

## **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 Services 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 No. 68.
- 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 vans and 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 services.
- 18) Schools operating vans shall forward all bills for fuel and maintenance to the office of the Associate Superintendent of Business Services for payment.
- 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 No. 68, both for licensing and insurance requirements.

- 24) Buses or vans 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 or vans that are used for school transportation of students shall present to the Principal involved, proof that the bus or van 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 vans or 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 student wishes to use their own transportation, the student and his parent 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.

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## References

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



*Livingstone Range*  
SCHOOL DIVISION NO. 68

## PRIVATE VEHICLE TRANSPORTATION OF STUDENTS

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

No. of Students: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Destination: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver of Car: \_\_\_\_\_

Two Million Dollars Liability  
Insurance on the Vehicle? \_\_\_\_\_

Car Make: \_\_\_\_\_

Year: \_\_\_\_\_

Licence No.: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_