



701.4AP Student Transportation for Curricular or Extra-Curricular Trips

ESTABLISHED: 1996.03.20

APPROVED: 2025.05.29 (2024.03.20) (2020.02.19)

AMENDED: 2025.05.12 (2024.03.11) (2020.02.10) (2014.09.18) (2012.09.1) (2011.08.17)

REVIEWED: 2025.05.29 (2024.03.20) (2020.02.10) (2014.09.17)

LEGAL REFERENCE:

- *Alberta Highway Traffic Act*
- National Safety Code (Transport Canada)
- Alberta Transportation & Infrastructure
- Canadian Standards Association D250-D270

CROSS-REFERENCE:

- [701BP Student Transportation Services](#)
- [701.4AP Exhibit 1 Transportation in Private Vehicles Volunteer Driver Registration Form](#)
- [500.2AP Exhibit 1 Volunteer Declaration Form](#)
- [701.4AP Exhibit 2 Transportation in Private Vehicles Parent Permission Form](#)
- [701.4AP Exhibit 3 Student Participant Information Sheet](#)
- [302.8AP Field Trips & Excursions](#)

DEFINITIONS:

This procedure refers to transportation of students when it is arranged by the school. When a school is arranging transportation of students, it is the expectation that students will make use of the arranged transportation and follow the expectations outlined in this administrative procedure.

This administrative procedure is not meant to dictate situations where parents organize transportation of their child when the transportation is not being arranged by the school. In those cases, parents are encouraged to give consideration to any factor that will contribute to the safest transportation options available for their children.

School arranged student transportation to a curricular or extra-curricular activity will fall into one of the following categories:

1. Transportation in Private Vehicles by Volunteer Driver: This would include any vehicle owned and

- operated by a volunteer driver (i.e. Staff member/parent/guardian/community member volunteering to drive). This would also include a student driving themselves and siblings.
2. Transportation by Bus for Hire: This would include contracting the services of an outside agency/contractor. Could be a coach or school bus.
 3. Transportation by School Owned Bus: This would include yellow or white school buses that are owned or leased by the school/division.

GUIDELINES AND PROCEDURES:

Transportation in Private Vehicles:

When volunteer private vehicles are used by the school to arrange for the transportation of students to curricular or extra-curricular trips the following guidelines are to be followed:

1. Where it is necessary to transport students in private vehicles, parent volunteer drivers are the preferred alternative.
2. The school administrator/teacher is responsible to provide information regarding the transportation of students in private vehicles to parents/guardians and students as per 302.8AP Field Trip & Excursions.
3. Proper documentation including the 701.4AP Exhibit 3 Student Participant Information Sheet has been completed in its entirety prior to departure and a copy is available at the school and with the volunteer driver.
4. All volunteer drivers must meet the following qualifications:
 - 4.1 Hold a valid Alberta driver's license appropriate for the specific vehicle involved. Improper class of licence is illegal and may void or limit insurance coverage on the vehicle.
 - 4.2 Submit a copy of their license (or current driver abstract) to the school administrator.
 - 4.3 Must be 21 years of age or older and have an unrestricted licence. (This does not apply to student drivers transporting themselves under this administrative procedure).
 - 4.4 Must consult their insurance company before undertaking the transportation of students.
 - 4.5 Must follow the Traffic Safety Act, Distracted Driving legislation and all pertinent traffic laws and regulations.
 - 4.6 The driver must carry a minimum of \$1,000,000.00 personal liability and property damage primary insurance.
 - 4.7 Complete the Volunteer Driver Form. These forms must be completed annually for each driver. The copy of the driver's license does not need to be redone every year, but the expiry date should be checked annually.
5. Passenger loads shall not exceed those permitted by law and by insurance for the specific vehicles involved.
6. Drivers transporting students have final responsibility in their decision as to driving when weather or road conditions are dangerous.
7. Routes should be predetermined.
8. Students must only drive when all other options have been exhausted. Parents who wish to have their child(ren) transport themselves shall provide written parental approval to the school. The school maintains the right to refuse permission. Permitted students can only transport passengers in his/her immediate family.

