

ECACS recognizes the value of educational opportunities outside the school and makes its transportation system available for co-curricular, extra-curricular and other field activities that complement the curriculum.

Procedures

1. The Principal is responsible for the control of all aspects of student transportation for co-curricular and extra-curricular activities. The Principal must ensure that:
 - 1.1 All regulations for the safe transportation of students and bus rules shall be adhered to;
 - 1.2 appropriate insurance is obtained, in consultation with the Secretary-Treasurer.
 - 1.3 The bus driver has the proper Alberta driving qualifications and is approved by the Principal to operate an ECACS bus for school related activities;
 - 1.4 The bus driver maintains a log book or form for each bus trip that records the kilometers driven, fuel purchased, repairs and maintenance;
 - 1.5 A designated teacher supervisor on the bus is required for every school- sponsored activity involving students; and
 - 1.6 The designated excursion supervisor is responsible for ensuring the bus is left in clean condition following each trip so that the bus is ready for the next excursion.
2. The same rules for students riding a regular school bus apply to school related trips. Prior to departure, supervisors should review the rules with students. Students riding the school bus:
 - 2.1 Are responsible to the supervisor for their conduct on the bus;
 - 2.2 Shall observe the directions of the driver and supervisor when boarding the bus or departing from it;
 - 2.3 Shall remain seated when the bus is in motion and shall not attempt to get on or off the bus while the bus is in motion;
 - 2.4 Are expected to be on time to board the bus and to return promptly to their designated bus at the conclusion of the activity;
 - 2.5 Must ride on their designated bus unless otherwise approved by the supervisor who shall record the circumstances of the arrangement.
 - 2.6 Are to maintain classroom behavior on the bus; and
 - 2.7 May consume food and drink on the bus with due care and attention to cleanliness and safety.

3. School personnel will keep a passenger manifesto of all students, supervisors and volunteers taking part in the activity.
 - 3.1 If a student rides to a school related event on a school bus, and then wishes to return with a parent, this transfer of responsibility must be approved by the supervising staff/coach and the passenger manifesto updated accordingly.
 - 3.2 Parents are permitted to transport their own children to or from school related events.
 - 3.3 A parent approved as an authorized driver may transport students who are not their own children provided written approval of the child's parent/guardian has been filed with the supervising staff/coach prior to the commencement of the trip.
4. Drivers are not expected to remain on-site during the stand-by period; however, the driver must ensure that student needs can be met. School administration shall approve the activities of drivers while on standby.
5. Other terms and conditions regarding the use of the bus for student transportation to co/extra-curricular activities include the following:
 - 5.1 Schools may charge students a reasonable bussing fee;
 - 5.2 The principal shall be responsible for maintaining all the necessary driver and financial records and forwarding them to central office;
 - 5.3 The school may utilize fundraising or special trip fees to fund the co/extracurricular activity; and
 - 5.4 The Principal may deny an individual student or a group of students the right to access bus use should circumstances warrant.

Reviewed/Revised: September 2016 April 2020

Reference: Section 31, 196, 197, 53, 52, 222 Education Act
Commercial Vehicle Safety Regulation AR 78/13
Traffic Safety Act
AP 305 – Student Conduct
AP 609 – Bus Rules and Discipline Matters