



## School Transportation Policy

<b>Policy Number:</b> 5150 <b>Section:</b> Chalo School <b>Sub-Section:</b> Student <b>Interpreter:</b> Principal/Education Director <b>Authority:</b> CEA <b>Effective Date:</b> October 24, 2019 <b>Review by Date:</b> September 1, 2020	<b>References and Related Documents</b>
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### Policy Spirit and Intent

This policy describes the rules, requirements and expectations for student transportation for both daily bussing and extra-curricular activities.

#### 1.1. Regular School Bus Rider Eligibility

- a. The daily school route shall be established to provide the safest, most efficient and cost-effective manner of transporting students to and from school. These stops shall not be altered from year to year without due consideration of the school and all students on the route.
- b. Regular bussing is provided only in the immediate area surrounding Fort Nelson and the Fort Nelson First Nation as outlined in our bussing contract.
- c. Students with disabilities that limit their eligibility for regular bus service may be eligible for alternate bus service.

#### 2.1. Transportation to Extra-Curricular Activities

- a. A Field Trip Request form must be completed by the organizer and submitted to the school principal.
- b. The preferred form of student travel is by school bus and it is expected that students will travel by school bus to the following activities:
  - Field trips such as swimming, skating, picnics, etc.;
  - Special out of town events such as music festivals, science fairs, or drama and theatre productions.
  - FNFN maintains a fleet of vehicles that can be reserved in advance for Chalo School related travel purposes.
  - Travel by Chalo School bus is mandatory when possible.
- c. FNFN maintains a fleet of vehicles that can be reserved in advance for Chalo School related travel purposes.
  - Whenever possible, and when the individual travelling is an employee of Chalo School, FNFN fleet vehicles are to be used in lieu of rental or personal vehicles.
  - The school principal will make the recommendation and approve use of fleet vehicles.
  - Accidents or damage to the vehicle while in the employee’s care are to be reported immediately to FNFN Capital Works and to the employee’s supervisor.
  - Any traffic violations, including parking tickets, will not be reimbursed by FNFN or Chalo School, and are the responsibility of the employee incurring the charge.
  - Employees should conduct a visual pre-trip inspection of the vehicle before the start of their travel, to ensure all safety equipment on the vehicle functions correctly, and level one first aid kit are in the vehicle.
  - Use of FNFN vehicles is to be in accordance with the FNFN Fleet Vehicle policy.

#### 3.1 Student Travel by Private Vehicle

- a) Private vehicle transportation is approved by the Principal.
  - The school principal approves, by signature on the field trip request form, that the specific activity identified is a school sponsored activity and he/she recommends the use of a privately owned vehicle.



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- The employee or volunteer completes the Volunteer Driver/Third Party Liability Form that confirms, through signature, the following: the employee or volunteer is 25 years of age or older; the employee or volunteer has a valid Class 5 driver's license;
  - The employee or volunteer provides a driver's abstract; the driver should be accident free for at least 3 years.
  - The field trip request Form and the volunteer driver application/third party liability form must be submitted to administration.
- b) Safety and health. Drivers transporting students:
- Will not permit smoking in their vehicles
  - Will not, at any time during the performance of his/her duties, consume alcohol, marijuana or any restricted substances.
  - Will not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles;
- c) Vehicle ownership and insurance. Private vehicles being used for transporting students must be owned and insured by employee or volunteer and must have the following insurance coverage:
- Basic insurance coverage
  - Third party and passenger hazard liability in an amount of not less than \$3,000,000;
  - Collision or upset coverage
  - Comprehensive coverage
  - The owner should ensure that the vehicle is insured properly.
  - The vehicle has legally installed seatbelts - one seatbelt per person being transported, seatbelts must be secured when travelling
  - If required, that the vehicle is equipped with the type and required number of children's car seats;
  - That the private vehicle is equipped to handle all road conditions, appears to be in good running order, and has appropriate emergency equipment including: winter, all season tires and/or chains, a spare tire, emergency road tools.
  - The private vehicle has a level one first aid kit, however, In the case of private vehicles traveling in convoy only one vehicle must contain a level one first aid kit.
- d) Responsibility for damages. Chalo School does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use. Chalo School's Third Party Liability Insurance will only be accessed after the owner's insurance has been exhausted.
- e) Reimbursement of private transportation costs. Reimbursement of private transportation costs will be based on actual expenditures or FNFN established mileage rates, to the extent budgetary restrictions allow.

### 4.1. Cancellation of Regular Bussing and Extra-curricular Travel by Bus and Personal Vehicles

- a. Cancellation of regular bussing as well as extra-curricular bus and personal vehicle travel will occur if the temperature is -40 degrees Celsius or if temperature and wind chill factor create an equivalent temperature of -40 degrees Celsius.
- b. Temperature and wind chill readings are taken and confirmed at 0645 with the Environment Canada website.
- c. Announcements of cancellations will take place through the local radio stations and Chalo School's Facebook page.
- d. A second temperature check will take place at 0745 and if the temperature has increased above -40 degrees Celsius then busses will commence their regular routes, with a one-hour change to the normal pick up time.
- e. Participants of extracurricular bus/private vehicle travel must comply with these conditions.
- f. No student group shall travel if there are blizzard conditions en route or blizzard conditions in the forecast, as issued by Environment Canada;



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- g. No student group shall travel if the RCMP or Public Works Canada has issued an advisory against travel on any highway to be used en route;
- h. On the return journey, Chalo School head teacher shall verify weather and road conditions in every case, prior to leaving;
- i. Teachers must ensure that students are appropriately clothed for travel by road during the winter months.
- j. In the event of an emergency the trip sponsor will contact the education director who will then inform the Chair of the CEA.

### 5.1. Student Conduct on Bus Routes and Extra-Curricular Bus Travel

- a. The school bus is an extension of the school and as such the School Code of Conduct is in effect at all times. Each driver has complete authority over his/her bus and will issue verbal warnings to remind students of appropriate behaviour. If a student displays repetitive poor behaviour the bus driver will advise the principal or designate at the school, and the principal or designate will take disciplinary action as deemed appropriate. The following represents some additional expectations, but is not limited to these items, for appropriate behaviour on all bus routes as well as extra-curricular bus travel;
  - Riders shall arrive at least 5 minutes before departure times. Riders are to line up and enter the bus in an orderly manner.
  - Riders must remain seated and orderly at all times. Seats may be reassigned at the discretion of the driver or school administrator.
  - Eating of snacks for bus routes is only authorized for eating conditions i.e. diabetic.
  - Small carry on items, including band instruments and rolled magic carpets that are completely contained in an approved case/container (i.e. backpack, sports bag) will be allowed on the bus – the item must fit on the lap of the student.
  - The chewing of gum, smoking, and the lighting of fires/matches or lighters, disrespectful and/or inappropriate behaviour, and/or swearing is strictly prohibited.
  - The consumption or transportation of alcohol, drugs/narcotics or any illegal substance is strictly prohibited.
  - Students will be held responsible for wilful damage to the bus.
  - If the bus is equipped with seat belts they must be used.

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**Chalo Independent School Society – Policy 5150**

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**Dated** at Fort Nelson, British Columbia on: October 24, 2019

Approved, Signed, Sealed and Delivered by the Chalo Independent School Society Community Education Authority (Board).

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Chair, Chrystal Fincaryk

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Vice-Chair, Kyla Kotchea

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Director, Santana Behn

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Director, Coreen Loe

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Director, Roberta Michel

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Council Director, Theresa Fincaryk Sutherland