



Extra-curricular/Special Event Transportation

The Park West School Division Board of Trustees approves the use of division school buses for extracurricular activities, field trips, arts festivals, etc., as approved by the school principal, who shall be responsible for justifying to the Superintendent/CEO, Board of Trustees and parents the educational value of any field trip undertaken.

It is preferred that school division buses be used whenever possible for extracurricular activities, but, in the event that a school bus is not available, or deemed unsuitable, alternate means of transportation may be used provided that this alternate means meets standard safety requirements and the driver is suitably qualified.

Requests for **school buses** shall be made on the “Bus Trip Requisition and Driver’s Voucher for Payment” form and be submitted to the Transportation Department a minimum of seven (7) days in advance of the required date. The school bus request will be approved only if the trip is within province, a bus and driver are available, and the bus is not required for regularly assigned trips.

Requests for **out-of-province** field trips shall be made on the “K – Field Trip Request Form” and be submitted to the Superintendent/CEO (or designate) seven (7) days in advance of the required date for approval.

It is required that at least one supervising teacher accompanies the students on the trip, and that there is at least one adult supervisor for each bus. If due to extenuating circumstances it is not possible for a supervising teacher to accompany the students, a request must be made to the CEO (or designate) for the approval of the supervision accommodation made.

The bus driver will be responsible for the safe operation of the bus and the adult supervisor will be responsible for supervision of students and enforcement of bus rules. While it is preferable to use teachers as supervisors, any adult designated by the principal as a supervisor will have such authority. It shall be the responsibility of the adult supervisor to ensure that all student passengers are aware of the bus rider rules and regulations with respect to conduct and student safety.

Private Vehicle Use for School Approved Activities:

The use of a privately owned vehicle for student transport on school approved activities must be approved by the school principal who shall ensure that:

- a. The driver is an adult twenty-one (21) years of age or older, known to and considered by the school to be a responsible driver.
- b. The driver possesses a current and valid non-probationary Manitoba driver’s license suitable to the vehicle he/she will be operating, and the vehicle is



- properly registered and insured with a minimum Third-Party Liability of \$2,000,000. Schools are required to obtain and keep a current copy of the driver's license and vehicle registration on file for the remainder of the school year.
- c. Drivers receiving compensation (including mileage reimbursement) to transport students in a personal vehicle should have "All Purpose" Autopac coverage, with a suggested minimum Third Party Liability limit of \$5,000,000. The school is responsible to notify the Transportation Supervisor of all drivers receiving compensation so that these drivers can be added to the list of drivers covered by Divisional insurance.
 - d. Permission slips have been signed by parents and returned to the school prior to departure.
 - e. When more than one vehicle is used, they are encouraged to travel together.

Note that the use of 15 passenger vans is not recommended for student transportation.

Private Vehicle Use in Emergencies:

Transportation of students in an emergency situation by private vehicle is approved by the Park West School Division Board of Trustees.

Liability of Division when Students Choose to Use Private Vehicles

The Park West School Division and its employees shall not be liable for students who choose to ride in private vehicles to and from school or who choose to ride in private vehicles unauthorized by the school at any time during the school day.