they have parental approval in writing and the approval of the sponsoring teacher or administrator.
 - 10.2. Students who have permission to drive their own vehicles may not transport other students.
 - 10.3. Student drivers are restricted to travel as follows:
 - Students in Prince George to the Prince George area.
 - Students in Mackenzie schools to the Mackenzie area.
 - Students in Robson Valley schools to the Robson Valley area.

Reference: *School Act, Sections 6 and 85*

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APPENDIX: MOTOR VEHICLE ACT – VEHICLE AND LICENCE REQUIREMENTS

OPTION	LENGTH OF TRIP (ONE WAY)		
	UNDER 100 KM	100 TO 300 KM (Includes from Prince George to Houston, Williams Lake, Valemount and Chetwynd)	OVER 300 KM
Private or rented vehicle, up to 8 occupants	Number of occupants limited by number of seat belts. Qualified volunteer driver.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of school administrator). Vehicle must carry a district-approved highway safety kit.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent). Vehicle must carry a district-approved highway safety kit.
	Class 5 licence. Age 21 or over; not a secondary school student; good health; three years' driving experience.		
Private or rented van (up to 15 occupants) with or without school bus certification	Number of occupants limited by number of seat belts. Qualified volunteer driver OR professional driver.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of school administrator) OR professional driver. Vehicle must carry a district-approved highway safety kit. Pre-trip inspection required.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) OR professional driver. Vehicle must carry a district-approved highway safety kit.
	Class 5 licence up to 10 occupants (including driver); Unrestricted class 4 licence up to 15 occupants (not including driver). Age 21 or over; not a secondary school student; good health; three years' driving experience.		
Van with a valid school bus permit (rented or leased), up to 10 occupants including driver. (Currently not available in Prince George)	Number of occupants limited by number of seat belts. Qualified volunteer driver OR professional driver.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) OR professional driver. Pre-trip inspection required.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) (with 20-minute rest stops for each three hours of travel OR a second qualified driver) OR professional driver.
	Class 4 licence. Age 21 or over; not a secondary school student; good health; three years' driving experience.		
School bus	Qualified volunteer driver OR professional driver.	One or two qualified volunteer drivers (only with prior approval of superintendent or assistant superintendent) OR professional driver.	Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) (with 20-minute rest stops for each three hours of travel OR a second qualified driver) OR professional driver.
	Class 4 licence up to 25 occupants; class 2 licence over 25 occupants; age 21 or over; not a secondary school student; good health; three years' driving experience; known by school personnel. If the driver is not employed by the owner of the vehicle, they must complete and sign pre-trip vehicle inspection reports (as per Appendix 4) for each day the vehicle is in service as outlined in the Motor Vehicle Act, Part 4 -Trip Inspection, Pre-Trip and Post-Trip Inspections (37.22) and the school must establish, and retain for one school year, driver files containing a current copy of the driver's abstract (driving record, available at no charge to the driver from the Motor Vehicle Branch) and copies of all vehicle inspections and related documentation.		
Taxi/City Transit	Professional driver	NO	NO

Scheduled or chartered highway coaches, scheduled aircraft and passenger trains are approved for student travel where feasible and/or practical. Limitation of on-duty time: A carrier shall not permit a driver to drive, and a driver shall not drive, after the first to occur of (a) 13 hours of driving or (b) 15 hours of on-duty time, unless the driver takes at least 8 consecutive hours of off-duty time before driving again.