

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## ADMINISTRATIVE PROCEDURES 11.140-1

### STUDENT TRANSPORTATION REGULATIONS

(Board Policy # 11.140)

#### GENERAL

These regulations deal with five areas of student transportation.

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

#### 1) Guiding Principles

- a) The district recognizes the distinction between:
  - i) 'eligible' bussing students: students living out of town limits and approved cross-catchment transfers\*
  - ii) 'non-eligible' bussing students: living within town limits

***Only `eligible` students would have access to the district bussing system.***

\* As per section 9.1 of the School Choice Board Policy (9.950), 'Transportation of a student outside his/her catchment area will be the responsibility of the home.' Though, the school district will attempt to accommodate transportation requests due to cross-catchment transfer applications.

- b) Transportation of eligible bussing students would only be to-and-from approved bus stops.
- c) The district is required to know which students are on any bus at any time & require parent authorization for students to travel on busses.

#### 2) Routes, Scheduling & Fleet Management

- a) Routes and schedules are designed to maximize the efficiency of transport operations and may change periodically.
- b) The *Custodial & Transportation Supervisor* has day-to-day responsibility for all matters relating to bussing.
- c) 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.
- d) District vehicles may not be driven by students.

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### 3. The Use of Privately Owned and Operated Vehicles

- a) Principals are responsible for the decisions involving the use of private vehicles at their schools.
- b) Students are not permitted to drive other students to off-site school designated functions and may only drive themselves with the express prior written consent of school administration and their parent.
- c) 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.
- d) The use of privately owned or rented 15 passenger vans for outside-the-district, extracurricular student transport is prohibited.
- e) The Principal shall ensure that any special safety requirements connected with the trip are met. The *Custodial & Transportation Supervisor* can provide advice and assistance.
- f) The Principal shall ensure that:
- g) The vehicle/owner have in place a minimum of \$1 million worth of Automobile liability Insurance.
- h) The operator has a valid BC driving license appropriate to the class of vehicle being driven. The table below provides the relevant restrictions.

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

- i) 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.
- j) 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) Driver's license
  - iv) A current driver's abstract
  - v) Volunteer Driver Application
  - vi) Criminal Record Review

### 4. The Use of Rental Vehicles

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- a) 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.
- b) 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.

#### 5. The Use of Mini-Busses for Extra-Curricular Travel

- a) 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.
- b) Only people over the age of 25 that are approved by the *Custodial & Transportation Supervisor* may operate the busses. A (minimum) Class 4 BC Driver's License is required to operate the vehicles.
- c) All operators must undergo a medical examination upon at the ages of: 25, 30, 35, 40, 45, 48, 51, 54, 57, 60, 63 and every year upon reaching the age of 66 to ensure their medical fitness to operate the vehicle (National Safety Code). Costs associated with these medical examinations will be the responsibility of the District.
- d) The use of the vehicles must be arranged through the school Principal.
- e) The Principal shall communicate with the *Custodial & Transportation Supervisor*, on a periodic basis, to coordinate appropriate vehicle maintenance.
- f) Students shall not operate the buses.
- g) 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
- h) No operator shall exceed 13 hours of driving time per day.
- i) A driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.
- j) For all travel (within and without the district), a detailed itinerary and passenger manifest must be provided to the school principal.

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- k) For overnight travel, the Principal shall ensure that the operator has access to a functioning cellular telephone and a list of emergency contact names and telephone numbers.