



### Rationale

The Ministry of Education requires that all independent schools have policies pertaining to the transportation of students.

Field trips and excursions have positive educational value and care must be taken to ensure that trips or excursions are organized in a manner that ensures the protection and safety of students when transportation away from the school is necessary.

### Policy

The CISKD supports the provision of transporting students to and from school given that a school has the resources to provide safe, reliable and fiscally manageable transportation.

The CISKD encourages Schools to provide bus transportation as the preferred means of transporting students for fieldtrips. Other options are acceptable provided they are safe, reliable and fiscally manageable.

### Procedures

#### A. For Bus Transportation to and From Home

1. Schools within the CISKD may arrange bus transportation for students to and from the School. The School may charge a transportation fee to cover the cost of the transportation program. The School will be expected to provide safe and reliable transportation and will be responsible for:
  - a. maintenance and safety inspection of all buses.
  - b. developing bus routes with designated stops and providing maps to parents/students.
  - c. ensuring that parents who have children riding the bus complete a verification form; and,
  - d. addressing parental questions about the operation of the bus transportation.
2. The Principal shall strive to make transportation safe for all students by:
  - a. providing an orientation on student transportation procedures and safety for all students using a bus system.
  - b. asking parents to sign and return the verification form<sup>1</sup> which is to be kept on file at the school.
  - c. providing adequate supervision for the loading and unloading of CISKD buses or chartered buses.
  - d. disciplining students who misbehave while on bus; and,
  - e. co-operating with the bus driver in conducting at least two school bus evacuation drill opportunities (Fall and Spring) on each route every year involving safe loading and unloading procedures, safety expectations of students and their belongings during transport, and front and rear bus evacuations.



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### STUDENTS TRANSPORTATION OF STUDENTS - 510

3. Students are expected to behave in a responsible manner at the bus stop, during loading or unloading, and while the bus is on route. Students are responsible to the Principal for their behaviour. Students are to promptly obey the bus driver's directions.
4. Bus drivers are in charge of the students at all times that they are on the bus and are responsible for the safety and welfare of these students.
  - a. A student transportation infraction form is to be used by the bus driver to report to the Principal improper conduct on the part of the student. The Principal will determine any subsequent action to be taken.
5. The School shall establish and maintain bus lists that include student names, addresses, phone numbers, grades, programs, type of bus pass (if any), and route numbers.
6. Dangerous articles, such as (but not limited to) flammable substances, snowboards, skis or skateboards, may not be transported on a bus. Loose items, such as (but not limited to) baseballs, skates, or marbles, must be securely contained within an athletic bag or a book bag.

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<sup>1</sup> Verification form: refers to a school form that confirms parental request and permission for their child(ren) to be transported by bus to/from school. Verification forms must be updated annually, at minimum, or within a year as updated by either the School or Parent/Guardian, and from time to time as may occur.

#### B. For Transportation in Regard to School Field Trips- By Bus

1. Schools within the CISKD may arrange transportation for students for school fieldtrips. The School will be expected to provide safe and reliable transportation and will be responsible for:
  - a. maintenance and safety inspection of all buses (if the buses are owned by the School); ensuring that parents have completed the field trip approval form<sup>2</sup>; and, addressing parental questions about the transportation of students.
2. The Principal and/or teacher shall strive to make transportation safe for all students by:
  - a. an orientation on transportation procedures and safety for all students using a bus;
  - b. providing adequate supervision for the loading and unloading of buses;
  - c. disciplining students who misbehave while on the bus; and,
  - d. co-operating with the bus driver in conducting at least one school bus evacuation drill opportunity per grade per year involving safe loading and



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### STUDENTS TRANSPORTATION OF STUDENTS - 510

unloading procedures, safety expectations of students and their belongings during transport, and front and rear bus evacuations.

<sup>2</sup> Field trip approval form - refers to a School consent form, general or specific, that notes parental/guardian awareness and permission for their child(ren) to be transported by bus and/or other mode of transport (ex., walking, car pooling, etcetera) for school-related field trips. If a general consent form is used at the beginning of the school year, advance specific information about each fieldtrip shall be provided to parents by the School. These forms must be updated annually, at minimum, or as updated within a year by either the School or Parent/Guardian, from time to time as may occur.

3. Students are expected to behave in a responsible manner while waiting for the bus, during loading or unloading, and while the bus is on route. Students are responsible to the teacher and/or principal for their behaviour. Students are to promptly obey the bus driver's directions.
4. Bus drivers and teachers are in charge of the students at all times that they are on the bus and are responsible for the safety and welfare of these students. A teacher is to address any concerns of improper conduct on the part of the student.
5. The teacher will carry with them a list including student names, addresses, parent emergency phone numbers, and any necessary medical information.
6. Dangerous articles, such as (but not limited to) flammable substances, snowboards, skis, or skateboards, may not be transported on a bus. Loose items, such as (but not limited to) baseballs, skates, or marbles, must be securely contained within an athletic bag or a book bag.

#### C. In Case of Emergency while Travelling on the Bus

1. In the event of an emergency occurring during student transportation to or from school:
  - a. The bus driver shall contact emergency services as required.
  - b. The bus driver shall contact the school informing the Principal of the emergency.
2. In the event of an emergency occurring during a field trip:
  - a. The teacher shall contact emergency services as required.
  - b. The teacher shall contact the school informing the Principal of the emergency.

#### D. For Transportation in Regard to School Field Trips- By privately owned vehicles

1. For transportation to and from field trips, or competitions, schools should use buses whenever possible, to transport students. Only in **exceptional cases** and with the approval of the Principal, travel may be in vehicles owned and operated by an employee or volunteer, providing that the following conditions are met.



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### STUDENTS TRANSPORTATION OF STUDENTS - 510

- a. The principal provides his or her prior approval that the specific activity is a school-sponsored activity and recommends the use of a privately owned vehicle.
- b. When volunteer drivers are used the following documentation must be on file in the school office:
  - Drivers \$2,000,000.00 Insurance Liability
  - Criminal Record Check
  - Valid Driver's License
  - Driver Abstract

#### REFERENCE

*Policy 504 - Suspension and Expulsion*

*Policy 508 - Field Trips- Offsite Experiences*

*Policy 509 - Student Use of Motor Vehicles*

Provincial Government - [Motor Vehicle Act Regulations BC Reg 26/58 Division 11 Schools Buses](#)

Ministry of Education - [Emergency Management Planning Guide for School Districts and Authorities 2015](#)

Association of School Transportation Services of BC (ASTBC) - [School Bus Safety](#)

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