



EXTRA CURRICULAR STUDENT TRIPS

Background

The District recognizes the educational value of out-of-school trips as an extension of the classroom, enabling students to have access to a diversity of learning experiences through the inter-relationship of the school, its community, and other communities. As such the District works to ensure that requests from Principals are dealt with as promptly as possible so that teachers can plan their trips accordingly.

Procedures

1. In-Town Bus Booking Requests – School Sponsored Events
 - 1.1. Local field trips involving the use of school buses must be limited to the available vehicles and personnel. Applications will be dealt with in the order in which they are received via the District online booking system.
 - 1.2. In the case of the booking and utilization of light utility District vehicles (e.g. passenger vans, SUVs), vehicles operated by teachers/education assistants or administrative personnel are expected to be returned after use in the condition in which they were received AND fueled to the same level as when vehicles were received. In the event units must be cleaned or fueled, subsequent of use, contrary to the above Administrative Procedure, the school budget associated with the group or individual may be charged accordingly.
 - 1.3. Students who ride school buses during field trips must be accompanied by at least one teacher
 - 1.4. Supplementary restraints (seatbelts) must be worn by drivers and all passengers in District vehicles so equipped.
 - 1.5. Supervising teacher(s) will orient students to **Administrative Procedure 351 - Student Conduct on School Buses** prior to field trips.
 - 1.6. If it is determined that school groups are to be charged, groups will only be charged for the driver's wages, and fuel costs.
2. Out-of-Town Bus Booking Requests – School-Sponsored Events
 - 2.1. School buses or light utility vehicles (e.g. passenger vans, SUVs) may be used for school-sponsored events providing that the cost is borne by the school group involved. If a full-size School Bus is required, then only regular District drivers will be used. If a light utility vehicle (e.g. passenger vans, SUVs) is deemed suitable then other district staff or volunteers with the appropriate driver's license and abstract may be used.



Administrative Procedure 562

Selection of District drivers will be made by the Bus Garage Foreman on a rotating system based on seniority. The group will accept responsibility for:

- 2.1.1. Returning the bus in clean condition.
- 2.1.2. For any unusual damage to the interior of the bus/light duty vehicle.

Vehicles must be returned fueled to the same level as when received by the individual or group.

- 2.2. Supplementary restraints (seatbelts) must be worn by drivers and all passengers in District vehicles so equipped.
- 2.3. Out-of-Town bus requests must be made directly to the Director of Operations to ensure that a quote can be compiled as soon as possible. Costs for field trips will be determined on the following factors:
 - 2.3.1. Ferry cost for bus and driver.
 - 2.3.2. Adequate room expense and meal allowance.
 - 2.3.3. \$1.00 per driven KM (covers fuel and maintenance).
 - 2.3.4. Driver's wage as per current collective + 15% for associated earnings. (see Appendix C from the C.U.P.E. Collective agreement for more information).
 - 2.3.5. Trip itinerary must follow the guidelines of Provincial Hours of Service requirements set by the National Safety Code.

3. Community Use of District Vehicles

- 3.1. Vans and buses may only be booked for youth related organizations, nonprofit societies and educational partners. Any use of a District vehicle (large bus or small van) for a non-school related activity must follow the guidelines set out by District's Passenger Transportation (PT) Permit. Community use of District vehicles must be made directly with the Director of Operations, approval will be at their discretion and will be based on the availability of District drivers if requested, and vehicles if required.
- 3.2. In the case of the booking and utilization of light utility District vehicles (e.g. passenger vans, SUVs), vehicles are expected to be returned after use in the condition in which they were received and fueled to the same level or more as when vehicles were received. In the event units must be cleaned or fueled, subsequent of use, contrary to the above Administrative Procedure, the organization or individual responsible for the specific booking may be charged accordingly. As well, there is no smoking/vaping allowed in any District vehicle. Cleaning charges may apply to remove lingering odors associated with either smoking or vaping.
- 3.3. Community users must provide a current copy of valid BC driver's license and current driver's abstract for any driver operating a District vehicle. In the event copies of these documents have been provided by a driver within 120 days of last operation of a District vehicle, this requirement will be waived. The District reserves the right to refuse to allow any specific driver the opportunity to drive a District vehicle based on licensing or driving violation status.



Administrative Procedure 562

- 3.4. Costs for community uses of District Vehicles will be at the discretion of the Director of Operations.

Reference: Sections 22, 23, 65, 85 School Act
Motor Vehicle Act
National Safety Code

Adopted: November 21, 2017
Reviewed: April 9, 2019
Revised: May 18, 2022