



STUDENT TRANSPORTATION AND TRAVEL

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2004.01.27

2006.11.28

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2011.11.22

2017.04.04

POLICY

The Board of Education will approve travel and, where applicable, transportation for student travel in matters related to curricular and extracurricular activities.

DEFINITIONS:

"Approved booster seat" is a CSA-approved safety seat

"Competitive event" means an endeavour that involves competition between individuals and/or teams, i.e., basketball tournaments, volleyball games, chess tournaments, debating matches, etc.

"Curricular field trip" involves teachers and students in a direct extension of the curriculum outside of the school setting. It stimulates students' interest and inquiry and provides opportunities for intellectual, cultural and social development.

"Extended student travel" is school-related travel by individual students, groups of students, teams, classes, clubs or schools beyond British Columbia.

"Extracurricular activity" is a student and teacher endeavour that takes place outside the school setting, encompassing normally not more than two school days within a school year. An extracurricular activity emanates from the operations of a club or from an activity that takes place outside of regular instructional hours. It may have an indirect relationship to the curriculum and should provide experiences that enrich the student's life rather than the content of a particular course. Students from several class and age groupings may be involved. An extracurricular activity, therefore, provides for the development of interpersonal relationships skills as well as improvements in student-teacher relationships.

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"Highway safety kit" means a district-approved kit that includes a fire extinguisher, flares and a first aid kit. These kits can be borrowed through the District Resource Centre or purchased through the Purchasing Department.

"Professional driver" means (1) a driver supplied by a district-approved vendor, or (2) a volunteer driver who makes his or her livelihood as a driver of a public or charter bus/coach.

"Qualified volunteer driver" means a driver of at least 21 years of age who is not a secondary school student, is in good health, has submitted a volunteer driver application form to the school, has successfully completed a criminal record check, has three years of driving experience and has the appropriate driver's licence for the vehicle to be used, as follows:

Class 5 – Private passenger vehicle with occupant capacity of nine or less (including the driver)

Class 4 – Private passenger vehicle or school bus with capacity of up to 25 occupants (including the driver)

Class 2 – School bus with a capacity greater than 25 occupants

"Student driver" is a holder of a valid Class 7 or Class 5 British Columbia driver's licence who is registered as a student in School District No. 57 (Prince George).

"Van with a valid school bus permit" refers to a regular passenger vehicle with a capacity of ten or fewer occupants that has a valid school bus permit. The vehicle does not have to be painted the conventional yellow and black, but school bus signs are required.

Responsibility Centre: Superintendent of Schools

References: *School Act*, Sections 6 and 85
Policy 5131 District Code of Student Conduct
Policy 5131.1 Bus Conduct



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PREAMBLE

This policy is created to assist schools in the planning and implementation of student travel and transportation for the wide range of curricular and extracurricular activities afforded to students through the school district.

For purposes of clarity, the regulations are in two sections: Student Travel and Student Transportation.

Approved: 2001.09.25



STUDENT TRANSPORTATION AND TRAVEL**REGULATIONS:**PART I: STUDENT TRAVEL

1. Principals have the authority to approve travel for curricular field trips, extracurricular activities and competitive events within the province of British Columbia.
2. The Superintendent or Assistant Superintendent has the authority to approve travel for field trips, extracurricular activities, competitive events and extended student travel outside British Columbia.
3. In all cases, approval must be obtained prior to the commencement of detailed planning or fundraising. Before proceeding travel of an unusual nature or duration must be discussed with the Assistant Superintendent.
4. In seeking approval from any of the above authorities, a written description of the proposed travel arrangements must be submitted on the appropriate school district form (appendix 1).
 - 4.1 The teacher/sponsor accompanying the student(s) shall complete the appropriate form and submit it to his/her principal for approval or endorsement. The principal shall then submit the form to the appropriate authority if necessary, as referenced in Regulation 2.
5. Where a student is unable to meet the costs of the travel, the indigent student practice will be followed.
6. Where the sponsor/chaperone's costs will be borne in whole or in part by the students, this arrangement must be made known to parents and students before any monies are collected.
7. Parents or guardians must be notified of the supervisory arrangements in place. Parental approval must be obtained prior to travel.
8. For overnight travel, adult chaperones, sponsors or coaches of the same gender as the students must accompany the group. Each must have successfully completed a criminal reference check.
9. Any one trip will not normally involve more than ten school days.
10. Students shall conform to the District Code of Student Conduct and the School Code of Student Conduct while on the trip.
11. The Superintendent will inform the Board of unusual student travel circumstances.



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12. Student travel must comply with the student transportation regulations of this policy.
13. For extended student travel, a "Parent Acceptance of Risk Associated with Student Travel" form must be signed before any travel money is paid, or the trip commences, whichever occurs first.

