

## AP 562 – TRANSPORTATION OF STUDENTS – TRAVEL FOR FIELD TRIPS AND EXTRACURRICULAR TRIPS

### Background

The District encourages and supports student participation in curricular and extracurricular field trips that enhance or expand the student's experience in that they are of considerable value in the education of students. The District prefers that District buses be used both for field trips and extracurricular trips because of the reduced chance of accident and increased effectiveness of supervision, recognizing that charter buses or other modes of transportation may be appropriate in certain circumstances.

### Procedures

1. For transportation within British Columbia
  - 1.1 The Principal of a school may for field trips or extracurricular trips authorize one or more of the following modes of student transportation:
    - 1.1.1 Private motor vehicles where:
      - 1.1.1.1 The driver has provided to the Principal, **prior** to each trip, their assurance that:
        - 1.1.1.1.1 The driver has a current and valid BC driver's license;
        - 1.1.1.1.2 The vehicle they will be using is insured with a minimum of \$2 million liability insurance;
        - 1.1.1.1.3 The vehicle is maintained in a safe operating condition and will be equipped with tires appropriate for winter driving conditions as required by the *Motor Vehicle Act*;
        - 1.1.1.1.4 They have had no serious traffic violations since last providing a driver's abstract to the Principal;
        - 1.1.1.1.5 They will, while driving, wear a seat belt and will ensure that all passengers in the vehicle wear a seatbelt or use a child restraint or booster seat as required by the *Motor Vehicle Act*;
        - 1.1.1.1.6 They will, considering a child's size, age and weight, follow the vehicle manufacturer's instructions regarding designated seating and, if a child is required to use a child restraint or booster seat, will follow the manufacturer's instructions regarding the use of the child restraint or booster seat; and,
        - 1.1.1.1.7 They will operate the vehicle in a safe and legal manner.
      - 1.1.1.2 The driver has provided to the Principal, in the current school year, copies of:

- 1.1.1.2.1 A recent driver's abstract. Note: Abstracts will age out after a month;
      - 1.1.1.2.2 The certificate of insurance for the vehicle, showing a minimum of \$2 million liability insurance;
      - 1.1.1.2.3 Their driver's license;
    - 1.1.1.3 The driver of the vehicle may be required to undergo a Criminal Records Review.
    - 1.1.1.4 The total number of students participating in a curricular trip does not exceed one class;
  - 1.1.2 Taxi cab;
  - 1.1.3 Student driver where:
    - 1.1.3.1 The student is participating in an after-school sports game/tournament;
    - 1.1.3.2 The student has a valid driver's license;
    - 1.1.3.3 The student has written positive consent from their parent;
    - 1.1.3.4 The student has no other passengers.
  - 1.1.4 Only where no District-provided funds are used for busing, a special activity bus holding a school bus permit under the *Motor Vehicle Act*;
  - 1.1.5 A school bus or charter bus meeting the requirements of the *Motor Vehicle Act*;
  - 1.1.6 Passenger van(s) – Transportation Manager must be notified prior to use;
    - 1.1.6.1 Drivers of the passenger van are required to provide a recent driver's abstract. Note: Abstracts will age out after a month.
  - 1.1.7 Transit bus providing regularly-scheduled public passenger transportation service;
  - 1.1.8 Intercity bus providing regularly-scheduled public passenger transportation service;
  - 1.1.9 Ferry; or
  - 1.1.10 Other modes of transportation such as aircraft and railway.
- 1.2 The Principal and Transportation Manager will confer to determine, based on the following criteria, what mode of transportation (District school bus, passenger van, charter bus, or rental vehicle) will be used for the field trip or extracurricular trip:
- 1.2.1 Availability of a District school bus;
  - 1.2.2 Availability of a District bus driver;
  - 1.2.3 Distance of travel;
  - 1.2.4 Road conditions; and,
  - 1.2.5 Passenger comfort.

- 1.3 If, through consultation with the Transportation Manager, it is determined that a charter bus or rental vehicle is to be used, the Principal will be responsible for making the transportation arrangements and will use a charter bus company approved by the Transportation Manager.
2. For transportation outside of British Columbia
  - 2.1 The Principal must make the transportation arrangements and the Superintendent must approve them. A passenger list will be prepared in advance of any trip, with one copy to be kept by the Principal and another to be kept by the teacher in charge on the trip. In addition to the list of passenger names, it must contain the telephone number of the Principal.
3. Any new special activity bus owned by a non-profit society (Alumni) and holding a school bus permit under the *Motor Vehicle Act* to be used at a school for extracurricular activities is to be inspected for appropriateness by the Transportation Manager. If in rare instances the Alumni bus is needed to transport students for curricular activities, the Transportation Manager must first authorize such use.

Reference: Sections 22, 23, 65, 85 *School Act*  
*Motor Vehicle Act*

Adopted: June 10, 1998

Revised: May 18, 2011; September 1, 2018; October 24, 2023