
SCHOOL ACQUIRED ACTIVITY BUSES

Background

The Division approves of the acquisition and operation of activity buses by schools to facilitate co-curricular and extra-curricular travel that complement the curriculum.

Procedures

1. The purchase of an activity bus by schools will be in accordance with Division purchasing procedures.
 - 1.1 The principal will authorize the purchase of an activity bus subsequent to the approval of Transportation Services and the Secretary-Treasurer.
 - 1.2 Prior to purchase, a school bus semi-annual inspection form and/or a mechanics report, indicating that the vehicle has passed inspection will be completed.
 - 1.3 All costs involved in purchasing, licensing, insuring, maintaining and operating a school-acquired activity bus will be the responsibility of the school concerned.
2. Any activity bus acquired by a principal will be licensed with school bus or government license plates and will be operated in compliance with all regulations and requirements under the Traffic Safety Act or any other applicable statute.
 - 2.1 The operation of school-acquired activity buses will come under the general supervision of Transportation Services. The responsibility for the day-to-day operation and maintenance of such a passenger van or bus will be the responsibility of the principal.
 - 2.2 Formal inspections will be conducted every six months or as required under the Alberta Traffic Safety Act and copies of reports from the semi-annual inspections will be provided to Transportation Services within one (1) week of the issuance of such reports.
 - 2.3 The use of all school-acquired activity buses will be limited to use by the Division. The school that purchased the vehicle(s) will have first claim on its use. Other schools may rent the vehicle(s) at the rate established by the school acquiring the activity bus.
 - 2.4 The method of storing equipment on school-acquired activity buses will comply with all regulations and requirements under the Traffic Safety Act or any other applicable statute.
 - 2.5 The load limits for all school-acquired activity buses will be strictly followed. The regulations and requirements under the Traffic Safety Act or any other applicable statute regarding the seating of passengers will be followed.
 - 2.6 Activity buses are limited to intra-provincial (Alberta only) use as indicated in the Division's Operating Authority and Safety Fitness Certificate.

3. Any activity bus acquired by a school will be covered under the Division insurance program and will be insured to the fullest extent required by law or regulation.
 - 3.1 In the event of an accident, the reporting procedures established by Transportation Services in Administrative Procedure 562 – Transportation Safety will be followed.
4. Any driver operating a school-acquired activity bus will comply with the provisions of this Administrative Procedure and any rules or requirements established by Transportation Services and any regulations and requirements under the Traffic Safety Act or any other applicable statute.
 - 4.1 All drivers of school-acquired activity buses will possess, at a minimum, a class 1, a class 2 or a class 4 license.
 - 4.2 All drivers will have taken and passed a modified S endorsement course, with the course to be completed within twelve (12) weeks of commencement.
 - 4.3 A copy of the driver's current license, application (with 3 years previous work history), Vulnerable Sector Check, Intervention Check and a copy of the driver's license abstract will be provided to Transportation Services for any and all drivers of school acquired activity buses prior to their assuming any driving duties.
 - 4.3.1 The driver's qualifications and driver's license abstract will comply with the provisions of the Traffic Safety Act and any other applicable statute.
 - 4.3.2 The principal will keep copies of these documents as well as forward a copy to the Transportation Department.
 - 4.4 The Driver-School Bus Daily Check List established by Transportation Services will be obtained and provided to all drivers of school acquired activity buses and will be completed by the driver prior to the commencement of any trip.
 - 4.5 The driver of a school-acquired activity bus will keep a trip log recorded in a logbook of type acceptable to Transportation Services for all trips.
 - 4.6 The driver of a school-acquired activity bus will ensure that their hours of service meet the National Safety Code.
 - 4.6.1 No driver will accumulate more than fifteen (15) hours of service within a twenty-four (24) hour period and no more than thirteen (13) hours driving.
 - 4.6.2 These hours of service will include both teaching time in the case of a teacher, the hours of work by any other Division employee or the hours of work of any other person acting as a driver, and the time operating the bus.
5. The Division prohibits principals from using any methods of circumventing the intent of this Administrative Procedure by actions either through the school directly or through any organization acting directly or indirectly as an agent of the school.

Reference: Sections 35, 36, 53, 59 Education Act
Section 627, Alberta Insurance Act
Traffic Safety Act
Student Transportation Regulation 250/98 (amended AR 197/2000)
Use of Highway and Rules of the Road Regulation 304/2002
National Safety Code

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