

# SCHOOL DISTRICT NO. 28 (QUESNEL)

## P R O C E D U R E S

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### NO.: 810 - TRANSPORTATION FOR OUT-OF-SCHOOL LEARNING EXPERIENCES

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Finance Committee

Ref: *School Act*

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#### **PROCEDURES:**

1. The bus driver will be responsible for the vehicle and its passengers. All normal bus safety rules must be obeyed, including exiting the bus during refueling.
2. Schools will be billed by the Transportation Department for driver and bus costs, including expenses for overnight stays. Schools will arrange and pay for suitable accommodation for drivers. The District Office will pay the bus driver. Charge rates are the current prevailing rate per kilometer for the bus, the per diem as outlined in Policy 625 and regular hourly Union rates for the driver.
3. The standard of driver behaviour on out-of-school learning experiences (field trips) is expected to be the same as for any regular run. Alcohol and drugs are not to be consumed, and drivers must agree to requests by those in charge of the field trip for breathalyzer tests.
4. Drivers must adhere to the provisions of the National Safety Code with respect to the length of time driven or on duty before being required to take a rest break. Trip organizers must take into account these regulations in developing the proposed schedule for the trip.
5. Field trip baggage should be stowed in the under-floor compartments to the maximum extent practical. Other baggage must be stowed on the floors or behind the seats of the bus or transported by another vehicle. Commodities regulated by Dangerous Goods Transportation Regulations are prohibited from being transported on school buses.
6. On all field trips north of Prince George or south of Williams Lake, drivers must maintain logbooks in keeping with the provision of the National Safety Code.
7. If volunteer vehicles are used for school authorized activities, the following apply:
  - 7.1. The information for School Principals and supervisory school persons undertaking curricular and extra-curricular transportation should be reviewed at a school staff meeting each year (Attachment B).

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Adopted: September 1976

Amended: February 2003; February 2004; July 2008, November 2013, February 2017, December 2021

**NO.: 810 - TRANSPORTATION FOR OUT-OF-SCHOOL LEARNING EXPERIENCES – cont'd**

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- 7.2. The Volunteer Driver Application form (Attachment A) must be completed, signed and kept on file in the school.
  - 7.3. Principals, teachers and volunteer drivers must ensure that all children are properly restrained. Booster seats are mandatory for children over 18kg (40 lb) until their 9<sup>th</sup> birthday, or, unless they have reached the height of 145 cm (4' 9").
  - 7.4. Names of individuals carried in the vehicle on the field trip must be recorded and left in the school office. A copy of the list must be provided to the Transportation Department with an additional copy to accompany the Bus Driver on the trip.
8. There are five (5) options for transporting students for field trips. See Attachment B for additional details.
    - 8.1 School District No. 28 School Buses
    - 8.2 Public Transportation
    - 8.3 Volunteer's personal vehicle: eight (8) passengers or less
    - 8.4 Rented or community use vehicle: eight (8) passengers or less
    - 8.5 Rented coach/bus with a licensed driver
9. For safety reasons, the use of any vehicle that has rated passenger carrying capacity that exceeds eight (8) passengers are not permitted for out-of-school learning experiences, except as specified in number 8 above.