



Chinook School Division No. 211
Chinook Education Center
2100 Gladstone Street East
Swift Current, SK S9H 4J8
Phone 306.778.9200 Fax 306.773.8011

Revised: June 14, 2021

MANUAL OF ADMINISTRATIVE POLICIES

MODULE 8

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ADMINISTRATIVE POLICY No. 801

TRANSPORTATION SERVICES

Eligibility to attend a specific school is covered in Module 4. Once eligibility is confirmed, Chinook School Division (Chinook) provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. Provision of Services

- a. Transportation for students residing in Chinook is provided through a combination of school buses, contractor school buses and private vehicles.
- b. Chinook may provide transportation services to other school divisions under contract, when approved by resolution of the Board.
- c. Chinook may receive transportation services from other school divisions for Chinook students attending schools outside of Chinook boundaries.

2. Rural Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be approved if the residence is at least 200 meters from the road allowance (fence line), the access road is of all-weather construction, and there is a clear area to enable the bus to turn around without backing up. Requests for yard service lying outside of these guidelines will be honored at the discretion of the bus driver in consultation with the Manager of Transportation.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any

one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time. Schedule accommodations may be made subject to the approval of the Manager of Transportation.

- iv. Routes will be designed with a targeted maximum ride time of 75 minutes. Exceptions to the targeted 75 minute ride time may occur in extenuating circumstances such as, but not limited to the following:
 - (1) Alternate school choice
 - (2) Geographic barriers
 - (3) Extreme isolation
- v. Variations in scheduling or routes are to be communicated to parents by the Manager of Transportation or designate.
- vi. Transportation will be provided to the designated school, to and from the student's designated home location.
 - (1) Exceptions to the designated home location may be granted in extenuating circumstances. Chinook may allow for a regular alternate pickup and drop off location. (A minimum one month advance schedule must be provided.) The location must be a home or designated stop (i.e.: daycare or childcare site). This alternate location must not cause deviation of more than one mile from the regular route, nor shall the targeted total ride time of the route exceed 75 minutes as a result.
- vii. In the event of school closure or grade discontinuance, efforts will be made to allow parents to send students to the school of their choice subject to the conditions set forth in Section 4 (Student Transportation to Alternate School Locations).
- viii. Prior to final notice of annual bus route arrangements being given to parents for the upcoming school year, the Manager of Transportation shall:
 - (1) Forward a copy of applicable bus routing information for each of subdivisions 1 to 7 to the respective Board Trustee.
 - (2) Permit two weeks for the Board Trustee to solicit feedback from SCC's and community stakeholders, including but not limited to, bus drivers and municipal government authorities, on bus routes developed for their respective schools.
 - (3) Consider and may incorporate appropriate feedback into bus routing.

- (4) In the event that mid-year routing changes are necessary, a plan of the possible changes shall be forwarded for consultation to the Sub-division Trustee as soon as practical, but no later than the date the routing change comes into effect.
- b.** There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing, including the use of public service or private vehicles. In these cases the Manager of Transportation is to recommend special arrangements to the Chief Financial Officer for approval. These arrangements may include:
- i. Provision of transportation allowance for parents who convey their children.
 - ii. Provision of a boarding allowance to parents who do not have bus or alternative service and who choose to board their children away from home.
- c.** Courtesy pick-ups may be provided to students attending Catholic or Fransaskois schools within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division.
 - ii. With respect to Catholic school attendance, students must be baptized Catholic and provide proof of their baptismal to be considered for transportation.
 - iii. With respect to Fransaskois school attendance, students must reside within the francophone attendance area.
 - iv. Pick up location will be determined in accordance with the options outlined in AP 801 (4.) (c.)
 - iv. There is space available on the bus.
- d.** Courtesy pick-ups may be provided to students from eligible day care facilities located in towns and villages within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division
 - ii. The facility must be licensed as a Day Care or Group Family Child Care Home

- iii. The facility must be located greater than 300 meters from the school
- iv. The stop location must permit safe student loading/unloading
- v. The bus must have capacity for the students
- v. The additional stop(s) must not unduly affect ride time/pickup time of rural students on the route