Transportation by Bus for Hire:

When contracted bus services are used for the transportation of students for a curricular or extra-curricular trip the following guidelines are to be followed:

1. The school administrator/teacher is responsible to provide information regarding the transportation of students in a contracted bus to parents/guardians, students and the bus driver as per [302.8AP Field Trip & Excursions](#).
2. Proper documentation including the [701.4AP Exhibit 3 Student Participant Information Sheet](#) has been completed in its entirety prior to departure and a copy is available at the school, with the teacher and with the contract bus operator.
3. Passenger loads shall not exceed those permitted by law and by insurance for the specific vehicles involved.
4. Contracted bus operators transporting students have final responsibility in their decision as to driving when weather or road conditions are dangerous.
5. Routes should be predetermined.

Transportation by School Owned Bus:

When a school owned bus is used for the transportation of students for a curricular or extra-curricular trip the following guidelines are to be followed:

1. School owned buses will be operated as per the Buffalo Trail Public Schools Safety and Maintenance Plans and the National Safety Code. Information on the requirements can be found in the Transportation tab on the Staff website at <http://www.btps.ca/login.aspx?ReturnUrl=%2fstaff%2f>. Hours of Service legislation must be adhered to and a pre and post trip inspection must be completed.
2. All bus drivers (staff or volunteers) must be qualified as per [701.6AP Bus Driver Qualifications](#). Applications are approved by the School Administrator/School-Based Safety Officer.
3. The school administrator/teacher is responsible to provide information regarding the transportation of students in a school owned bus to parents/guardians, students and the bus driver as per [302.8AP Field Trip & Excursions](#).
4. Proper documentation including the [701.4AP Exhibit 3 Student Participant Information Sheet](#) has been completed in its entirety prior to departure and a copy is available at the school, with the teacher and/or with the school based bus operator.
5. Passenger loads shall not exceed those permitted by law and by insurance for the specific vehicles involved.
6. School owned bus drivers transporting students have final responsibility in their decision as to driving when weather or road conditions are dangerous.
7. Routes should be predetermined.

Transportation by 12- or 15-Passenger Van:

The following guidelines are required when operating a passenger van for school division operations and are complementary to other requirements outlined under Board policies, this administrative procedure, and associated administrative procedures, including requirements for the school principal to ensure the driver is correctly licensed and the school principal has ensured and kept records evidencing the following guidelines:

1. Age of the vehicle must be 2020 or newer, and
 - 1.1 Vehicle should include Electronic Stability Control (ESC) or equivalent
 - 1.2 Vehicle older than 2020 and/or without ESC must be reviewed and approved for use by the Secretary Treasurer
2. Driver must have the correct driver's license for the operation of the vehicle.
3. The driver must be an adult with at least five (5) years driving experience with no history during the

five (5) years of any accidents due to the driver's negligence or criminal charges related to the operating of a motor vehicle.

4. The driver of the vehicle must complete the following course and the school must keep evidence of completion of the course on file; the driver must follow the training in the operation of the vehicle: <https://safety-canada.ca/courses/van-safety-15-passenger/>
5. The van must have tires correctly pressured and appropriate for the season, including the use of winter tires during cold or winter driving conditions.
6. The van must be maintained according to the manufacturer's guidelines and be considered safe for use.
7. Prior to operating the vehicle, the driver shall inspect the vehicle for any concerns towards the maintenance or safety of the vehicle.
8. Items are not stored on the roof or higher than the passengers.
9. Passengers and items are to be loaded from the front of the vehicle first and towards the back as needed.
10. Any new drivers to the vehicle must be oriented to the safe operation of the vehicle by the school principal, or another driver who has been oriented and previously driven the vehicle.