



Department: Finance and Operations
Section: Operations – Transportation

This Administrative Procedure applies to all students, staff, bus contractors, and taxi operators, and to all parents, school volunteers, members of the community and vehicle owners, whenever any of these individuals participates in the provision of, or use of, transportation services for school sponsored co-curricular or extra-curricular activities.

This Administrative Procedure, however, does not apply to parents who choose to transport their own children independent of transportation organized by the school for co-curricular or extra-curricular trips.

It is the responsibility of the Director of Finance and Operations to ensure that this Administrative Procedure is implemented.

This Administrative Procedure will be implemented by each school principal, assisted as needed by school staff and/or parent/community volunteers, and by the Coordinator of Transportation, assisted as needed by bus foremen, bus drivers, and taxi operators employed or contracted by the Board.

1. (a) The **Director of Finance and Operations** shall ensure that the Nova Scotia School Insurance Program forwards a completed "Certificate of Insurance - Public Passenger Vehicle Third Party Liability and Property Damage Coverage".

(b) The **Director of Finance and Operations** shall ensure that the Certificate of Insurance obtained under Clause 1(a) is filed with the Regulatory Affairs Office/Clerk of the Nova Scotia Utility and Review Board.
2. (a) The **Director of Programs and Services** shall decide on the suitability of all requests for co-curricular and extra-curricular trips which require travel out of the province, and must give approval for such trips before transportation is put in place.

(b) When determining the suitability of trips which will go out of the province, the **Director of Programs and Services** shall confer with other governing bodies (such as the Nova Scotia School Athletic Federation) as appropriate for the purpose of the trip.
3. (a) The **Coordinator of Transportation** shall ensure that a file at the student transportation services office contains up-to-date information and authorization for all buses, bus drivers, taxis and taxi operators, which may be used in the delivery of co-curricular and extra-curricular services.

(b) The **Coordinator of Transportation** shall receive applications from taxi operators and determine which operators shall be approved for the supply of co-curricular and extra-curricular transportation, and shall ensure that the owner of each approved taxi has completed Form (Motor Carrier Act Confirmation and Undertaking), and Form (List of Taxi Vehicles).

(c) The **Coordinator of Transportation** shall ensure that a file is maintained for all completed copies of the forms identified in paragraph 3 (b).

- (d) The **Coordinator of Transportation** shall provide to each principal, on a regular basis, a list of all taxi operators who are approved for use by schools in the delivery of co-curricular and extra-curricular transportation.
4. Each **principal** shall be responsible for the coordination of co-curricular and extra-curricular transportation services for his or her school; where warranted by the size and complexity of the school, the principal may delegate this responsibility and the tasks described in this Administrative Procedure to another member of the school staff.
 5. The **principal** shall first consider the utilization of regular school bus vehicles, whether board owned or privately owned, to transport students on co-curricular and extra-curricular trips.
 6. The **principal** shall ensure that single or multi-day trips, which are made by any means of transportation, shall conform to current Board guidelines for chaperone/student ratio for the type of trip in question.
 7.
 - (a) The **principal** shall ensure that passenger lists, which are used to implement this Administrative Procedure, contain the name of the student, the name of the parent or guardian of the student, and an emergency contact telephone number for the parent or guardian. (Appendix B – AP 202.1).
 - (b) The **teacher or coach** who is responsible for the group while travelling shall obtain or create a copy of the appropriate list and shall stroke out the name of any student on the list who is not participating in the trip, or add the name of any student not already on the list, and shall verify that all emergency contact numbers remain current.
 - (c) The **teacher or coach** responsible shall leave a copy of the passenger list(s) in a centrally designated location in the school office, and shall give a copy of the list to each vehicle driver.
 - (d) When multiple vehicles are used, the **teacher or coach** responsible shall indicate on the passenger list the vehicle in which each student is travelling.
 8.
 - (a) **Drivers** of buses shall ensure that luggage or equipment is secured in vehicle designed stowage areas; where stowage areas are not available or are full, luggage or equipment may be secured under and on seats to a height of the seatbacks only.
 - (b) **Drivers** of buses shall ensure that dangerous items such as ski poles, skis, snow boards, and hockey sticks are **not** carried in the passenger compartment of regular assigned bus runs transporting students to and from their residence and the school. Such items may be carried on a "dedicated event school bus" providing the equipment is carried in approved carrying bags.
 9.
 - (a) Before and, if necessary, during the trip, **teachers** and/or **chaperones** participating in the trip, shall promote an attitude of cooperation and safety awareness among students.
 - (b) During travel, **teachers** and/or **chaperones** shall assist the driver with student behaviour management.
 10. **Students** shall be responsible for demonstrating an attitude of courtesy, cooperation, and safety awareness while on co-curricular and/or extra-curricular trips.

