

Administrative Procedure 560

Business Administration

STUDENT TRANSPORTATION OFF-CAMPUS

BACKGROUND

Westmount Charter School (WCS) recognizes that off-campus activities provide valuable educational opportunities for students and support the achievement of learning outcomes. Such activities include, but are not limited to, interschool athletics, field trips, post-secondary visits, cultural events, and other school-sponsored programs.

The Charter Board has a duty to ensure that students are transported in a manner that is safe, appropriate, and compliant with applicable legislation and insurance requirements.

This Administrative Procedure is developed in accordance with the *Education Act*, *Traffic Safety Act*, *Occupational Health and Safety Act*, and applicable provincial regulations and standards.

PROCEDURES

1. Approved Modes of Transportation

- 1.1 Where transportation is required for a school-sponsored off-campus activity, the Principal may authorize one or more of the following:
 - 1.1.1 Use of a commercial charter bus or licensed transportation provider;
 - 1.1.2 Use of public transit (e.g., Calgary Transit); and
 - 1.1.3 Use of privately-owned vehicles operated by approved volunteer drivers, subject to the requirements of this Administrative Procedure.

2. Volunteer Drivers (Privately-Owned Vehicles)

- 2.1 Volunteer drivers may transport students only if they are pre-approved annually by the Principal.
- 2.2 All volunteer drivers must:
 - 2.2.1 Submit a Volunteer Driver Application Form annually in accordance with the school's Volunteer Procedures;
 - 2.2.2 Hold a valid Alberta driver's license appropriate for the class of vehicle being operated;
 - 2.2.3 Have a safe driving record, defined as fewer than six (6) demerit points;
 - 2.2.4 Provide proof of minimum automobile liability insurance coverage of \$2,000,000 (recommended minimum is \$5,000,000);
 - 2.2.5 Ensure that all passengers use seat belts at all times; and
 - 2.2.6 Comply with all provisions of the Traffic Safety Act and municipal bylaws.

3. Insurance and Liability

- 3.1 Volunteer drivers shall be advised that:
 - 3.1.1 Their personal automobile insurance is the primary insurance for any incident arising from the transportation of students;
 - 3.1.2 They must notify their insurer if they will be transporting students for school-related activities; and
 - 3.1.3 The Charter Board does not provide automobile insurance coverage for privately-owned vehicles.

4. Vehicle Safety Requirements

- 4.1 No student under the age of 12 shall be transported in a front passenger seat equipped with an active airbag unless the airbag has been properly deactivated.
- 4.2 Students shall not be transported in vehicles that are overloaded or that do not meet legal seating and restraint requirements.
- 4.3 Students shall not be transported in 15-passenger vans under any circumstances.
- 4.4 All vehicles used for student transportation must be:
 - 4.4.1 In safe operating condition;
 - 4.4.2 Properly licensed and registered; and
 - 4.4.3 Compliant with provincial safety standards.

5. Parent Notification and Consent
 - 5.1 Parents/guardians must be notified in writing of the mode of transportation to be used for all school-sponsored off-campus activities.
 - 5.2 Written parental consent must be obtained prior to student participation.
6. Parent and Student Transportation
 - 6.1 Parents/guardians may transport their own child to and from school-sponsored off-campus activities.
 - 6.2 For high school extracurricular activities, parents/guardians may arrange private transportation for their child, provided the school is notified in advance.
 - 6.3 The school shall not arrange, coordinate, or assume responsibility for private transportation arrangements made by parents/guardians.
7. Student Drivers
 - 7.1 The school shall not direct or permit students to transport other students for school-sponsored off-campus activities.
 - 7.2 Students who drive themselves to activities do so under their parents' responsibility, not under school supervision.
8. Duty of Care and Risk Management
 - 8.1 The Principal is responsible for ensuring that transportation arrangements:
 - 8.1.1 Demonstrate reasonable duty of care;
 - 8.1.2 Are appropriate to the nature of the activity; and
 - 8.1.3 Align with student age, supervision requirements, and risk level.
 - 8.2 Transportation plans must comply with:
 - 8.2.1 AP-260 Field Trips;
 - 8.2.2 AP-546 Risk Management; and
 - 8.2.3 AP-555 Volunteers.

Cross Reference:	<i>Education Act, Traffic Safety Act Occupational Health and Safety Act</i> AP-260 Field Trips AP-546 Risk Management AP-555 Volunteers
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