

## ADMINISTRATIVE PROCEDURE NO. 341

# TRANSPORTATION OF STUDENTS DURING AND AFTER THE SCHOOL DAY

### Background

There is a need to transport students during, or after, school hours for field trips or extracurricular activities. During these activities, the transportation of the students is the responsibility of the Division and transportation will be provided in accordance with the requirements of the Board.

### Procedures

1. Students may be transported for field trips or extracurricular activities by any of the following means:
  - a. Buses rented by the school or the Division for the purpose.
  - b. Division vehicles owned or leased by the Board and driven by Division employees.
  - c. Private vehicles owned and driven by an employee of the Board.
  - d. Private vehicles driven by authorized non-employee volunteers.
  - e. Division vehicles driven by authorized non-employee volunteers.
2. The principal must give prior authorization for non-employee volunteers to provide transportation of students in private or Division vehicles.
3. The principal must be satisfied as to the roadworthiness of any private vehicle prior to its use to transport students.
4. The principal must keep on record the name of the volunteer using a private vehicle to transport students. The principal must be assured that the amount of liability insurance is equal to the minimum as required by the Government of Alberta, and that the volunteer has a valid driver's license.
5. The principal shall notify the Superintendent of the objective, destination and duration of all field trips outside of the corporate limits in which the school is located.
6. The principal shall acquaint volunteer drivers with the Board procedures on the transportation of students to and from any school-sponsored activity.