

## Administrative Procedure 814

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### STUDENT TRANSPORTATION IN SCHOOL-ACQUIRED VEHICLES

#### Background

The use of school-acquired vehicles for student transportation on curricular and extra-curricular activities is permitted.

Student transportation for school purposes shall be considered an extension of the classroom and students shall therefore conduct themselves in a respectful, safe and caring manner at all times.

#### Procedures

1. Every individual who has been authorized to operate a school-acquired vehicle shall comply with the safety program policies and procedures as outlined in the National Safety Code (NSC) Vehicle Safety and Maintenance Program.
  - 1.1 If the vehicle is equipped with seat belts, the seat belts are required to be utilized for all passengers. The driver is responsible by law for ensuring correct use of seat belts for passengers who are under 16 years of age.
  - 1.2 The maximum number of passengers for all school-acquired vehicles shall not exceed the manufacturer's rated capacity. The regulations and requirements under the *Traffic Safety Act* or any other applicable statute regarding the seating of passengers shall be followed.
  - 1.3 The driver shall ensure all cargo (e.g. sports equipment, luggage) is secured in accordance with NSC Standard 10 and does not interfere with access to the exits of the vehicle or have potential to fall on or against a passenger.
  - 1.4 The driver shall not allow any person to be in the vehicle when it is being fueled.
2. The driver's qualifications shall comply with the provisions of the *Traffic Safety Act* and any other applicable statutes.
  - 2.1 A copy of the driver's license shall be provided to the Director of Transportation for all drivers of school acquired vehicles prior to assuming any driving duties.
  - 2.2 The driver shall complete all necessary training (including an on-road evaluation and S-Endorsement) in a timely manner as determined by the Director of Transportation.

- 2.3 Records of training and evaluations shall be maintained in the driver file at the Transportation Services department.
3. The Principal or designate is responsible for ensuring each vehicle is properly inspected prior to being operated.
  - 3.1 The operator who will be driving the trip shall complete the pre-trip inspection. A trip inspection is valid for 24 hours.
  - 3.2 Trip Inspection Reports shall be submitted to the Transportation Services department on or about the 15th and 30th.
4. The Principal or designate shall be responsible for ensuring that all necessary maintenance is performed on the vehicle in a timely manner.
  - 4.1 A certified Commercial Vehicle Inspection Program (CVIP) mechanic shall conduct a Commercial Vehicle Inspection (CVI) every six (6) months as required under the Traffic Safety Act.
  - 4.2 A copy of the semi-annual inspection is to be placed on the vehicle and filed at the Transportation Services department.
5. The appropriate insurance is to be maintained by the Division on each vehicle by the Director of Transportation.
6. Drivers shall demonstrate compliance with Alberta's Hours of Service Regulations:
  - 6.1 Active drivers shall complete an Hours of Service – Driver Time Sheet (PSD Form) each month to record their duty status for each calendar day. The completed form shall be submitted to the Director of Transportation by the fifth day of the following month.
  - 6.2 Drivers shall monitor fatigue status and ensure they do not exceed 15 hours of on-duty time or 13 hours of driving time in one workday.
  - 6.3 Drivers who complete trips over 160km (100 miles) away from their school, and/or drivers who complete trips where they are not returning to the school on the same day, shall complete a Driver Log Form (NSC Manual) for the duration of the trip.
    - 6.3.1 For the trips over 160km, drivers shall have 5 consecutive days of their driving log with them on the bus.
    - 6.3.2 Completed logs shall be submitted to the Director of Transportation within 20 days of completion.
7. The driver shall:
  - 7.1 Operate all vehicles in a safe manner and follow all of the regulations in the *Traffic Safety Act*;



- 7.2 Participate in initial and refresher training as required by the Director of Transportation Services; and
- 7.3 Be a professional and courteous driver while driving in a defensive manner.
- 8. The driver shall not:
  - 8.1 Drive for twenty-four (24) hours after consuming alcohol or recreational drugs;
  - 8.2 Drive if taking any medication or substances that will affect his/her driving capabilities;
  - 8.3 Exceed the posted speed limit, or violate any other provisions of the Traffic Safety Act (including the Use of Highway and Rules of the Road Regulation) or any other applicable statute.
  - 8.4 Use a cell phone, tablet, smart watch, head phones, earbuds or similar device while operating a Division-owned vehicle.
- 9. Students transported in school-acquired vehicles require parental consent prior to travelling off school grounds, except under emergency circumstances when parental consent may be waived.
- 10. The driver and the School Principal shall take responsibility for all traffic infraction charges laid while driving the vehicle.
  - 10.1 Any traffic infraction or near miss shall be reported in writing to the Director of Transportation.
  - 10.2 All collisions, regardless of severity, shall immediately be reported by phone to the Director of Transportation.

Reference: Education Act 31, 36, 197,222, 225 Alberta Highway Traffic Act National Safety Code (Transport Canada) School Bus Operation Regulation	
	Date Approved: April 1, 2021
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References shall be updated as required and do not require additional approval.