PART II: STUDENT TRANSPORTATION

1. All applications for student transportation must relate to student travel as outlined in Part I of these regulations.
2. Student transportation arrangements must comply with the rules as outlined in Appendix 2 - Extracurricular and Field Trip Travel matrix. These rules have been established to encourage the use of school buses for all trips exceeding 100 km, but they recognize there will be cases where private vehicles would be appropriate.
3. Rental, Lease, Charter or Hire of Vehicles
 - 3.1 With the exception of passenger vans with up to a 15-seat capacity and rental cars, all vehicles must be permitted school buses, licensed taxis or licensed highway coaches.
4. All vehicles must be equipped with district-approved highway safety kits if the length of a trip is 100 km or more.
5. Seat belts must be used in all cases except where regular school buses or highway coaches are used.
6. Private vehicles and taxis must be equipped with a CSA-approved booster seat for each student who is younger than nine years of age and less than 145 cm (4 feet, 9 inches) in height.
7. All volunteer drivers must complete volunteer driver application forms and must have criminal record checks. A driver's abstract may also be required. The school will retain the applications of all current volunteer drivers.
8. A list of passengers and their phone numbers must be on file at the school each time a trip is taken.
9. Administrators, teachers, parents or volunteers, when transporting students in their vehicles on school business, will automatically be covered by the school district's insurance policy, with up to \$1 million excess third-party liability insurance, provided that the drivers have basic liability coverage on their vehicles.



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10. Students Driving Their Own Vehicles While Under the Jurisdiction of the School
 - 10.1 Students may drive their own vehicles to and from an event if they have parental approval in writing and the approval of the sponsoring teacher or administrator.
 - 10.2 Students who have permission to drive their own vehicles may not transport other students.
 - 10.3 Student drivers are restricted to travel as follows:
 - 10.3.1 Students in Prince George to the Prince George area.
 - 10.3.2 Students in Mackenzie schools to the Mackenzie area.
 - 10.3.3 Students in Robson Valley schools to the Robson Valley area.

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*For editable form, see
School Operations
Handbook*

[SCHOOL LETTERHEAD GOES HERE]

CURRICULAR AND EXTRA-CURRICULAR STUDENT TRANSPORTATION AND TRAVEL

APPLICATION

Instructions:

1. Become familiar with Policy 6145 (Student Transportation and Travel) and its regulations before completing this form.
2. The sponsor teacher(s) should complete both sides of this form and submit it to the principal or his/her designate, prior to travel, whenever an event occurs that is covered by Policy 6145.
3. The principal shall ensure that all aspects of Policy 6145 are complied with.
4. For trips outside of B.C. approval of the Superintendent or Assistant Superintendent must be obtained prior to travel.

Description of trip (Who? Number of students? Grade level? Where? Why?)	
Length of trip one way (check one): <input type="checkbox"/> Under 100 km <input type="checkbox"/> 100-300 km <input type="checkbox"/> Over 300 km	
Mode of transportation (check one): <input type="checkbox"/> Private or rented vehicle (up to 8 occupants) <input type="checkbox"/> Private or rented van (up to 15 occupants) <input type="checkbox"/> School bus or chartered bus <input type="checkbox"/> Taxi, city transit or common carrier	Other transportation details (if required):
Name(s) of volunteer drivers, if applicable:	Name(s) of student drivers, if applicable:
Are the vehicle and licence requirements of Policy 6145 complied with? Yes: <input type="checkbox"/>	Are all volunteer/student driver forms on file or attached? Yes: <input type="checkbox"/>
Is a highway safety kit required (over 100 km one way)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Is a trip log required (see Policy 6145 Appendix 2, Vehicle and Licence Requirements)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>



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Departure from:	Return to:
Date:	Date
Time:	Time:
Accommodation details if overnight (name, address, phone number):	Further details (if required):
Name(s) of teacher(s):	Name(s) of other adults on the trip:
<input type="checkbox"/> Yes, all criminal reference check forms are completed and on file for adults on overnight trips.	
<input type="checkbox"/> Yes, this trip will require the approval of the Superintendent or Assistant Superintendent and therefore attached is a full trip itinerary, adult supervision details, information on funding sources, review of safety hazards and proposed precautions, parental approval forms, trip objectives and, if applicable, commercial tour information.	

*Note: This form may be used for multiple in-town trips if a schedule of events is attached.

Certification by teacher(s):

I (We) are aware of the requirements of Policy 6145 and its regulations and certify that this trip will be conducted accordingly. Prior to departure, I (we) will leave a sample parent permission letter used for this trip and an updated list of all trip participants and their phone numbers at the school office.

