
Purpose/ Background

The division believes in providing opportunities for off-campus learning, and curricular/extra-curricular off-site activities. The division believes that Public Carriers are the safest form of transportation for students.

Definitions

Public Carriers: Modes of transportation such as school buses, charter buses, taxis, airlines, railway, and ferries that have been vetted and approved for student transportation by the school division.

Procedures

1. Authorization & Transportation Methods

- 1.1 The division expects schools to use authorized methods of student transportation. Schools should not use unauthorized private vehicles to transport students.
 - 1.1.1. Authorization for students in private vehicles will only be approved if there is a reasonable request provided with sufficient time in advance for this to be considered. The request must be made in writing to the Associate Superintendent of Business and Operations and the Associate Superintendent of Human Resources. The Service Provider list can be accessed [here](#).
- 1.2. All Transportation Public Carriers must be:
 - 1.2.1. vetted and approved by the division's Transportation branch;
 - 1.2.2. have service agreements with the division, arranged by the Business and Operations Department, or
 - 1.2.3. are governed by regulations of the local authority that meet the standards of the division. The list of authorized transportation carries will be accessible to staff, with the list of located on myRVS.
- 1.3. Division owned vehicles may be used for the transportation of students if driven by approved division employees.
 - 1.3.1. Only division employees who job description encompasses the responsibility of driving **may** be approved to transport students. Employees that transport students are subject to the Fleet and Driver Safety Manual and AP5020. Employees must be vetted and approved by the divisions' Transportation branch. The division may withdraw approval for any employee to operate a division owned vehicle or transport students, at any time, if the driver no longer meets driver standards or requirements.

2. Consent

- 2.1. Prior to transporting a student, annual or event specific written consent from the parent/guardian or adult/independent student must be obtained.

- 2.2. The risks and dangers associated with transportation must be outlined on any relevant forms. Forms must be signed by the parents/guardians or adult/independent students, accepting the risk(s), prior to departure.

3. Shuttle Bus Service(s)

- 3.1. Shuttle bus service can be arranged for any reoccurring (five occurrences of more) off-campus activities or classes. These activities or classes may be at alternate schools or at locations such as swimming pools for a series of lessons, public gymnasiums or arenas for physical education classes, or other sites where activities or classes may be held.
- 3.1.1. Principals or designates can make arrangements for shuttle bus service by completing form AF5505-A Shuttle Bus Service Request.
- 3.1.1.1. Requests for shuttle bus service for the upcoming school year should be received no later than July 31.
- 3.1.1.2. Any arrangements for shuttle bus service are conditional on availability and not guaranteed by the Division. The Transportation Branch will make the arrangements with the school bus contractors for the any shuttle bus service.
- 3.1.2. The cost for shuttle bus service is charged to each school unless the shuttles are to alternate schools for shared classes or the cost of the service is exempted by the Associate Superintendent of Business and Operations.
- 3.1.3. RVS' Transportation branch does not charge for arranging and monitoring shuttle service. Savings gained by choosing the shuttle bus service as a mode of field trip transportation will remain with the school.

4. Charter Service(s)

- 4.1. Only approved carriers can be used for charter services.
- 4.2. Charter services are to be arranged directly by schools with the approved carriers. The Transportation branch is not responsible for charter service bookings. All charter services are a school, department, or branch cost.

References

- i. External Legislations:
- The Education Act Section 11, 32, 33, 52, 53, 59, 68, 197, 222, 225
 - Traffic Safety Act
 - Student Transportation Regulations 96/2019
 - Use of Highway and Rules of the Road Regulation 304/2002

- Insurance Act Sections 569
 - Vehicle Equipment Regulation 122/2009
- ii. RVS Policies and Procedures:
- AP5020 – Driver & Fleet Safety and Maintenance
 - AP260 – Educational Excursions
 - BP17 – Student Transportation
- iii. RVS Forms:
- AF260-C Field Trip Consent
 - AF5505-A Shuttle Bus Form (Needs to be renumbered from previous AF5503)
- iv. RVS Handbooks and Manuals:
- Fleet and Driver Safety Manual
 - List of Approved Carriers
- v. Contact/Branch:
- Transportation Branch (transportation@rockyview.ab.ca)