3. Swift Current City Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Notwithstanding provisions of 1.(a) Eligibility for transportation support is determined as:
 - (1) The designated pickup for the student is outside of the walk zone.
 - (2) The school of attendance is within the catchment area of the designated pickup.
 - (3) Should the designated pickup change part way through school year eligibility for transportation support will be determined by the location of the new designated pickup.
 - a) French Immersion: Provide service to eligible students in Grades K-8 attending the French Immersion Program at École Centennial School.
 - b) Special Education: Provide service to special education students who are designated.
 - c) K-8 Students not Identified in (1) and (2)
 - I. Transportation for all other K-8 students within their school attendance area will be provided from a series of bus stops as established by the Manager of Transportation.
 - II. Unless otherwise determined, the transportation service shall be at no cost to the student.
 - III. Transportation shall be provided to schools designated by Chinook
 - IV. Transportation shall be provided under the terms and conditions as established by Chinook from time to time.

- d) Holy Trinity Catholic: Provide service to eligible students in Grades K-8 attending All Saints Catholic School.

ii. Bus Service

- (1) Bus stops will be established so that students will not be required to walk an unreasonable distance to either their school or a bus stop. Chinook will allow one designated pick-up and drop off bus stop for eligible students in grades K-8.
- (2) These designated stops will only be changed in the case of a move of residence or permanent change of daycare provider.
- (3) Under no circumstance will the pick-up or drop-off bus stop be outside the regular attendance area of the school or program attended.
- (4) Students will be informed of their departure time and are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school.

iii. Ridership Registration

- (1) Students wishing to newly access or revise existing transportation services shall make the request using the Transportation Request Form located at <http://chinooksd.ca/Programs/Transportation/parentforms/Pages/default.aspx>.
- (2) Bus routes will be designed from the main database and supplemental information supplied. Written information detailing bus stops and times for commencement of the next school year will be provided to parents by the 15th of August. Requests for changes during the school year will be accommodated within the existing route structure wherever possible.

iv. Special Arrangements

- (1) There will be no special arrangements for the purposes of extra-curricular activities (e.g. Music Lessons, Swim Lessons, etc.)
- (2) Only students registered for transportation services on a specified route shall be allowed to ride on that bus. There will be no exceptions for guests staying with registered riders, or other circumstances.

- v. Grades 9 – 12 Bussing
 - (1) Transportation shall be provided on a conditional basis. Chinook shall establish such conditions from time to time.
 - (2) Provide service to students residing
 - a) South of South Railway Street.
 - b) North of the Trans-Canada Highway.

4. Student Transportation to Alternate School Locations

- a. “Alternate location” refers to any school location other than the designated school of a student. Attendance at an alternate school is subject to registration at the school as determined under provisions of AP 403 (1).
- b. Students shall be transported or be provided with a conveyance allowance to an alternate school location when authorized Chinook staff recommends another school be attended because there are academic, social or emotional concerns and/or program cannot be economically provided at the current designated school.
- c. Based on provisions of AP 403 parents approved to enroll their child(ren) in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their child(ren). To that end, the following options are available:
 - i. They may transport students at their own cost to the school of their choice. This option does not apply to École Centennial due to the expected limitations on school capacity.
 - ii. They may meet Chinook School Division buses at a regularly scheduled stop, with exception to program designated routes for Special Education, and provided that:
 - (1) There is and continues to be capacity on the bus. Permission to ride will be rescinded if space becomes an issue.
 - (2) Permission (if required) is received from the land owner.
 - (3) A completed alternate school acknowledgement form has been received by Chinook
- d. Requests lying outside of the above parameters will be dealt with on a case by case basis.

5. *Sunset Clause Exceptions*

- a. The list of students presently accessing alternate school locations will be reviewed by the Chinook Transportation Committee on an annual basis. The ability to access transportation to alternate school locations will be sunset June 30, 2022

Revised: February 8, 2016

Revised: September 12, 2016

Revised: October 11, 2016

Revised June 26, 2017

Revised August 28, 2017

Revised March 11, 2019

Revised May 13, 2019

Revised June 10, 2019

Revised April 14, 2020

Revised June 14, 2021

ADMINISTRATIVE POLICY NO. 802

SCHOOL BUS SAFETY

Chinook School Division makes provision for a school bus safety program to facilitate the safe transportation of students.

