

CO-CURRICULAR & EXTRA-CURRICULAR TRANSPORTATION

Background

The Division believes that co-curricular and extra-curricular activities are an important part of a school's educational program. In order for such activities to take place, the Division authorizes the transportation of students to and from such activities. School buses or public transportation are encouraged when possible and practical.

Procedures

- 1) The Principal shall approve all co-curricular and extra-curricular transportation.
- 2) Supervisors, both staff and non-staff, are responsible for notifying the Principal of the school when a bus or buses are required for co-curricular and extra-curricular transportation.
- 3) The Principal is responsible for approving the use of the bus or buses for co-curricular and extra-curricular transportation.
- 4) Where a division-owned bus is used, the Coordinator of Transportation shall be notified, by the appropriate form, in order to allow for organization and proper billing to take place.
- 5) When a division-owned bus is used, an amount per kilometre will be charged against the school account.
- 6) The Associate Superintendent (Business Services) will advise the schools at the beginning of each school year of the amount to be charged per kilometre for the use of division-owned buses.
- 7) Schools using division-owned buses and using division drivers will be billed for the driver's time, salary, benefits, meals, and accommodation expenses where such are necessary.
- 8) Each School Principal using a division-owned bus and driver will advise the office of the Associate Superintendent (Business Services), on appropriate forms, of the number of kilometres traveled and the number of hours of driver time involved.
- 9) Volunteer drivers may be used to drive buses, but they must have all of the proper and required qualifications as specified by Livingstone Range School Division.
- 10) Students are not permitted to transport other students, or to act as "trip drivers".

- 11) Volunteer drivers must be a minimum of 21 years of age.
- 12) As much as possible, division-operated buses should be used for co-curricular and extra-curricular transportation.
- 13) Fourteen and fifteen passenger vans are not authorized to be used to transport for any school-related activity.
- 14) When a private vehicle is used for co-curricular and extra-curricular transportation, the Principal must approve the vehicle and driver, and have on file, prior to the trip taking place, a properly completed Form P1, which attests to the fact that the vehicle owner has \$2,000,000.00 public liability insurance coverage.
- 15) After the required coverage outlined in procedure 14, the Division's liability insurance coverage will also become effective.
- 16) Schools may negotiate with contract buses, on behalf of the Division, for co-curricular and extra-curricular transportation.
- 17) When a school reaches an agreement with a contractor to supply buses for co-curricular and extra-curricular transportation, the school shall advise the coordinator of transportation
- 18)
- 19) Any school collecting fees from students or parents shall forward such fees to the office of the Associate Superintendent (Business Services) for proper credit to the school's accounts.
- 20) Overnight co-curricular and extra-curricular trips require the following supervision:
 - a) If a girls' team or student group has a male supervisor, a female supervisor is required.
 - b) If a boys' team or student group has a female supervisor, a male supervisor is required.
 - c) If a mixed team or student group is involved, both male and female supervision are required.
 - d) All supervisors must have prior approval of the Principal.
- 21) Each school shall have rules governing student conduct and rules governing transportation requirements, to ensure the safety of the students. These rules must conform to existing legislation. The Principal shall ensure that all supervisors and students are made aware of such rules.
- 22) School bus drivers have the right to prohibit any dangerous articles from being placed on the bus.
- 23) Vehicles operated by a school shall be registered in the name of the Livingstone Range School Division, both for licensing and insurance requirements.

- 24) Buses operated by a school shall undergo the safety checks required by Alberta Transportation, and shall meet the mechanical standards required for safety, established by Alberta Transportation.
- 25) A society that has purchased buses that are used for school transportation of students shall present to the Principal involved, proof that the bus currently meets the safety standards for buses established by Alberta Transportation.
- 26) When a school uses a contractor to supply buses for co-curricular and extra-curricular transportation, the school shall notify the office of the Associate Superintendent (Business Services) on the appropriate forms.
- 27) The office of the Associate Superintendent (Business Services) is responsible for paying all bus contractor bills for co-curricular and extra-curricular transportation, and shall deduct the amount from the school's accounts or collect designated fees from the school using contract buses.
- 28) Schools operating buses shall forward bills for payment to the office of the Associate Superintendent (Business Services) and that amount shall be deducted from the school's accounts.
- 29) When a society owning a bus charges a user fee, the bill for such shall be forwarded to the office of the Associate Superintendent (Business Services) and shall be charged to the school's account.
- 30) If the school provides transportation to an off-site activity, and a parent/guardian wishes to provide a student transportation, the parent/guardian must sign a letter stating:
 - a) That the student was offered school provided transportation and that it was declined;
 - b) That the parent accepts responsibility for the student's transportation;
 - c) That the parent does not or will not hold the School Board liable for any accident or injury that may occur during the transportation to/from the off-site activity;
 - d) That the parent understands that the School Board's Student Accident Insurance does not apply during the transportation portions of the trip, and that the student is only covered from their arrival at the school sponsored off-site activity, until the student leaves the off-site activity.