_____ Date: _____ _____ Date: _____
Teacher Teacher

Approval:

_____ Date: _____ _____ Date: _____
Principal Superintendent (if required)

Approval date: 2001.09.25. Revised: 2011.11.22, 2017.04.04



STUDENT TRANSPORTATION AND TRAVEL**MOTOR VEHICLE ACT – VEHICLE AND LICENCE REQUIREMENTS**

OPTION	LENGTH OF TRIP (ONE WAY)		
	UNDER 100 KM	100 TO 300 KM (Includes from Prince George to Houston, Williams Lake, Valemount and Chetwynd)	OVER 300 KM
Private or rented vehicle, up to 8 occupants	Number of occupants limited by number of seat belts. Qualified volunteer driver.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of school administrator). Vehicle must carry a district-approved highway safety kit.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent). Vehicle must carry a district-approved highway safety kit.
	Class 5 licence. Age 21 or over; not a secondary school student; good health; three years' driving experience.		
Private or rented van (up to 15 occupants) with or without school bus certification	Number of occupants limited by number of seat belts. Qualified volunteer driver OR professional driver.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of school administrator) OR professional driver. Vehicle must carry a district-approved highway safety kit. Pre-trip inspection required.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) OR professional driver. Vehicle must carry a district-approved highway safety kit.
	Class 5 licence up to 10 occupants (including driver); Unrestricted class 4 license up to 15 occupants (not including driver). Age 21 or over; not a secondary school student; good health; three years' driving experience.		
Van with a valid school bus permit (rented or leased), up to 10 occupants including driver. (Currently not available in Prince George)	Number of occupants limited by number of seat belts. Qualified volunteer driver OR professional driver.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) OR professional driver. Pre-trip inspection required.	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) (with 20-minute rest stops for each three hours of travel OR a second qualified driver) OR professional driver.
	Class 4 licence. Age 21 or over; not a secondary school student; good health; three years' driving experience.		
School bus	Qualified volunteer driver OR professional driver.	One or two qualified volunteer drivers (only with prior approval of superintendent or assistant superintendent) OR professional driver.	Qualified volunteer driver (only with prior approval of superintendent or assistant superintendent) (with 20-minute rest stops for each three hours of travel OR a second qualified driver) OR professional driver.
	Class 4 licence up to 25 occupants; class 2 licence over 25 occupants; age 21 or over; not a secondary school student; good health; three years' driving experience; known by school personnel. If the driver is not employed by the owner of the vehicle, he/she must complete and sign pre-trip vehicle inspection reports (as per Appendix 4) for each day the vehicle is in service as outlined in the Motor <i>Vehicle Act</i> , Part 4 -Trip Inspection, Pre-Trip and Post-Trip Inspections (37.22) and the school must establish, and retain for one school year, driver files containing a current copy of the driver's abstract (driving record, available at no charge to the driver from the Motor Vehicle Branch) and copies of all vehicle inspections and related documentation.		
Taxi/City Transit	Professional driver	NO	NO

Scheduled or chartered highway coaches, scheduled aircraft and passenger trains are approved for student travel where feasible and/or practical.

Limitation of on-duty time: A carrier shall not permit a driver to drive, and a driver shall not drive, after the first to occur of (a) 13 hours of driving or (b) 15 hours of on-duty time, unless the driver takes at least 8 consecutive hours of off-duty time before driving again.

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School Operations
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VOLUNTEER DRIVER APPLICATION

TEAM/GROUP: _____ SPONSOR/COACH: _____

SCHOOL NAME: _____ DRIVER'S NAME: _____

DRIVER'S ADDRESS: _____

DRIVER'S PHONE #: _____ COPY OF DRIVER'S LICENCE ATTACHED: _____

VEHICLE INFORMATION

VEHICLE 1

VEHICLE 2

Vehicle: make/style:	_____	_____
colour:	_____	_____
year/license:	_____	_____
Passenger capacity:	_____	_____
Copy of current registration/Insurance attached:	_____	_____

PLEASE READ

In agreeing to transport students, I am aware of the school district regulations below:

1. Cars volunteered for student transportation must be insured and must be properly equipped with seatbelts. Each student must have a seatbelt properly secured when traveling.
2. Passengers who are younger than nine years of age **and** weigh 18-36 kg (40-80 lbs) **and** are less than 145 cm (4 feet, 9 inches) in height must be seated in a CSA-approved booster seat.
3. Passengers under 13 years of age must not be transported in the front passenger seat if the vehicle is equipped with an airbag.
4. The school district has excess third party liability coverage for volunteer drivers, so drivers do not need special insurance coverage to transport students. The present coverage is 50 million dollars. The volunteer driver must have, as minimum, basic liability insurance.
5. The school district does not accept responsibility for the deductible portion of collision insurance in the event of an accident.
6. The volunteer driver should ensure that, to the best of his or her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
7. Volunteer drivers must have full privilege drivers' licenses, be at least 21 years of age and be in good health. They must have three years' driving experience. They cannot be secondary school students.
8. In winter, the vehicle must be equipped with tires rated for winter driving.
9. Volunteer drivers are not to allow smoking by any occupant in their vehicles while transporting students.
10. A volunteer driver must act as a prudent parent with respect to passengers.
11. The school district does not assume responsibility for damage caused by students to the volunteer driver's vehicle.

