

Section:	Curriculum & Instruction
Policy:	6.20
Revised:	September 2024
Approval:	Motion #477

6.20 Transportation Policy

1. Rationale

The Board recognizes its responsibility for ensuring that all due care and attention is paid in the event that students need to be transported to and from school, or to and from approved, school-sponsored events.

Therefore, it is the Board's policy that:

When students are transported by the school, or with the Board's prior approval on the school's behalf, they must travel in appropriately licensed, registered and insured vehicles which are operated in accordance with all generally established safety practices, provincial regulations and the regulations established by the school for the safe transport of students. This applies to both privately and commercially owned vehicles.

2. Policy Procedures

- 2.1. Trips requiring authorization at the Board Level
 - 2.1.1. Trips (curricular and extra-curricular) beyond the geographic boundaries of Canada.
 - 2.1.2. Trips outside the West and East Kootenay regions, but within Canada.
- 2.2. In implementing the policy, the Board requires that staff ensure that:
- 2.3. All students are provided with safe transport, including
 - 2.3.1. being shown where emergency exits are,
 - 2.3.2. being shown what to do in the case of an emergency,
 - 2.3.3. and performing an emergency evacuation drill at the beginning of each trip.
- 2.4. All legal requirements are met in licensing, insuring, and operating vehicles used by the school in transporting students.
- 2.5. All those involved in the approved transportation of students are aware of the Board's regulations regarding the safe conduct of students from one location to another.
- 2.6. A minimum liability coverage of three million dollars (\$3,000,000) is in place to protect the Board from any claim brought against it as a result of an accident while students are being transported.
- 2.7. All drivers will complete the Volunteer Driver Authorization form.
- 2.8. Volunteer drivers are required to submit a "driver's abstract" which will be kept on file at the School.

- 2.9. 15 passenger vans cannot be used to transport students unless prior approval has been granted by the Board.

3. Administrative Regulations

- 3.1. Scheduled School Bus Service (School-owned or Contracted Vehicles)
- 3.1.1. Vehicles shall have valid school bus permits issued by the British Columbia Motor Vehicle Department and conform to all municipal, provincial and federal legislation, regulations and standards governing school bus transportation.
- 3.2. Vehicle operators shall have the appropriate valid driver's license.
- 3.3. Current passenger lists shall be maintained.
- 3.4. Sufficient liability insurance coverage shall be in place. Specifically:
- 3.4.1. For school-owned buses, the minimum liability insurance coverage purchased by the school shall be \$3 million for each vehicle.
- 3.4.2. Additionally, the contractor shall carry appropriate levels of third-party liability and comprehensive liability insurance.
- 3.5. Scheduled Taxi Service Taxis are required to abide by the provisions of the School Bus Regulations contained in the British Columbia Motor Vehicle Act, (as well as all child restraint requirements as set out in the Motor Vehicle Act). School Board-authorized Curricular or Extracurricular Transportation (School-owned, Leased or Contract Vehicles)
- 3.5.1. If contract vehicles are used, there shall be a formal written contract for the transportation required.
- 3.5.2. The school principal shall exercise Board authority and responsibility for ensuring the arrangements and supervision of the transportation, as well as the curricular or extracurricular activity are adequate.
- 3.5.3. Copies of passenger and vehicle loading lists shall be filed with the school.
- 3.5.4. Contractors shall carry the appropriate levels of third-party liability and comprehensive liability insurance.
- 3.6. School-authorized activities using privately-owned vehicles
- 3.6.1. Any school-authorized activity requiring transportation shall be approved by the principal(s) involved.
- 3.6.2. A supervisor or designate shall be identified by the school principal.
- 3.6.3. The supervisor or designate shall ensure that any special safety requirements connected with the trip are met.
- 3.6.4. Where privately-owned motor vehicles are used to transport students to and from school or school-sponsored activities, they shall have a minimum third-party liability of \$3 million. The private vehicles shall meet all the requirements of the British Columbia Motor Vehicle Act and Regulations and be considered reasonably suited for this purpose. The school principal or designate shall also satisfy himself/herself that the drivers are reasonably suited for this purpose.

3.7. Seat Belts, Booster Seats and Child-Restraint seats in Privately-Owned Motor Vehicles

- 3.7.1. All students shall be secured in the appropriate child restraint seats, booster seats and/or seat belts as set out in the British Columbia Motor Vehicle Act.
- 3.7.2. Students under 20kg (44 lbs) are to be secured in a commercial child seat. It is the responsibility of the school administrator to ensure that parents are aware of this requirement and that parents provide the required child seat or provide confirmation that the student's weight is greater than 20kg.
- 3.7.3. Students over 20kg are required to be secured in a commercial booster seat until their 9th birthday or until they reach a height of 145cm (4' 9"), whichever comes first. It is the responsibility of the school administrator to ensure that parents are aware of this requirement and that parents should provide the required booster seat or provide confirmation that the student's height is greater than 145 cm.