PROCEDURES

1. Safety Program

An on-going school bus safety program is to be maintained and kept current by the Manager of Transportation.

2. Workshops

The Manager of Transportation is responsible for organizing and conducting annual bus driver workshops. All bus drivers are required to attend.

3. Student Awareness

The Manager of Transportation is responsible for maintaining a student awareness program regarding bus safety. Principals are to cooperate and assist in the maintenance of the program.

4. Bus Driver Instruction

New bus drivers are required to complete ***two to three*** hours of instruction. Instructional sessions are to be given by the Manager of Transportation, or designate. Refer to *Bus Drivers' Manual*.

5. Driver Manual

The Manager of Transportation is to develop and keep current a *Bus Drivers' Manual*. The manual is to outline the duties of bus drivers, current Board procedures relevant to student transportation, and relevant information and forms required by drivers. Each driver is to receive a copy of the *Bus Drivers' Manual* and ensure that it is kept current.

6. Evaluation

- a. The Manager of Transportation is responsible for ensuring that evaluation and assessment of school bus drivers is conducted on an on-going basis. A *School Bus Drivers' Evaluation Report* is to be completed for each driver on a rotational basis. Refer to the *Bus Drivers' Manual*.
- b. The Manager of Transportation is responsible, on an annual basis for assessing the school division's school bus safety program.

ADMINISTRATIVE POLICY NO. 803

BUS MAINTENANCE AND INSPECTION

The Manager of Transportation is responsible for implementing an ongoing preventative maintenance program and for ensuring that school buses meet the requirements of SGI Vehicle Standards & Inspection.

PROCEDURES

1. Maintenance and safety standards are to meet the approval of SGI Vehicle Standards & Inspection, the Department of Learning and the school division.
2. It is the duty of the bus drivers to ensure that safety inspection certificates are retained and displayed in the buses.
3. Regular maintenance including oil changes and lubrication is to be carried out according to a schedule established by the Manager of Transportation.
4. Fuel is to be obtained only at designated locations.

ADMINISTRATIVE POLICY NO. 804

STUDENT CONDUCT

Chinook School Division requires that student conduct on school buses is consistent with that expected of the student in the classroom.

PROCEDURES

1. Posting of Rules

- a. Rules are to be posted in each bus by the driver.
- b. Rules are to be developed by the Manager of Transportation. Refer to the *Bus Drivers' Manual*.

2. Failing to Abide by Rules

- a. A student who fails to abide by the rules, or who misbehaves on a bus may be denied bus transportation.
- b. Subsequent to consultation with the driver, the principal may suspend a student from riding the bus for up to three days per incident. The first day of the suspension is to be the school day following the day the student and parent or guardian are informed of the suspension by the principal.
- c. The principal is to immediately inform the Manager of Transportation of the action taken and the reason for the suspension.
- d. The Manager of Transportation is to inform the Director of Education, or designate.
- e. In the event that the principal recommends a suspension exceeding three days, the Director of Education, or designate will decide on appropriate action to be taken in accordance with Administrative Policy 409 – *Discipline*.

ADMINISTRATIVE POLICY NO. 805

CLOSURE, SEVERE WEATHER AND STUDENT TRANSPORTATION

Given the geographic size of Chinook School Division it believes that enabling policy providing local discretion in dealing with weather conditions is both prudent and appropriate.

The Director of Education, or designate is authorized to dismiss students, discontinue transportation services, cancel classes, and/or close school in emergency situations.

