

Administrative Procedure 560

Business Administration

STUDENT TRANSPORTATION OFF-CAMPUS

BACKGROUND

Off-campus activities can provide a valuable educational experience for students, however there must be care and attention to safety in the transportation to and from these activities.

Off-campus activities are diverse in nature and include such activities as participation in interschool athletics, trips to post-secondary institutions, music festivals, class field trips and other trips organized through the school.

If students cannot be transported to and from school by bus, qualified and authorized volunteer involvement in transporting students is a viable alternative.

PROCEDURES

1. Where transportation is necessary for an off-campus activity, the principal may:
 - 1.1 Authorize the use of a charter bus; or
 - 1.2 Authorize the use of a public carrier (e.g. Calgary Transit); or
 - 1.3 Authorize the use of privately-owned vehicles provided that:
 - 1.3.1 Volunteer drivers are properly screened and authorized by the Principal as follows:
 - 1.3.1.1 Volunteer drivers must:
 - file a Volunteer Driver Application form with the principal on an annual basis (See volunteer handbook);
 - be a fully licensed driver at least 21 years of age and the holder of a driving license which is valid for the vehicle and number of passengers;
 - have a safe driving record with less than six demerit points;
 - carry a minimum public liability and property damage insurance coverage of \$2,000,000 (\$5,000,000 is preferred); and
 - ensure that all occupants of their vehicle use a seat belt.
 - 1.3.1.2 Volunteer drivers shall be advised that:
 - their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students, they shall so advise their insurance company; and
 - if the vehicle to be used is equipped with a front passenger-side airbag, then no student under the age of 12 shall be transported in that seat, unless the airbag has been properly deactivated.

1.3.2 The charter board's non-owned vehicle liability insurance provides up to \$9,000,000 coverage over and above the owner's policy. This secondary coverage covers the volunteer driver only while transporting students and/or approved supervisors on authorized school trips and applies only to claims advanced on behalf on the student(s) and/or approved supervisor(s).

2. Parents shall be notified in writing of and give permission to the mode of transportation to be used for school-sponsored off-campus activities involving their children.
3. Parents may transport their own children to and from school-sponsored off-campus activities or, in the case of high school extra-curricular activities, may make their own private transportation arrangements for their child.
4. The school may not direct students to drive other students to and from school-sponsored off-campus activities.
5. Students may not be transported in a 15 passenger van.

Cross Reference: AP 550 Insurance
AP 260 Field Trips
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