

## TRANSPORTATION - FIELD & EXTRACURRICULAR TRIPS

### 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 field and extracurricular trips.

### Procedures

1. When Division buses are used for field and extracurricular trips, a driver who is on the list of approved drivers must operate the bus. This may be a division employed regular or substitute bus driver, or an approved teacher/coach driver.
2. In the event that the school requires the use of a bus that is not stationed at the local school, every effort will be made by the Division's Fleet Supervisor to assign a bus from the fleet of spare buses. The extra kilometers required to move the bus to the school centre will be charged to the school budget.
3. Trip Report
  - 3.1 All field and extracurricular trips require a *Transportation - Trip Report* (Form 557-1), authorized by the School Administrator(s).
  - 3.2 The *Trip Report* shall serve as the permit which allows the trip to take place.
  - 3.3 The *Trip Report* and a student list/passenger roster (see #9), placed in the blue field trip bag that is clearly marked **Field Trip Documents**, shall be provided to the driver by school personnel.
  - 3.4 The driver shall be responsible for ensuring that the information regarding expenses and kilometers are properly recorded on the *Trip Report*.
  - 3.5 Reimbursement of out of pocket expenses incurred by the driver are paid based on the *Trip Report*.
  - 3.6 The *Trip Report* serves as a log of the kilometers the bus has traveled in order that the school is charged accurately for the use of the bus.
  - 3.7 The driver shall return the *Trip Report* to the School Administrator(s) for payment authorization.
4. Drivers are not responsible for student behavior while on the bus beyond that of ensuring that the bus operates safely.
5. The school will provide supervision by teachers and/or Division-approved coaches in order to ensure that an acceptable level of student conduct is maintained.
6. The teacher/coach supervisors will provide assistance in ensuring that students respect the cleanliness of the bus.
7. If transportation on a school bus has been provided for, and the parent/guardian/student does not use the service, the parent/guardian and student must sign Form 557-3 *Transportation Declined by Parent/Student (Field/Extracurricular Trip)*.

8. Only the driver and those persons authorized in writing by the School Administrator(s)/ designate may ride the bus.
9. School personnel shall provide to the driver a passenger roster (list of all passengers approved to ride on the bus -- i.e., students, teacher/coaches and adult supervisors). This list shall be kept on the bus for the duration of the trip and shall be verified prior to the return ride and adjusted to reflect additional or fewer riders.
10. If a student travels to the school-related event on a school bus and then wishes to return with a parent/guardian, this transfer of responsibility must be approved by the supervising teacher/coach and the passenger roster mentioned above shall be updated accordingly.
  - 10.1 If the parent/guardian mentioned in 10 is not approved as an authorized driver under Administrative Procedure (AP) 559 *Transportation in Private Vehicles*, the parent/guardian is only permitted to transport their own children to or from the school-related event.
  - 10.2 If the parent/guardian mentioned in 10 is approved as an authorized driver as provided in AP 559 *Transportation in Private Vehicles*, they may only transport those students who are not their own children if written approval of the child's parent/guardian has been filed with the supervising teacher/coach prior to the commencement of the trip.
11. Volunteer adult supervisors may, upon the approval of the School Administrator(s), accompany a school group on a field/extracurricular trip to assist the teachers involved.
12. Preschool children of adult and teacher/coach supervisors will not be permitted to accompany the group.
13. The School Administrator(s) shall only be responsible to monitor the travel from the home school to the school related activity and back to the home school. Parent(s)/guardian(s) are responsible to make arrangements for their child to be transported from the school to their home. How the student(s) arrive at the school for the event or returns to his/her respective home is not within the responsibility of the School Administrator(s) or the Division.
14. Travel to and from the destination is considered to be part of the field or extracurricular trip. Students cannot disembark from the bus at an alternate drop off location (such as a highway stop along the route).
15. Adequate time shall be allotted for field and extracurricular trips to ensure all laws and regulations with respect to the safe transportation of students can be sustained.
16. In accordance with the division's operating authority as a provincial carrier, all travel is restricted to within the boundaries of the Province of Alberta. Travel to a destination outside the Province of Alberta must be booked with a federal carrier that has been properly screened and is in good standing on the Board's "List of Approved Outside Carriers" that is available from the Director of Transportation.
17. Division Employed Bus Drivers (Regular or Substitute)
  - 17.1 Buses are expected to arrive at the school at least ten (10) minutes prior to the scheduled departure time.