11. (a) In the event that any incident or accident occurs, whether it will become a claim or not, the **principal** shall ensure that the **teacher or coach** responsible for the trip promptly completes the Incident Report Form used under the School Insurance Program, if any of the following conditions apply:
- (i) bodily injury requiring any form of medical attention,
 - (ii) bodily injury involving the head, neck, or back,
 - (iii) damage to school or Board property with a repair or replacement cost greater than \$5,000.00,
 - (iv) damage to other property with a repair or replacement cost greater than \$1,000.00.
- (b) The **principal** shall ensure that completed Incident Report Forms are sent to the Director of Finance and Operations, with a copy to the Coordinator of Transportation.
12. (a) In the event of any accident resulting in a fatality or hospital admittance, the **driver or teacher/coach** responsible for the trip shall immediately report the accident to the principal.
- (b) Upon notification of an accident involving fatality or hospital admittance, the **principal** shall immediately notify the Coordinator of Transportation and the Superintendent of Schools. It should be noted that under the RCMP Protocol Policy (RCMP Chaplaincy Program or RCMP Victim Assistance Volunteer Program), the RCMP would notify the parent/guardian of the student when there has been a fatality. The School Principal would notify the parent/guardian when there has been a hospital admittance.
- (c) Upon notification of an accident involving fatality or hospital admittance, the **Superintendent** shall immediately notify the Insurance and Risk Manager of the School Insurance Program.
13. **When regular school buses are used** to provide transportation under this policy, the remainder of this Administrative Procedure does not apply.
14. **When vehicles other than regular school buses are used** to provide transportation under this policy, practices as outlined in the remainder of this Administrative Procedure shall apply.
15. When utilizing taxi transportation, the **principal** shall contact and use only those operators who are on the list of approved operators as supplied by the Coordinator of Transportation.
16. The **principal** shall inform all teachers, coaches, and/or parent or community volunteers who may provide transportation for students, of the conditions of service contained within this Administrative Procedure; this information shall be provided at the beginning of the school year for participants known at that time, and on an individual by individual basis for participants becoming involved during the course of the school year.
17. (a) The **principal** shall ensure a process is in place to inform all owners of private vehicles to be used to provide co-curricular and extra-curricular transportation that only the following types of vehicles meet the requirements of Section 51A of the Motor Carrier Act:
- passenger cars (excluding convertibles) with a designated seating capacity of ten or less

- multi-purpose passenger vehicles (1994 model year or newer) including sport utility vehicle with a designated seating capacity of ten or less
(NOTE: The 1994 model Chrysler Mini Van (designated MPV) must be in compliance with the 1995/96 Chrysler Recall Notice for replacement of the rear door latch mechanism. A copy of the dealer’s completed work order must be attached to the “J” Form.)
 - trucks (1994 model year or newer) with a designated seating capacity of ten or less.
- (b) The **principal** shall ensure that **all owners** of private vehicles to be used to provide co-curricular and extra-curricular transportation have completed and signed Form “J” (Motor Carrier Act Confirmation and Undertaking). (Appendix A – AP 202.1).
- (c) The **principal** shall ensure that a **designated staff member** maintains a file of all completed Forms “J”.
- (d) The **principal** shall ensure that a **designated staff member** maintains a centrally located file of all trip passenger lists.

Monitoring:

- The Director of Operations is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: April 7, 1999
Ref: BP 202.1, Appendix A, Appendix B
Monitoring Date: Annually
Revised: July 25/03, July 4/05 (Appendix B)