

TRANSPORTATION OF STUDENTS – TRAVEL FOR FIELD TRIPS AND EXTRACURRICULAR TRIPS POLICY

PREAMBLE

The Board recognizes that field trips and extracurricular activities are of considerable value in the education of students. The Board prefers that school busses be used both for field trips and extracurricular trips because of the reduced chance of accident and increased effectiveness of supervision.

POLICY

The Board's preference is to use school busses to transport students on field trips and extracurricular trips, recognizing that charter busses or other modes of transportation may be appropriate in certain circumstances.

ADMINISTRATIVE PROCEDURES

The Principal of a school may for, field trips or extracurricular trips, authorize one or more of the following modes of student transportation:

1. **Private Motor Vehicles** where the driver has provided proof to the Principal, prior to each trip, that:
 - 1.1 he or she has a current and valid BC driver's license and his/her driving abstract is on file at the school;
 - 1.2 the vehicle he/she will be using is insured with a minimum of \$2 million liability insurance;
 - 1.3 the vehicle is maintained in a safe operating condition and will be equipped with tires appropriate for winter driving conditions as required by the *Motor Vehicle Act*;
 - 1.4 he/she has had no serious traffic violations since last providing a driver's abstract to the Principal;
2. For all field trips or extracurricular trips where **a school bus or a charter bus** is required, the principal in consultation with the trip supervisor will determine whether to use a school bus or a charter bus based on the following criteria:
 - 2.1 availability of a bus

2.2 availability of a Class 1, 2 or 4 bus driver, depending on the activity;

2.3 distance of travel;

2.4 road conditions;

2.5 buses are in good working order as prescribed by the Motor Vehicle Branch.

3. If the trip supervisor makes the determination that a **charter bus** is to be used, the Principal will be responsible for overseeing the making of the transportation arrangements with an approved chartered company.

4. Transportation for field trips or extracurricular trips where the destination is outside of British Columbia, the Principal must approve the transportation arrangements and report to the Board for their approval.