- 17.2 Drivers will be paid for a minimum of three hours and are permitted to claim for 15 minutes prior to departure for a pre-trip inspection as well as 15 minutes after the trip for a post-trip inspection.
- 17.3 School Administrator(s) shall approve the activities of drivers while on paid stand-by.
- 17.3.1 This does not necessarily mean that it is expected that drivers must remain on-site during the stand-by period; however, it is important that there is sufficient communication between the school personnel and the driver to ensure that the needs of the students involved in the event are met.
- 17.3.2 Any kilometers logged on the bus that are not related to the field or extracurricular trip shall be recorded and the school shall not be charged for any such kilometers.
- 17.4 Log books must be maintained if any of the following criteria applies to a driver's day (National Safety Code Hours of Service):
- 17.4.1 The trip exceeds 160 km radius from home base.
- 17.4.2 The day does not start and end at the same location.
- 17.4.3 The trip starts and ends on different days.
- 17.4.4 On-duty time exceeds 15 hours. (If this is the case, driving time cannot exceed 13 hours).

## 18. Teacher/Coach Drivers

- 18.1 A teacher/coach driver must be on the Division's list of approved drivers (Refer to Administrative Procedure 567 *Transportation-Teacher/Coach Driver Appointment*).
- 18.2 In instances where the driver is an approved teacher/coach driver, the school will only be charged for the per kilometer rate for the actual kilometers logged on the school bus. No driver wages will apply.
- 18.3 In order to avoid situations of driver fatigue, the following shall apply:
- 18.3.1 **Travel up to 160 kms - leave and return on same day** (one way from the home school where the round trip is completed on the same day) requires:
- at least one qualified designated teacher/coach driver; and
  - round trip must be completed within 15 hours of the time of the teacher/coach first commencing duties for the Division the day of the trip.
- 18.3.2 **Travel up to 160 kms - leave and return on different days** (one way from the home school where the trip spans more than one day -- e.g., a 2 day tournament in a location within the 160 km radius) requires:
- at least one qualified designated teacher/coach driver;
  - each segment of travel must be completed within 15 hours of the time of the teacher/coach first commencing duties for the Division the day of the trip, and
  - Driver's Daily Log book must be completed.
- 18.3.3 **Travel over 160 kms – leave and return either same day or different days** (one way from the home school, with or without same day return) requires:
- two division teacher/coach drivers; one being the exclusive, qualified and designated driver who has met all of the division's driver qualifications, while the other is the Field or Extracurricular Trip leader;

- team coaches cannot be the designated driver; and
- If the above cannot be accommodated, the hiring of a Division employed bus driver or an approved outside carrier would be appropriate options.

18.4 Record all travel arrangements and maintain a travel log (monthly) that indicates the kms logged on the bus as well as the driver hours (Form 557-2 *Transportation - Teacher/Coach Driver Log*).

**19. General Duties for All Drivers**

- 19.1 Responsible for overall care and monitoring of the bus.
- 19.2 Arrange for appropriate on-site parking of the bus while at the destination.
- 19.3 Ensure the required documentation for insurance and operating authority is valid and on board the bus.
- 19.4 Maintain the required Driver’s Daily Logs for trips:
  - in excess of 160 kms
  - that depart and return on different days
  - that require the entire work day to extend to 15 or more hours.
- 19.5 Complete a written walk around pre-trip inspection each time the bus is used.
- 19.6 Keep the diesel fuel in the tank at least at half full.
- 19.7 Keep the bus clean and in a condition ready for the next use before parking at the end of the trip.
- 19.8 Ensure all passengers, including him\herself, use seat belts on buses so equipped.
- 19.9 Ensure the bus is never loaded beyond the manufacturer’s rated capacity.
- 19.10 Notify the division’s Transportation Repair Shop personnel of any vehicle concerns.
- 19.11 Report any collisions or injuries to Division Office (refer to AP 558).

20. School Administrator(s) and teachers must take into consideration the risks involved in transporting students to events during inclement weather. The Director of Transportation/ designate shall have the authority to cancel field/extracurricular trips if student safety is at risk.

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act  
 Traffic Safety Act  
 School Bus Operation Regulation  
 Student Transportation Regulation 250/98 (amended AR 197/2000)

Additional APs: Transportation - Collisions (AP 558)  
 Transportation - Private Vehicles (Field & Extracurricular Trips) (AP 559)  
 Transportation - Teacher/Coach Driver Appointment (AP 567)

Forms: Driver’s Daily Log  
 Transportation - Trip Report (557-1)  
 Transportation - Teacher/Coach Driver Log (557-2)  
 Transportation - Declined by Parent/Student (Field or Extracurricular Trip) (557-3)

Amended: April 2018