

**COMMITTEE REPORT
POLICY COMMITTEE MEETING
February 5, 2013 3:00 PM – SBO**

In attendance:

Committee Members: Chair: F. Farrell, L. Collingwood, J. McIntosh
Ex officio Les Kearns
Trustees (non-voting)
Regrets Les Kearns
Administration: S. Richards, Secretary Treasurer; M. McDiarmid, Asst Superintendent;

REPORT:

1. 11.300 Student Travel – Supervision

The committee reviewed this policy on teacher supervision of students while on field trips or athletic travel. It was noted that this was more of an administrative regulation than a policy and could be deleted. ***The committee recommends that the Board delete this policy and incorporate it into administrative regulations.***

2. Funding Student Athletic Travel (11.300)

Mr. Richards noted that the board provides \$20,000 a year to secondary schools for athletic team travel. He noted that there was no distinct policy in this area and the committee may want to consider entrenching current practice into policy. Policy 11.300 will be revised and presented to the committee at its next meeting.

3. 11.140 Student Transportation

The committee discussed the current policy wording of 'employees only' driving the mini-busses. Administration will provide further information at the next meeting.

The meeting adjourned at approximately 3:40 pm.
Date and time of Next Meeting: March 5, 2013 at 3:00 PM.
Submitted by: F. Farrell, Chairperson, Policy Committee

SCHOOL DISTRICT 54
(Bulkley Valley)

AGENDA
POLICY COMMITTEE MEETING

February 5.13 3:00 PM School Board Office

Members

Chair, F. Farrell
L. Collingwood, J. McIntosh
L. Kearns (ex officio)

Administration

C. van der Mark, Superintendent
S. Richards, Secretary Treasurer

AGENDA

REVIEW OF PREVIOUS MEETING OF January 8, 2012

Policy	Description	Type	Status
4.380	Gender Equity & Non-Discrimination	NEW / Amalgamation	Out for consultation
6.207	PAC Liability Insurance	Revision	Approved by Board January 15.13
9.220	Access to Student Records	Revision	Approved by Board January 15.13
11.290	Field Trips	Revision	Approved by Board January 15.13
1.160	Board Elections	Revision	No action at this time
6.330	IT System & Information Security	Revision	Approved by Board January 15.13

NEW BUSINESS

Policy	Description	Type	Consultation
11.300	Student Athletic Travel	Revision	yes
11.140	Student Transportation	Discussion	

C. Date & Time of Next Meeting

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STUDENT TRANSPORTATION

11.140

POLICY

Transporting students within and without the district is a shared responsibility with the district, parents, employees and volunteers. Regulations with respect to student transportation reflect the need for the safe and efficient transport of students.

1. The use of privately owned vehicles for transporting students is permitted. Specific restrictions and prohibitions apply.
2. The District shall provide mini-busses to both secondary schools.
3. The District shall provide daily School Bus services to district students residing outside of municipal boundaries. Routes and schedules are within the purview of the Board and may change from time to time.
4. Students from private / independent schools within School District 54 may access the district's established bussing services for a fee.

VALUES

1. Our responsibility of safely transporting students within the district and to extra-curricular activities outside the district must be shared with parents and volunteers.

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STUDENT TRANSPORTATION
REGULATIONS

GENERAL

These regulations deal with five areas of student transportation.

1. Routes, scheduling and Fleet Management
2. The use of privately owned and operated vehicles
3. Rental Vehicles
4. The use of mini-busses for extra-curricular travel
5. Bus Rider Rules

1. Routes, Scheduling & Fleet Management

- Routes and schedules are designed to maximize the efficiency of transport operations and may change periodically.
- The *Custodial & Transportation Supervisor* has day-to-day responsibility for all matters relating to bussing.
- District vehicles may only be driven by district employees after acquiring appropriate licensing and training. The *Custodial & Transportation Supervisor* is responsible for approving all employee licensing.
- District vehicles may not be driven by students.

2. The Use of Privately Owned and Operated Vehicles

- Principals are responsible for the decisions involving the use of private vehicles at their schools.
- Whenever a private vehicle is used for transporting students within or without the district, parents of those students travelling must provide specific permission for their child(ren) to travel in that vehicle.
- The use of privately owned or rented 15 passenger vans for outside-the-district, extracurricular student transport is prohibited.
- The Principal shall ensure that any special safety requirements connected with the trip are met. The *Custodial & Transportation Supervisor* can provide advice and assistance.
- The Principal shall ensure that:
 - The vehicle/owner have in place a minimum of \$1 million worth of Automobile liability Insurance.

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- The operator has a valid BC driving license appropriate to the class of vehicle being driven. The table below provides the relevant restrictions.

