

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Background

The Division strongly favors the practice of using buses to transport students. However, the division recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

Procedures

1. Special Events.
 - 1.1 School approved, private vehicle may be used for special activities if the numbers of students involved does not warrant the use of a school bus. The event must be school approved. If private vehicles are used, the number of students shall not exceed the number of seatbelts available in the vehicle and shall not exceed legal seating capacity.
 - 1.2 All employees, parents, guardians and other principal-approved drivers must complete Form 552-1 and have it approved by the principal annually.
 - 1.3 Form 552-2 must be completed by the student's parent or guardian prior to each trip where the student will be transported by private vehicle. Form 552-2 may be completed once for multiple trips if all dates are included in the Form.
 - 1.4 It may be necessary, from time to time, for the in-school administrator to consider applications from individuals who have had prior driving infractions, convictions, and suspensions. Factors to consider in these instances are:
 - 1.4.1. The nature and particulars of the incident, accident, ticket or offence.
 - 1.4.2. The age of the individual when the events in question occur.
 - 1.4.3. Any extenuating circumstances as provided by the individual.
 - 1.4.4. The time that has elapsed between the incident, accident, ticket or offence and the application to be considered as a volunteer, and the activities of the individual during that interim period.
 - 1.4.5. The frequency of the incidents, accidents, tickets or offences.
 - 1.4.6. The relationship of the incident, accident, ticket or offence to the activity for which the person is applying.
 - 1.4.7. In-school Administrators may request the assistance of the Operations Manager as required in considering applications.
 - 1.5 Teachers, staff, or parents authorized by the principal to use a private vehicle are required to carry third party liability insurance of at least two million dollars.
 - 1.6 Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.

- 1.7 Use of fifteen passenger vehicles is permitted as outlined in AP 555 Fifteen Passenger Vans.
- 1.8 Staff using their vehicles may be reimbursed at division-approved rates through decentralized budget.
2. Work Experience Programs / Off-Campus Classes / SHSAA Joint Sponsorship Agreements
 - 2.1 Any student transporting themselves or other students must do so in accordance with *The Saskatchewan Traffic Safety Act* and the designated restrictions of their driver's license.
 - 2.1.1. All students transporting themselves or other students must be approved in advance and upon completion of Form 552-1.
 - 2.1.2. Students participating in Career and Work Exploration programs, may transport themselves or other students.
 - 2.1.3. Students participating in Off-Campus Classes where the division had deemed enrolment does not warrant the use of a school bus (fewer than six students) may transport themselves or other students. Students may apply for travel reimbursement at 0.30 per kilometre.
 - 2.1.4. Students participating in a SHSAA Joint Sponsorship Agreement that necessitates travel to schools other than their home school may transport themselves or other students.
 - 2.1.5. Students who have Administrator approval who choose to provide their own transportation (in a school transported event) to extra-curricular events are not eligible for travel reimbursement.
3. If an emergency situation occurs during a school-sponsored event, the principal or designate will make the determination if a student is to be transported in a private vehicle.

Reference: Section 85, 87, 194, 195, 196, 197 Education Act The
Traffic Safety Act, Forms Manual: Form 552-1

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