PROCEDURES

1. Responsibility of the Director of Education

- a. The Director of Education or designate, in consultation with the principal(s) may cancel classes or close one or more schools in the Division.
- b. The Director or designate is to instruct the Manager of Transportation to inform bus drivers when classes have been cancelled, students have been dismissed, or a school has been closed.
- d. The Director of Education or designate, in consultation with the Manager of Transportation, shall:
 - Cancel para-transit bus routes in affected school areas when the temperature reaches -35°C .
 - Cancel all other bus routes in affected school areas when the temperature reaches -40°C .
- e. Buses are to be cancelled pending consideration of the following factors:
 - Severe wind chill of -45°C or greater.
 - Adverse road conditions.
 - Limited visibility because of fog or blowing snow.
 - Watches and warnings announced by Environment Canada through its telephone information services, web site or through local media.
- f. The decision to cancel morning buses is to be made by **6:30 a.m.**

- g. If a bus route is cancelled in the morning due to severe weather conditions, it will schedule to operate in the afternoon.
- h. If a bus route is cancelled in the afternoon bus drivers will notify the parents and the school. The decision to cancel afternoon buses is to be made no later than **1:00 p.m.**
- i. **URBAN ONLY BUS ROUTES**
 - Urban bussing will normally occur even if rural pickups are cancelled.
 - The Director or designate may cancel urban only bus routes as necessary.
 - When the Director or designate makes a decision to cancel urban routes, the Director or designate shall inform the affected bus drivers and schools. Principals may arrange for additional communication with parents in the case of urban route cancellation.

2. Responsibility of Principals

- a. Principals in consultation with the Director are responsible for deciding when to dismiss students, cancel classes, or close the school to ensure the safety and well-being of students. Safety and well-being of students refers to any matters, natural or otherwise that may be construed by the principal to affect the safety and well-being of the students.
- b. The principal is to notify parents and other designated recipients using the electronic messaging system established by Chinook of pertinent information for parents and students, including:
 - i. Cancellation of bus runs.
 - ii. Cancellation of classes (but the school remains open).
 - iii. Closure of the school.
- c. When students are dismissed, the principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians.
- d. The principal is to inform the principal(s) of any other school(s) and other appropriate authorities affected by the decision.
- e. If necessary, the principal is responsible for billeting students and staff at the school. The division will assume any costs incurred. Insofar as possible the normal schedule of classes will resume the next morning and school buses will follow their normal afternoon schedules.

- f. The principal is to maintain a record of emergency residences for all bus students.
- g. The principal is to ensure that the school is accessible to students when classes have been dismissed early or when classes have been cancelled for the day.
- h. Under no circumstances are buses to commence their routes prior to normal departure time.
- i. Schools may be closed only when it is impossible for any Chinook staff to open the school and after all parents of all students attending that school have been contacted directly, informing them of the closure, by the principal or designate.

3. Responsibility of Bus Drivers

- a. Each bus driver is responsible for deciding to stop the operation of his/her bus to maintain the safety and well-being of his/her passengers. Refer to 1 (d) and (e) above.
- b. Having made such a decision, the bus driver is to inform the parents and other designated recipients including the principal and manager of Transportation using the electronic messaging system established by Chinook.
- c. Under no circumstances should buses start on the route at the height of a winter storm. Refer to 1 (e) above.
- d. Under no circumstances should bus drivers commence their routes prior to normal departure time. Refer to 2 (h) above.
- e. If the decision is made before students have been picked up from home, the driver is to inform parents or guardians of all passengers that the bus will not operate.
- f. If the decision to stop operation is made after students have been picked up, the driver is to arrange to deliver each student to a safe, supervised destination. Drivers are to inform parents or guardians of the location of the students. When appropriate, the driver should also inform the principal and Manager of Transportation
- g. Bus drivers have the right to refuse transportation to students who are not dressed appropriately for weather conditions.

4. Responsibility of Manager of Transportation

- a. The Manager of Transportation is to facilitate communication among schools, bus drivers, and parents or guardians.
- b. The Manager of Transportation is to inform the Director or designate whenever a bus operation has been altered or cancelled due to weather conditions.
- c. In the event bus service is cancelled pursuant to 1(b) or (e), the Manager of Transportation or designate shall notify the bus drivers and principals through the local media and internal communication.

5. Responsibility of Teacher and Other School Personnel

- a. Except when notified that the school is closed pursuant to 2 (a), all teachers and personnel are expected be in attendance for the purpose of performing their normal or related duties. As a rule, staff will be expected to attend school in instances where buses are able to run. Personnel are not to lose pay when informed that the school has been closed. Staff is expected to be at school but will not lose pay in instances when travel to the school would put their lives in peril.
- b. Upon receipt of a written explanation, the Director or designate may deal with individual instances of absence due to weather or other hazardous situations.