Required Drivers License Classification	Seating Capacity (including Driver)
Class 5	Passenger Vehicle up to 10 people
Class 4	School bus: 11 – 24 people (includes Vans)
Class 2	School bus: over 24 people

- The owner of the vehicle confirms that the vehicle is properly licensed, registered and insured and in proper mechanical condition, including but not limited to seasonally appropriate tires and brakes.
- Volunteer drivers must be at least 25 years of age and that the following documents are properly completed and filed with the Principal.
 - i. Copy of any rental agreements
 - ii. Insurance coverage
 - iii. Drivers license
 - iv. A current driver's abstract
 - v. Volunteer Driver Application
 - vi. Criminal Record Review

3. The Use of Rental Vehicles

- Vehicles used for the transport of students may only be rented with the prior approval of the *Custodial & Transportation Supervisor* and/or the Secretary Treasurer.
- Vehicles used for the transport of District employees may only be rented with the prior approval of the School Principal. Only the name of the individual on the Rental Agreement is permitted to drive that vehicle.

4. The Use of Mini-Busses for Extra-Curricular Travel

- Mini buses are provided to the secondary schools to support curricular and extra-curricular student and school based activities. The busses supplement the transportation provided by volunteers.
- Only employees approved by the *Custodial & Transportation Supervisor* may operate the busses. A (minimum) Class 4 BC Drivers License is required to operate the vehicles.
- All operators must undergo a medical examination every two (2) years to ensure their medical fitness to operate the vehicle. Costs associated with these medical examinations will be the responsibility of the District.
- The use of the vehicles must be arranged through the school Principal.

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- The Principal shall communicate with the *Custodial & Transportation Supervisor*, on a periodic basis, to coordinate appropriate vehicle maintenance.
- Students shall not operate the buses.
- An initial/annual orientation shall be provided to all operators which, at a minimum, will include the following:
 - i. Safety features of the vehicle
 - ii. Emergency procedures
 - iii. Out of district repair procedures
 - iv. Vehicle operating training, including:
 - 1. maximum hours of driving per day
 - 2. assessing road and weather conditions
 - 3. safe handling of the vehicle
- No operator shall exceed 13 hours of driving time per day.
- A driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.
- For all travel (within and without the district), a detailed itinerary and passenger manifest must be provided to the school principal.
- For overnight travel, the Principal shall ensure that the operator has a properly functioning cellular telephone and a list of emergency contact names and telephone numbers.

5. Bus Rider Rules

1.0 General

These regulations are provided to ensure the safe and orderly operation of the school bus fleet. The safety of the students, staff and volunteers riding on the bus is of paramount concern. Ridership is a privilege and not a right. This privilege may be withdrawn at the discretion of the driver and/or the Principal at any time should there be a violation of these regulations or the safety of the bus passengers is threatened.

Where unsafe conditions occur due to weather and road conditions, busing may be suspended or cancelled on the recommendation of the *Custodial & Transportation Supervisor*.

2.0 Condensed School bus Rules

- The bus driver is the authority at all times
- Follow the driver's directions the first time they are given
- Keep your hands, feet and objects to yourself
- Stay in your seat unless directed to do otherwise
- Talk quietly, using only appropriate language
- Smoking, drugs and alcohol are prohibited

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- A permission slip from the Principal is required to ride on a school bus other than your regular bus or get off at a stop other than your regular stop.

3.0 Discipline Procedure

Step 1 The driver gives verbal warning to the offender









Step 2 The driver will issue a school bus *Discipline Memo* to the student.

The *Discipline Memo* provides two (2) levels of discipline as follows:



















1. acknowledgement signature from parent/guardian before being allowed to ride again.
2. banned from riding bus until Principal's authorization.

4.0 Detailed Bus Rider Regulations

4.1 Prior to Loading (on the road and at school)

-  Be on time at the designated school bus stops.
-  Stay off the road at all times while waiting for the bus.
-  Wait until the bus comes to a complete stop and the flashing red lights are on before crossing the road.
-  Be careful in approaching bus stops.
-  Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
-  Loading and unloading will be permitted at designated bus stops and loading zones only.
-  All students should wear appropriate clothing to the season to ensure they are adequately protected from the cold in the event of a bus delay or breakdown.
-  All students shall carry identification while riding the bus.

