

- Policy Number: 705
 - Policy Name: Student Transportation
 - Date of Revision: 2013 05 22
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Student Transportation

1. BUS OPERATIONS

- 1.1 The Board expects this system to be efficiently scheduled and that it will be operated with clean, safe vehicles operated by approved drivers.
- 1.2 The Secretary Treasurer will ensure that procedures outlining the operation of the Student Transportation System are developed and placed in a Student Transportation Procedures Manual provided to each driver and available at the Bus Garage/Maintenance Shop, the School Board Office and each school site.
- 1.3 The Secretary Treasurer will advise the Board of changes to the Student Transportation Procedures Manual.

2. BUS ROUTES

- 2.1 Bus routes may be continued, established or extended on any island in the district where the following general conditions can be met:
 - (a) Road conditions are judged to be safe by the Ministry of Transportation and Highways and for buses by the Secretary Treasurer.
 - i) Roads are wide enough to allow buses to safely pass other large vehicles.
 - ii) Roadways have satisfactorily paved or gravel surfaces.
 - iii) Adequate visibility of other vehicles is available; in particular at all stops and turn arounds.
 - (b) Walk limits for the purposes of transportation are:
4.0 km for Grades K-3
4.8 km for Grades 4-12
 - (c) Bus runs may be started provided satisfactory schedules can be maintained and there is an adequate number of students (usually 15) to use the service. Existing bus routes may be extended provided that satisfactory schedules can be maintained and that there are a significant number of students (approximately four students per extra kilometer travelled) to use the service.
 - (d) Vehicles used **MUST** have valid school bus permits issued by the Motor Vehicle Department.
 - (e) Provisions should be made for driver training and student orientation on an annual basis and driver training for all new drivers entering the system.

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- (f) Current passenger lists should be maintained.
 - (g) Minimum liability insurance coverage purchased by the school district should be \$1,000,000 for each owned vehicle and \$10,000,000 for contract vehicles.
 - (h) All bus runs shall be reviewed each year by the Secretary Treasurer during the summer vacation. If busing requirements as covered by this policy have changed, and/or if the ridership on the buses has increased or decreased, the bus routes shall be revised accordingly.
 - (i) In cases of overcrowding, courtesy riders residing closest to their school shall be bumped.

3. PASSENGER CONDUCT

3.1 Passenger conduct shall be in accordance with Policies No. 130 and 525.

4. PRIVATE VEHICLE USE FOR DAILY TRANSPORTATION

- 4.1 For students who reside beyond the walk limits set to the school or to the nearest bus stop, the district may, in lieu of providing school bus service, provide transportation assistance. The rates for transportation assistance are based on \$0.20/km plus \$0.30/additional child to a maximum family limit of \$10.00/day. The allowance for transportation over water is 150% of the regular rate to a maximum of \$15.00/day.
- 4.2 By claiming transportation assistance parents are undertaking to arrange transportation of their children from the home to the school by means of motor vehicle or other equivalent means and on trips whose principle purpose is the transportation of such students.
- 4.3 When the School Board chooses to make transportation assistance payments for regular home to school travel in lieu of providing school bus service, the full responsibility for safe transportation and insurance coverage rests with the vehicle owner.
- 4.4 Parents may apply for transportation assistance. Forms are available at each school. The principal will then certify the registration of the students named and forward the request to the District to approve the mileage claimed.
- 4.5 Transportation claims must be received within thirty (30) days of claim date to be honoured. Claims older than thirty (30) days will be paid at the discretion of the Secretary Treasurer.
- 4.6 Walk limit restrictions will not apply for determining transportation assistance for physically challenged students.

5. BUSETTE

5.1 The Busette is provided to Gulf Islands Secondary School for use as authorized by the principal for small group educational trips and team sports travel. Use of a vehicle shall be confined to the Gulf Islands, except that the district Superintendent may authorize use outside this area and subsequently report such approval to the Board. A permanent vehicle log shall be maintained by the school and such log is to be kept in the vehicle at all times.

6. PRIVATE VEHICLE USE FOR SPECIAL EVENTS

6.1 The Board recognizes student travel for special curricular and extra curricular events as necessary and desirable parts of school activity.

6.2 Where designated volunteer drivers are reimbursed for the use of private vehicles reimbursement shall not exceed the *rates set in Procedure 725*.

7. VOLUNTEER DRIVERS

7.1 Volunteer drivers must complete a Volunteer Driver Authorization Application form and have it approved prior to transporting students.

7.2 As per the BC School Act, principals have the authority to restrict a volunteer from driving students.

VOLUNTEER DRIVER AUTHORIZATION APPLICATION

School District #64 (Gulf Islands)

Driver's Name: _____ Phone Number: _____
Address: _____ Email: _____

A Driver's Abstract must be provided. A copy is attached to this application. Yes
A Criminal Record Check must be provided.

Applications may be approved only when the driver possesses a valid, appropriate driver's license and is able to respond *No* to questions concerning convictions and suspensions over the last three (3) years.

Driver's License Number: _____ Class: _____ Expiry Date: _____
Has your driver's license been suspended in the last three (3) years? Yes No
If Yes, please provide date of reinstatement: _____
Have you been convicted of an offence under the Highway Traffic Act, or for any motor vehicle-related offence under the Criminal Code of Canada during the last three (3) years? Yes No
If Yes, please identify the offence(s) here: _____
Were you found responsible/partly responsible for any motor vehicle accident(s) over the last three (3) years? Yes No

Insurance Related Considerations:

1. The Board requires that the vehicle owner maintain, at all times, valid automobile Third Party Liability Insurance as required under BC legislation in respect of liability for injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the School Board.
3. Additional automobile liability insurance protection is provided under the School Board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the School Board.

Vehicle: _____ / _____ / _____ / _____
Make / Model / License Plate No. / Seating Capacity (including driver)
Owner's Name: _____
Owner's Address: _____
Owner's Phone: (h) _____ (w) _____ (c) _____
Insurance on Vehicle: Company: _____ **Policy No.:** _____

COMMITMENTS:

By submitting this application to become a volunteer driver for the School Board:

1. I undertake to ensure that the vehicle used to transport students is in safe operating condition.
2. I agree:
 - a. to operate the automobile referred to herein in a safe manner
 - b. the automobile referred to herein is appropriately equipped for the road conditions
 - c. to abide by all applicable laws at all times while I am transporting students
 - d. to limit the number of passengers to the number of useable seat belts
 - e. to require proper use of occupant restraint systems (child car seats, booster seats, seatbelts, head restraints, airbags, seat position) in accordance with BC Motor Vehicle Regulations, and
 - f. to comply with the directions of teachers or agents of the School Board.
3. I undertake to report to the school principal all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force.
4. I undertake to maintain, at all times, the insurance outlined above in *Insurance Related Considerations*.
5. I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Signature of Driver: _____

Signature of Vehicle Owner: _____

Personal information contained on this form is collected under the authority of the School Act, for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator.

FOR OFFICE USE ONLY

The above-named driver is authorized to assist the school during the current school year. The assistance is appreciated.

Signature of principal/designate: _____ Date: _____