VOLUNTEER DRIVER DECLARATION

I have read the above information regarding transportation of students for school activities and agree to follow these district regulations. Further, I consent to the school district conducting a criminal record check on my background and will provide a driver's abstract upon request. I will notify the school if my driver's licence is prohibited or suspended.

SIGNATURE: _____ DATE: _____

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VEHICLE PRE-TRIP INSPECTION REPORT

Unit No.	Driver:
Starting Time:	Finishing Time:

OUTSIDE VEHICLE

Headlights	
Warning lights	
Clearance lights	
License plates/decals	
Tires and wheels	
Wheel lugs and nuts	
Signal lights	
Tail lights	
Brake lights	
Front hubs (oil leakage)	

ENGINE COMPARTMENT

Oil level	
Coolant level	
Brake fluid level	
Power steering level	
Belts (cracks/adjustments)	
Battery	
Hoses	
Washer fluid level	

BUS

Alternate yellow/red flashing lights	
Stop sign	
Seats (cuts and security)	
Emergency door and window	

AIR BRAKES

Reservoirs	
Drive belts (under hood check)	
Low pressure warning devices	
Leakage test	
Build-up time	
Governor operation	
Stack adjustment	
Emergency system operation	

INSIDE VEHICLE

Adjust seat and mirrors	
Start engine and check:	
Oil pressure	
Charging rate	
All gauges	
Parking brake	
Full brake operations	
Windshield wipers	
Windshield washer test	
Windshield condition	
Defrosters	
Heater	
Horn	
Glass	
Interior light	
Stairwell light	
Safety equipment:	
Fire extinguisher	
Fire axe	
First aid kit	
Flares/reflectors	
Seat belts	

MISCELLANEOUS

Registration /permits	
Complete coach card:	
Odometer reading	
Body damage	
Mileage in/out	

Pre-trip inspections are to be carried out before the departure of the vehicle from the yard at the beginning of each day. Any defects discovered during the pre-trip inspection shall be marked appropriately on the coach card, or, if the defect is of a nature that may jeopardize the vehicle's safe operation, the vehicle shall not be used.

This report must be kept on file at the school for six months. If a trip exceeds 160 km, a daily log must be used and kept for six months. See Transportation Department for sample form.

Driver's Signature

Date of Pre-Trip Inspection

Approved: 2004.01.27



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PARENT ACCEPTANCE OF RISK ASSOCIATED WITH STUDENT TRAVEL

1. This form is required for all student travel outside of B.C.
2. The sponsor completes all parts of the "Trip Information Summary" and attaches trip details and the school-generated "Parent Permission Form for Student Travel."
3. Completed forms for all potential participants must accompany the school's application to an Assistant Superintendent for field trip travel approval.

Trip Summary Information:

School: _____

Sponsor: _____

Group Name: _____

Departure Date: _____ Return Date: _____

Destination: _____

Mode of Transportation: _____

Attach full trip background material to this form.

A Message to Parents about the Risks of Student Travel Outside of B.C.

On September 11, 2001, the terrorist events that occurred in New York and Washington significantly changed the factors that parents need to consider when giving permission for their children to travel. In the spring of 2003, SARS concerns also affected travel considerations. In addition to one's understanding of the risks as of the date you are reading this form, there is the added complication that the volatility of world events could significantly change the risk factors at any time. Please be advised that the Superintendent of Schools may withdraw permission at any time for any "pre-approved field trip" or may direct a trip in progress to modify its planned itinerary. These or other related circumstances may result in loss of deposit monies or greater travel costs. If you sign this form, you are agreeing to assume all financial responsibility for such costs, as the school district, school and sponsors associated with the trip will not offer refunds or reimbursements in whole or in part.

My signature below indicates that I have:

- Read the attached field trip information provided by the school.
- Considered the risks and have signed the attached "Parent Permission Form for Student Travel."
- Read the cautionary information above and agree that should the trip be cancelled or modified in any way, all financial implications will be borne by me. I understand that the school district, school, or sponsors will not be liable for any refunds or financial compensation.
- Considered the inherent risks involved in the trip and request that my child be allowed to participate.

Parent Signature: _____ Date: _____

Parent's Name (*please print*): _____

Home Phone: _____ Daytime Phone: _____

Student's Name (*please print*): _____

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