3.8. Students with Special Needs

- 3.8.1. The Learning Support Services Coordinator/Manager may consider deploying an Educational Assistant to support student safety during transportation
- 3.8.2. Where students with Special Needs cannot be transported safely due to medical and/or behavioural issues, parent(s)/guardian(s) will be asked to transport their child.
- 3.8.3. When, in the opinion of the Learning Support Services Coordinator a restraint device (e.g. lap belt, harness) is required to ensure the safety of a student rider on the bus, written parental/guardian permission will first be obtained. Parent(s)/guardian(s) who do not grant permission in these circumstances will be asked to transport their child.
- 3.8.4. On the recommendation of the Learning Support Services Coordinator, a student who suffers from a severe physical handicap may be given transportation to and from school, where practical. Where not practical, the parent(s)/guardian(s) will be asked to transport their child.

3.9. Required Approvals

- 3.9.1. Travel within the region requires prior written approval from the principal.
- 3.9.2. Trips outside the West and East Kootenay region, but within BC -
Application is made to the principal using the Field trip approval form in advance of trip date.
 - 3.9.2.1. Travel may be by private vehicle or bus.
- 3.9.3. Travel outside of the West and East Kootenay region, but within BC, requires the prior written approval of the principal, and Board or designate.
 - 3.9.3.1. Travel to locations outside of the West and East Kootenay region will be by coach-type bus or public transportation (e.g. rail, commercial aircraft, government ferry, etc. unless otherwise authorized by the Board.

- 3.9.4. All Out-of-Province trips require prior approval from the principal and Board or designate using the Field Trip Approval Form in advance of the trip date. The principal indicates support of the application by approving the form.
- 3.9.4.1. Before financial commitments are made for trips outside BC, the principal should seek approval or approval in-principle from the Board. Application is made by the principal to the Board or designate using the Field Trip Approval Form.
- 3.9.5. Field trips will be considered and may be approved if no more than three school days are involved. Any extension beyond three school days will require special application to the Board or designate and will only be granted in exceptional circumstances.
- 3.9.6. Any travel that does not meet all the criteria provided in this procedure requires prior written approval of the principal and the Board or designate.
- 3.9.7. For every field trip, the principal is responsible for ensuring that parent(s)/guardian(s) have signed the appropriate consent forms before travel is permitted.

NOTE: All trips receiving approval in-principle still require final approval by the Board or designate prior to the departure date.

Final approval may be granted by the Board or designate a minimum of one month prior to the planned departure date.

International travel including trips to the United States will require completion of the International Field-Trip- Declaration Form as well as confirmation of medical coverage for out-of-country travel. Travel to locations outside of the region will be by coach-type bus or public transportation (e.g. rail, commercial aircraft, government ferry, etc.) unless otherwise approved by the Board.

Volunteer Driver Authorization Form

School: _____

Surname: _____ First Name _____

Address: _____

Home Phone #: _____ Work Phone #: _____

E-mail Address: _____

Vehicle: _____ Year: _____ Make: _____ License #: _____

Registered Owner (if different than above): _____

Amount of Insurance Liability (minimum \$3 million) *: _____

Number of Seatbelts: * _____

Under the Ministry of Educations self-insurance program, district employees and volunteer drivers have supplemental liability coverage while on school-approved activities.

In accordance with Kootenay Christian Academy Board Policy (Transportation of Students), it is the responsibility of the driver to ensure the following conditions are met.

- A) All passengers must wear seat belts, approved booster seats or child restraint seats as required by the B.C. Motor Vehicle Act and Board Transportation Policy.
- B) No elementary school-aged child is permitted to sit in the front passenger seat of a vehicle equipped with an airbag.
- C) The vehicle must be in safe operating condition.
- D) The vehicle must be operated in a safe, legal manner, and operated consistently with any driver, license or insurance restrictions.
- E) There will be no smoking in the vehicle.
- F) The driver, if newly licensed, must conform with any applicable restrictions.
- G) The driver agrees not to use any wireless communication (eg: cell phones, blackberries, Bluetooth) while operating the vehicle.

Failure to comply with any of the above conditions may result in the Volunteer Driver Authorization being revoked.

To the best of my knowledge, the vehicle identified above is in safe, roadworthy condition and my driver's license is in good standing. I have read and accepted the above conditions regarding driving students. I also accept responsibility for notifying the school of any changes in the above information.

Driver's Signature: _____ Date: _____

Driver's License #: _____

Parent/ Guardian Signature: _____
(if the driver is under the age of 19)

I hereby give my permission for the above-named driver to use my vehicle for the purpose of transporting students to and from school-approved activities.

Registered Owner's Signature: _____ Date: _____

I hereby attest, to the best of my knowledge, that the above information is accurate, and that the driver understands and accepts the condition outlined.

Principal Signature: _____ Date: _____

Valid for the school year ending June 30, _____