6. Responsibility of Parents or Guardians

- a. Parents or guardians of all bus students are to arrange for appropriate emergency residences for the individual students.
- b. Parents and guardians always have the right to keep their children at home during severe weather condition, or when in the considered opinion of the parent or guardian, the safety of their children may be in jeopardy.
- c. Parents/guardians are responsible for ensuring that their children are appropriately clothed.

ADMINISTRATIVE POLICY NO. 806

SPECIAL USE OF BUSES

Chinook School Division endorses the use of school division buses for transporting students for educational and school related activities.

Procedures

1. Approved Activities

- a. Buses may be used to transport students for the following activities:
 - Educational tours and class trips
 - Outdoor educational trips
 - Co-curricular activities
 - Extra-curricular activities

2. Application and Charges

- a. The principal is to submit a request for a bus to the Manager of Transportation or designate. This is to be done at least two weeks prior to the date of use.
- b. Drivers are to be selected by the school principal from the pre-approved spare driver list.
- c. The school is to be billed in accordance with the *Schedule of Fees* at established rates for special bus use.

3. Reimbursement of Bus Drivers

- a. Drivers are to receive remuneration for a minimum of three hours or for actual time to a maximum of 12 hours in accordance with the salary grid in effect.
- b. On charter trips drivers are to be reimbursed the actual cost of room accommodation and a meal allowance in accordance with the *Schedule of Fees*.

ADMINISTRATIVE POLICY NO. 807

TRANSPORTATION IN PRIVATE VEHICLES

Chinook School Division strongly favors the practice of using buses to transport students. However, the division recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

PROCEDURES

1. Special Events

- a. Private vehicles may be used for special events if the number of students involved does not warrant the use of a school bus. The event must be school approved.
- b. Normally, only employees or parents and guardians may convey students. **See exceptions to this rule in part 2 of this policy.**
- c. All employees, parents, guardians, students and volunteer drivers must complete **Form P1-F33 Driver Authorization Form**, which is to be signed by the principal, prior to transporting Chinook students. This form is to be completed annually and filed at the school.
- d. It is recommended that employees, parents, guardians, students and volunteer drivers authorized to use their vehicle by the principal carry increased third party liability insurance in addition to that provided by licensing.
- e. If vehicles need to be rented, rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- f. Parents and guardians using their vehicles may be reimbursed at rates established by the school.

2. Work Experience Programs

Chinook is committed to the Career and Work Exploration program as a valuable opportunity for students to develop and enhance the knowledge, skills and abilities necessary to understand, shape and manage their life career developments. Career and Work Exploration involves work-based learning experiences that integrate a student's academic program of study with a community-based work site forming a partnership between the student, teacher and employer.

- a. The Parents/Guardians accept full responsibility for providing transportation to and from the designated work placement site. In the case of a student driving to and from the designated work placement site **Form P1- F15 Permission for a Student to Drive to an Off-campus Class form – Form A – Driver** shall be signed by a parent or guardian. In cases where schools determine undue hardship will result from parent provided transportation, school provided financial support may be offered out of the School Based Budget or School Generated Funds.
- b. A Career and Work Exploration Agreement, stating the conditions, shall be signed by all parties (student; school coordinator; employer; parent/guardian)
- c. Chinook discourages the practice of students operating a business owned vehicle. In situations where this is required as part of the student's duties, the following shall occur:
 - It must be stated as a duty on the Career and Work Exploration Agreement
 - A Memorandum of Agreement shall be signed by the Employer, Parent/Guardian, Student and School Coordinator stating it is part of the student's duties and the Business agrees that its liability insurance will extend coverage to the student while operating the vehicle.

