

# **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:**      *Education Act,*  
                                 *Traffic Safety Act*  
                                 *Occupational Health and Safety Act*  
                                 AP-260 Field Trips  
                                 AP-546 Risk Management  
                                 AP-555 Volunteers  
**Date of Adoption:**      April 12, 1999  
**Date of Revision:**      June 25, 2010, March 4, 2014, February 11, 2019, June 9, 2022, January 28, 2026  
**Due for Review:**      January 28, 2029