
Educational programming involves both on-campus and off-campus experiences. To facilitate out-of-school experience, the Division may provide a transportation vehicle (i.e. school bus) for student transportation services. In addition, some schools may decide to provide in-town bussing to their students.

Procedures

1. Refer to Administrative Procedure 601 for *Using Busses for School Related Activities* for additional guidelines.
2. The Bus Maintenance Committee will be established annually to oversee the disposal and replacement of transportation vehicles for in-town bussing and extra-curricular activities. This committee will consist of the superintendent, secretary-treasurer, two trustees and one school administrator.
3. **Regular Repair and Maintenance of Transportation Vehicles:** The schools are responsible for financing of regular repair and maintenance of school transportation vehicles.
 - 3.1 The secretary treasurer will examine any large one-time repairs and if substantial, the Bus Maintenance Committee will review the costs and may consider payment of the invoice. Such expenses will be funded from a vehicle capital reserve.
4. **Disposal and Replacement of Transportation Vehicles:** The transportation vehicles will be disposed at the end of their useful life. The useful life may not be the same for all transportation vehicles. Factors such as the physical life of the vehicles, the type and frequency of use and annual repair and maintenance costs will be considered to determine the useful life.
 - 4.1 Transportation vehicles may be disposed of by trade-in, consignment, auction or advertisement. Also refer to the Administrative Procedure 510 *Disposal of Division Property*.
 - 4.2 The board will establish and maintain a capital reserve for transportation vehicles. The capital reserve will be used to replace any sold or salvaged transportation vehicles.
 - 4.3 Any proceeds from the sale of transportation vehicles should be forwarded to the secretary-treasurer and will be placed in the capital reserve.
 - 4.4 The Bus Maintenance Committee will determine which school receives a replacement transportation vehicle.
 - 4.5 The Bus Maintenance Committee will make a proposal for the purchase of any replacement transportation vehicle and present it to the board to approve.

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