3. Off-campus Classes/ SHSSA Joint Sponsorship Agreements

- a. Students may transport themselves to any off-campus classes or to games in which they are a registered participant that necessitate travel during regular class time to schools other than their home school; as arranged through an SHSAA Joint Sponsorship Agreement, after completing **Form P1- F15 Permission for a Student to Drive to an Off-campus Class form – Form A - Driver.**
- b. Students may be transported by another student to an off-campus class or to games in which they are a registered participant that necessitate travel during regular class time to schools other than their home school; as arranged through an SHSAA Joint Sponsorship Agreement, after completing **Form P1-F16 Permission for a Student to Drive with Another Student to an Off-campus Class form – Form B – Passenger**
- c. Forms A and B above are to be kept on file at the school.

ADMINISTRATIVE POLICY No. 808

FIFTEEN – PASSENGER VANS

BACKGROUND

Chinook School Division provides fifteen-passenger vans for eligible schools to facilitate some division sanctioned curricular and extra-curricular travel. However, as fifteen-passenger vans may pose a higher risk under certain circumstances, the Board of Education believes that clear guidelines must be put in place to ensure that all travel and travel decisions are made with the safety of students paramount. Whenever possible, applicable safety guidelines and industry information on best practices in the use of 15 passenger vans must be employed.

PROCEDURES

1. *Operation Related*

- 1.1 The approval of the use of a fifteen-passenger van to transport students, staff members and volunteers to an extra-curricular event shall be by the principal or designate.
- 1.2 The approval of the use of a fifteen-passenger van to transport students and staff members for division sanctioned curricular activities (eg: P.A.A., Adaptive Aquatics) shall be by the Superintendent of Schools in consultation with the principal and/or special education consultant(s).
- 1.3 Generally the use of fifteen passenger vans to transport students from home to school in the morning and from school to home in the afternoon is discouraged and should only be considered under exceptional circumstances. This practice is prohibited if the maximum number of students exceeds eight.
- 1.4 Any fifteen-passenger van, whether rented or provided to a school, will be operated in compliance with Chinook Policy and all regulations and requirements under the Highway Traffic Act or any other applicable statute.
 - 1.4.1 The operation of fifteen-passenger vans shall come under the general supervision of the Transportation Manager. The responsibility for the day-to-day operation and maintenance of such a passenger van shall be the responsibility of the principal. The principal, in consultation with the Manager of Transportation, shall ensure scheduling of the annual safety inspection of Chinook Van(s) by Chinook staff or designated contractors.

- 1.4.2 Whenever possible, all passengers shall be seated ahead of the rear wheels of the 15 passenger van. Seat belts shall be used at all seating positions. Drivers shall be responsible for complying with manufacturers recommended load limits.
- 1.4.3 The method of storing equipment in fifteen passenger vans shall comply with all regulations and requirements under the Highway Traffic Act or any other applicable statute. Luggage shall be secured and no materials shall be stored on the roof.
- 1.4.4 Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions. All vans will have GPS monitoring systems installed that can be accessed as required.
- 1.4.5 In the event that an extra-curricular trip is required to stay overnight due to unforeseen weather conditions, the costs incurred for this must be approved by the Director or designate and will be covered by the Board of Education.
- 1.4.6 In the event of an accident, the reporting procedures established by the Transportation Manager in APP 7.1 shall be followed.

2. *Driver Related*

- 2.1 Any driver operating a fifteen-passenger van will comply with the provisions of this administrative procedure, any rules or requirements established by the Transportation Manager and any regulations and requirements under the Highway Traffic Act or any other applicable statute. All potential drivers shall annually provide the following to the Principal prior to being considered to drive a van
 - 2.1.1 A copy of the driver's license and a copy of the driver's license abstract.
 - 2.1.2 A criminal record check in alignment with procedures detailed in AP 501 (7). The Principal shall keep these documents and provide copies as requested by the transportation department.
- 2.2 Drivers shall have the skills to handle a large van in all expected and emergent road and weather conditions. All drivers shall have received an orientation approved by the Division prior to driving a van.

