

TRANSPORTATION FOR OFF SITE EXCURSIONS

Background

Transportation is required from time to time for field trip activities. To that end, the Division will provide school buses for the use by Division schools, for schools of Holy Family Catholic Regional Division, Grande Prairie Roman Catholic Separate School District, Conseil Scolaire du Nord-Ouest No. 1 and Early Childhood Services operators located within Division boundaries when requested, or alternately, Division schools may choose to use other forms of transportation.

Procedures

1. For the purpose of this Administrative Procedure, "Schools" shall include schools of Peace River School Division, schools of Holy Family Catholic Regional Division, Grande Prairie Roman Catholic Separate School District, Conseil Scolaire du Nord-Ouest No. 1 and Early Childhood Services operators located within Division boundaries.
2. Principals have the discretion to choose the mode of transportation they use for offsite excursions.
3. Use of School Buses or Chartered Buses for Off Site Excursions
 - 3.1 Schools that choose to use a school bus provided by the Division, shall be charged at the current rate per kilometer for the use of school buses plus the entire cost of the bus driver's salary (unless volunteered) and other costs related to the field trip.
 - 3.1.1 At the Principal's discretion, the school will have its transportation budget charged for the cost of a field trip whether provided by school bus or chartered operator, or alternately will pay, through other funds available to it, for the cost of the field trip as set out immediately above.
 - 3.1.2 For Division schools that travel to a point greater than two hundred (200) kilometers distance from point of origin, the cost of the trip shall be subsidized by the Shared Instructional Services using a sliding scale as established by the Secretary Treasurer. The maximum amount of subsidy shall be thirty percent (30%) of the entire cost for PRSD School Buses
 - 3.2 Arrangements for the use of buses and drivers shall be made by the Principal or designate in consultation with the Transportation Manager or designate.
 - 3.3 At least one (1) teacher or supervisor for each twenty (20) students shall accompany the students on each bus and shall be responsible for this supervision in circumstances beyond those covered by the bus driver's normal supervision.
 - 3.4 All field trips will be reported on the Field Trip e-form provided by Transportation Services.

- 3.5 When a bus has been scheduled and subsequently canceled and when notice of the cancellation has not been given to the Transportation Manager or to the bus driver, the following will apply:
 - 3.5.1 Where the bus driver had arranged for a spare driver to complete the bus driver's regular bus route because the bus use was to happen at the same time as the field trip, and the bus driver was not able to cancel this arrangement, a charge equal to the amount of the bus driver's regular route cost shall be made plus any costs related to mileage.
 - 3.5.2 Where the bus driver was not required to make arrangements for his/her regular bus route, a charge will be made equal to one (1) hour of waiting time.
- 3.6 Permits authorizing off site excursions for non-Division schools shall be signed by the Principal and by the Transportation Manager or designate. Permits for the authorization of offsite excursions for Division schools are to be signed by the Principal.
- 3.7 Additional passengers may be allowed to accompany students on a field trip with the Principal's permission if:
 - 3.7.1 The passenger is an adult supervisor.
 - 3.7.2 The passenger is a child of an adult supervisor provided the child is eighteen (18) kilograms or heavier. Children that require child restraint devices on a school bus in accordance with the Highway Traffic Act will not be permitted to ride on a school bus during a field trip.
 - 3.7.3 Students less than eighteen (18) kilograms are exempted from this provision according to the Motor Vehicle Safety Act, provided they are enrolled in a school or Early Childhood Services program.
- 4. Equipment that cannot be safely stored on a school bus must be carried in another vehicle.
- 5. School Division staff booking Charter Buses shall verify the Charter operators are licensed for such operation in Alberta and if traveling to another state or province must obtain the authority to operate in that jurisdiction.
- 6. Vehicles
 - 6.1 The use of a van (whether owned, rented, leased or volunteered) capable of carrying fifteen (15) or more passengers is not permitted.
 - 6.2 Use of Other vehicles for Off Site Excursions
 - 6.2.1 All drivers shall be required to complete the Volunteer Driver and Declaration form (Form 490-3).
 - 6.2.2 Prior acceptance of the volunteer driver is subject to the approval of the Principal.
 - 6.2.3 All drivers shall comply with applicable laws and regulations at all times including the mandatory use of seat belts.

- 6.2.4 Teacher and parent drivers shall be advised by the Principal or designate prior to the trip of rules and procedures.

6.3 Vehicles Driven by Volunteers

Principals may choose to use a vehicle owned and operated by a volunteer, other than a school bus or charter to transport a limited number of students as an alternative.

- 6.3.1 The vehicle shall be driven only by a volunteer or parent.
- 6.3.2 Drivers may be arranged by the teacher.
- 6.3.3 Persons providing a private vehicle for this use shall arrange for insurance which provides a minimum of two million dollars (\$2,000,000) coverage for public liability and property damage including their coverage for the vehicle passengers (passenger hazard coverage) and are to advise their insurance company they are carrying students on a volunteer basis.
- 6.3.4 Persons driving a private vehicle for this use are responsible for the supervision of their passengers in a manner appropriate for a school activity at all times while on the trip.

6.4 Vehicles Driven by Division Employees

- 6.4.1 Principals may use a vehicle owned and operated by an employee or a Division vehicle, other than a school bus operated by an employee, to transport students. In such cases the following procedures will be observed:
 - 6.4.1.1 For the purposes of this Administrative Procedure, school approved coaches are considered to be employees and as such may drive a school owned vehicle.
 - 6.4.1.2 Drivers may be arranged by the teacher.
 - 6.4.1.3 Persons providing a private vehicle for this use shall arrange for insurance which provide a minimum of two million dollars (\$2,000,000) coverage for public liability to property damage including this coverage for the vehicle passengers (passenger hazard coverage) and are to advise their insurance company they are carrying students on a volunteer basis.
 - 6.4.1.4 Persons driving a private vehicle for this use are responsible for the supervision of their passengers in a manner appropriate for a school activity at all times while on the trip.
 - 6.4.1.5 All Division employees that choose to drive for offsite excursions must have a Class 5 Drivers License and as per item 6.1.3 shall comply with applicable laws, regulations and insurance requirements at all times, including the mandatory wearing of seat belts by all occupants in the vehicle.

Adopted/Revised/Reviewed: JUN 2016/SEP 2019/NOV 2019/JUL 2023/MAY2025

Reference: Section 11, 33, 36, 37, 52, 53, 59, 59.1, 68, 197, 222, 225 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended A.R. 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009