4.2 While Riding on the Bus

-  Keep hands and head inside the bus at all times.
-  Students shall not open any window without the driver's permission.
-  No weapons of any kind, including knives of any size or shape or other sharp object.
-  Keep the bus clean – do not litter
-  No shouting, screaming or any unnecessary loud noise.
-  Treat the bus equipment with respect. Damage caused by students will be paid for by the student.
-  Do not touch any equipment, controls or instruments.
-  Check your space as you leave to ensure you have all of your belongings
-  Keep the aisle clear.
-  Older students can assist younger students with safety and comfort
-  Do not throw any object out the window.
-  Stay in your seat while the bus is in motion.
-  No horseplay.
-  Show courtesy at all times to driver and fellow riders.
-  Maintain absolute quiet while approaching a railroad crossing.
-  Follow the driver's instructions at all times.
-  In case of a road emergency, riders stay in the bus unless directed by the driver.
-  Refrain from speaking to the driver while the bus is in motion.

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- ☛ No pets or animals without the driver's permission.
- ☛ The emergency door is to be used only for emergencies.
- ☛ Permission is required to bring large objects such as musical instruments, school projects, etc. Large objects permitted on the bus must be kept on the floor in front of the rider or on their laps.
- ☛ Skates with guards may be brought onto the bus and stored at the front of the bus in an area designated by the driver.
- ☛ Profane language and obscene gestures are not acceptable at any time.

4.3 After Leaving the Bus

- ☛ Students shall cross the road only while the bus is stationary and when the red lights are flashing. Students shall only cross the road in front of the bus and at least 3 metres in front of the bus and be alert to traffic. Be alert to the danger signal from the driver.
- ☛ Stay well off the travelled part of the road.
- ☛ Older students should assist younger students if necessary.
- ☛ Parents / guardians of students who wish to get off the bus at a stop other than their own must give written permission to the Principal of the school their children attend. Upon receiving this permission, the Principal will issue a permission slip to the student to present to the bus driver.

Amended: May 18, 2010
Amended: September 16, 2008
Amended: March, 2008
Amended: June 15, 1999
Amended: February 18, 1992
Amended: August 27, 1991
Amended: September 18, 1990
Adopted: December 12, 1986

SCHOOL DISTRICT 54
(Bulkley Valley)

STUDENT ATHLETIC TRAVEL

11.300

POLICY

Student participation in school sanctioned athletic events is encouraged and supported for their educational and athletic value. Approval and support for student athletic travel shall be consistent with the table below and administrative regulations.

The Superintendent shall ensure that administrative regulations are established and followed with respect to student safety, transportation, parental permissions and general risk assessment.

	Location	Approval	Support
Elementary	In-District	Principal	Annual per-student funding
Junior (Grade 8-10)	Zone	Principal	Annual per-student funding
Senior (Grade 10-12)	In-district zone	Principal	Annual per-student funding
	Provincial competitions	Principal	\$125/student; Maximum \$625 per team upon Principal's application to Superintendent

VALUES

In its consideration of this policy, the Board of Education was guided by its *respect* for the benefits of athletic competition and its *responsibility* for ensuring student safety.

Amended: September xx, 2012
Amended: March 25, 2003
Amended: August 22, 1995
Amended: November 19, 1991

11.300

STUDENT TRAVEL - SUPERVISION

Policy

The Board in support of the Field Trip program and extra curricular competition conducted and organized as part of the total school program will provide supervision by teaching staff as is required in accordance with regulations.

Regulations

1. Teachers doing supervision duty while on Field Trips or Athletic Team travel during school hours as referred to in policy will do so with pay.
2. Teachers granted leave to travel as coach or supervisor of a group of students whose activity is not sponsored and organized through a school program will do so on the basis of leave without pay.
3. Teachers traveling as coach or supervisor are required to exercise supervision on a full-time basis and must take whatever precautions are necessary to ensure the conduct, behaviour and safety of the students in their charge is that which would be expected in normal circumstances.
 - a) It is expected that supervisors will err on the side of caution in any accident.
 - b) All injuries should be considered as requiring direct attention.
 - c) When an injury has occurred it is expected that the Principal will be informed at the earliest opportunity so that he/she can become directly involved with teacher/student/parents.
 - d) Accident reports must be completed as soon as possible
 - e) If medical attention is required it is expected that the teacher will convey all necessary information on the injury to medical personnel.
4. Teachers traveling as coach or supervisor may do so only with the approval of their Principal.
5. Teachers taking field trips into areas where there is a possibility of students getting lost or where injuries cannot be treated expeditiously by professionals must ensure that:
 - a) All students carry whistles;
 - b) At least one portable VHF radio is taken with the group;
 - c) An emergency first aid kit is taken with the group and appropriate first aid expertise is available;
 - d) Students are not allowed to separate from the group without appropriate adult supervision;
 - e) An appropriate level of adult supervision is provided, in no case less than two responsible adults; and,
 - f) Vehicles must not leave a field trip site until all students are accounted for.