References

December, 2003
Updates: July, 2008; July, 2011, January 2020
Reviewed: August, 2013
Attachment: Private Vehicle Transportation of Students

References: Section 11,33,36,37,52,53,59,59.1,68,197,222,225 Education Act



Livingstone Range School Division
Employee or Volunteer Driver Authorization

Revised: Oct 22, '20

SCHOOL NAME: _____ SCHOOL YEAR: _____
DRIVER'S NAME: _____ PHONE NUMBER: _____
DRIVER'S ADDRESS: _____

Applications shall be approved only when the driver possesses a valid, appropriate driver's license. The principal may authorize the use of private vehicles to transport students if the information provided below indicates that the driver has a sufficiently safe driving record.

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ EXPIRY DATE: _____
DAY/MONTH/YEAR
Has your driver's license been suspended in the last three years? Yes No If Yes, please provide date of reinstatement: _____
Have you been convicted of an offence under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle-related offence under the Criminal Code of Canada during the last three years? Yes No If Yes, please identify the offence(s) here: _____
Have you been involved in any accidents during the last three years? Yes No If Yes, please give details: _____

Insurance Related Considerations:

1. The Board requires that the vehicle owner maintain, at all times, insurance in an amount of not less than \$2,000,000 in respect of liability or injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies **before** that of the school Board.
3. Additional automobile liability insurance protection is provided under the school Board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is **only** for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. **Damage to any vehicle**, including the owner's, **is the responsibility of the volunteer driver** and not the Board.
5. The owner of the vehicle is expected to **inform** his/her **insurance agent** of the intention to use the vehicle and to act as a driver for Board activities, and to enquire whether a passenger endorsement is required to do this. As this driving is classified as occasional, most insurers do not require that a passenger endorsement be added to the policy or that additional premiums be paid.

VEHICLE: _____ OWNER'S NAME: _____
Make / Model / Capacity (including driver)
OWNER'S ADDRESS: _____ OWNER'S PHONE: _____
INSURANCE ON VEHICLE - COMPANY: _____ POLICY No.: _____
(OR COPY OF PINK SLIP ATTACHED)
INSURANCE AGENT: _____ LIABILITY LIMIT: \$ _____

COMMITMENTS - By submitting this application to become an employee or volunteer driver for the Livingstone Range School Division:

- I undertake to ensure that the vehicle used to transport students is in safe operating condition.
- I agree to operate the automobile referred to herein in a safe manner, to abide by all applicable laws at all times while I am transporting students, to limit the number of passengers to the number of seat belts which are useable, to use appropriate child safety seats as required, and to follow Transport Canada guidelines that recommend that children under the age of 12 should be seated in the back. I also agree to refrain from smoking while a student is in the vehicle and to comply with the directions of teachers or agents of the Livingstone Range School Division.
- I undertake to report to the school principal all accidents 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., this school year). All student transportation will adhere to the Traffic Safety Act and Livingstone Range School Division Guidelines.
- I have advised the insurance company that I have applied to serve as an employee or volunteer driver and enquired whether a passenger endorsement is necessary. I undertake to maintain, at all times, personal liability and indemnity insurance equal to or greater than the Board minimal limit noted above.
- I am aware that my name may be made available to parents of the students who I am driving.
- I authorize Livingstone Range School Division to conduct a random driver's abstract check at their expense.

I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Driver: _____ **Vehicle Owner:** _____

Volunteer Driver Signature (Must be 21 years of age): _____

FOR OFFICE USE ONLY

The above-named driver is authorized to assist the school during the current school year. The assistance is appreciated.

Signature of Principal/Designate: _____ Date: _____

The personal information contained on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act for the purpose of making a determination regarding the authorization of volunteer drivers. If you have any questions about this consent form, please contact your school principal.