- 2.3 Drivers shall ensure that they are adequately rested to perform their duty as a driver. Should the driver become fatigued prior to completion of the trip he or she shall stop the vehicle as necessary to rest. In no case shall the school intentionally plan a trip that will exceed 15 hours on duty in length within a 24 hour period without the provision of a second driver.
- 2.4 Under no circumstances shall a student be the driver of a fifteen-passenger van.
- 2.5 Drivers shall inform the Principal of their respective school of any and all driving infractions as they occur.
 - 2.5.1 The driver shall supply a copy of any infraction offence to the Principal of their respective school who will subsequently forward a copy to the Transportation Manager.
 - 2.5.2 Each year, each van driver shall complete the Driver Information Form APP 7.2 prior to driving the van. A copy of the Driver Information Form APP 7.2 must be supplied to the Transportation Manager.
 - 2.5.3 If a driver has been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the preceding three years which are identified on the Driver Information APP 7.2, the driver must obtain, at his/her own expense, a driver's license abstract and a copy of this form shall be supplied to the Principal of the respective school, and also to the Transportation Manager.

3. *Operational Cost Related*

- 3.1 The procurement of fifteen-passenger vans for deployment to schools shall be managed through Chinook policies and budget allocations as approved by the Board.
- 3.2 Any fifteen-passenger van provided to a school shall be covered under the Division insurance program and will be insured to the fullest extent required by law or regulation.
- 3.3 Student accident insurance shall be in place for all student-occupants in the van.

- 3.4 Operational costs for fifteen passenger vans deployed to schools shall be the responsibility of Chinook School Division. Chinook shall charge back fuel costs plus other operational costs for travel at the rate per kilometer approved annually in the Schedule of Fees.
- 3.5 Safety inspections shall be conducted by Chinook staff or designated contractors to comply with provisions of the Highway Traffic Act. Reports from the inspections shall be retained by the Chinook Transportation Department.

4. Annual Deployment

- 4.1 Vans will receive safety inspections at one of the Swift Current, Shaunavon or Maple Creek Bus service centers over the summer months when they are not required for school use.
- 4.2 Use data from the previous year will be analyzed to determine the need for the upcoming year.
- 4.3 Vans will be re-deployed to designated schools based on the determined need for use in consideration of the remaining useful life of the van. The objective will be to maximize the value of remaining useful life for Chinook.

Reference: Section 85, 87, 108, 109, 110, 194, 195, 196, 197, Education Act Highway Traffic Act

Forms Manual: Form APP 7.1; Form APP 7.2

New Policy: June 20, 2016

Revised: January 14, 2019

ADMINISTRATIVE POLICY No. 809

GLOBAL POSITIONING SYSTEM (GPS) DEVICES

Background

Chinook School Division deploys GPS devices on school buses, 15 passenger vans, maintenance vehicles, driver training vehicles and any other division owned vehicles including school buses when and if determined appropriate. When deployed GPS devices can:

1. When deployed on School buses:
 - a. Provide safer transportation for students in rural areas
 - b. Assist the Transportation Department in monitoring route times and distances
 - c. When enabled, assist in the recording of data relevant to daily circle checks, and
 - d. When enabled, assist Mechanics to remotely diagnose causes for mechanical breakdowns
2. Provide a safer environment for staff including staff who may be working alone in isolated areas or are on after-hour call-outs;
3. Be accountable to students, their parents and taxpayers in the event of vehicular mechanical breakdowns, accidents, weather-related incidents or traffic delays;
4. Dispatch work more efficiently by permitting Chinook's supervisors to redirect staff for other emergent work; and
5. Protect Chinook assets (tools/vehicles) and to assist in the recovery of Chinook assets (tools/vehicles) in a timely manner.

Procedures

1. All vehicles with GPS devices will be clearly marked as having a device installed
2. GPS logs will be created each time the vehicle is in motion. Use of data from GPS logs will be as follows:
 - a. To provide evidence of use in cases where complaints (speeding, erratic driving, undo care, etc.) have been received from a member of the public

- b. To be audited on a random basis as part of the overall risk management plan for use of Chinook Vehicles
3. Access to GPS data logs shall be as follows:
- a. For random audit purposes the person or persons designated by the Director of Education
 - b. For investigation of complaints the Superintendent of Human Resources or Designate
4. Retention of GPS data logs
- a. All electronic GPS data logs will be retained for a period of 12 months
 - b. Where GPS data may be required as evidence in the case of a legal action the log will be transferred to hard copy and retained at the Division office

New Policy: May 11, 2020