

CO-CURRICULAR AND EXTRA-CURRICULAR BUS TRANSPORTATION OF STUDENTS

Background

The Division recognizes the value of educational opportunities that abound in the world outside the school building and therefore makes its transportation system available for co-curricular and extra-curricular travel and studies that complement the curriculum.

Procedures

1. Appropriate approval and transportation requisition procedures are necessary for a successful co-curricular or extra-curricular activity.
 - 1.1 All co-curricular and extra-curricular activities shall be approved and authorized by the principal.
 - 1.2 The Transportation Manager shall be notified of any transportation requirements for any co-curricular or extra-curricular activity which has been approved by the principal at least two weeks prior to the date of the activity.
2. Division safety rules apply to all bus trips.
 - 2.1 The provisions of Administrative Procedure 550 - Transportation Safety shall apply on all co-curricular and extra-curricular bus trips and the bus driver shall be the final authority concerning bus safety.
 - 2.2 The bus driver and the supervisor(s) shall meet prior to the commencement of a trip to clarify expectations and rules. Disorder, while on the trip, will be referred to the principal and the Transportation Manager upon the completion of the trip.
3. Adequate teacher supervision is required for a co-curricular or extra-curricular activity.
 - 3.1 All co-curricular and extra-curricular trips shall have adequate teacher supervision on the bus and the teacher supervisors shall be in charge of student behavior.
 - 3.2 The bus driver shall not be considered as a supervisor.
4. Division approval of bus drivers is mandatory.
 - 4.1 All bus drivers operating a bus engaged in the transportation of Division students must be approved by the Transportation Manager.
 - 4.2 The bus driver is responsible for cleaning and refueling the bus prior to returning it to its regular duties.
 - 4.3 In the event that a bus, where the school provides the driver, is not cleaned and refueled after a field trip, the Transportation Manager will determine the action to be taken. Any costs incurred will be charged to the school budget.

5. Schools will be responsible for transportation costs incurred for co-curricular and extra-curricular activities.
 - 5.1 These costs will be a combination of an established per kilometer rate and bus driver expenses, including compensation and benefits.
 - 5.2 The per kilometer rate will be determined by the Transportation Manager and will be based upon the budgeted bus operating cost, including fuel, license and repairs and maintenance.
 - 5.3 A minimum flat rate charge will be applied to all trips less than 20 km.
 - 5.4 The compensation for bus drivers will be as determined in accordance with the collective agreement, or in its absence as follows:
 - 5.4.1 Bus drivers shall be paid at the established rate for each hour up to and including eight (8) hours per day. The minimum hours to be paid for each trip shall be two hours.
 - 5.4.2 Bus drivers shall be paid at "time and one-half" (1.5 x h) for driving time in excess of eight (8) hours per day.
 - 5.4.3 Driving time shall be calculated from the commencement of the trip to the time of the finish of driving each day.
 - 5.4.4 For trips longer than four (4) hours, one-half (1/2) hour shall be added at the conclusion of a trip to compensate the bus driver for cleaning the bus and refueling.
 - 5.4.5 Where a trip extends for more than one day, the bus driver shall have a minimum guarantee of eight (8) hours for each day they are away and the school or group authorizing the trip must provide and pay for a sleeping room for the bus driver for each night away from home. The bus driver is not considered to be working during the hours he is sleeping and therefore will not be compensated for his time, to a maximum of eight (8) hours, for each night away from home.
 - 5.4.6 Bus drivers are responsible for their own meal costs on all trips, which will be added to the cost of the trip to be reimbursed by the school.

Legal Reference: Section 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act
Highway Traffic Act

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