
CO-CURRICULAR AND EXTRA-CURRICULAR BUS TRANSPORTATION OF STUDENTS

Background

Where applicable, the Division will make its transportation system available for co-curricular and extra-curricular travel and studies that complement the curriculum.

Procedures

1. Appropriate approval and transportation requisition procedures are necessary for a successful co-curricular or extra-curricular activity.
 - 1.1. All co-curricular and extra-curricular activities will be approved and authorized by the principal.
 - 1.2. Transportation Services will be notified of any transportation requirements for any co-curricular or extra-curricular activity which has been approved by the principal at least three (3) weeks prior to the date of the activity.
 - 1.3. Large events, such as sports tournaments, where multiple buses may be needed, require more notice to ensure availability of buses and drivers.
 - 1.4. A completed Request for Charter Bus form will be emailed to Transportation Services for each trip.
 - 1.5. Schools are responsible to provide an itinerary and specific destination location when submitting a Request for Charter Bus form.
 - 1.6. Under special circumstances, the principal can contact Transportation Services directly to discuss options for a late request.
 - 1.7. All GYPSD School Buses and Activity buses are limited to intra-provincial (Alberta only) use as indicated in the Division's Operating Authority and Safety Fitness Certificate.
2. Division safety rules apply to all bus trips.
 - 2.1. The provisions of Administrative Procedure 562 – Transportation Safety will apply on all co-curricular and extra-curricular bus trips and the bus operator will be the final authority concerning bus safety.
 - 2.2. The bus operator and the supervisor(s) will meet prior to the commencement of a trip to clarify expectations and rules. Disorder, while on the trip, will be communicated to the principal and Transportation Services.
3. Adequate teacher supervision is required for a co-curricular or extra-curricular activity.
 - 3.1. All co-curricular and extra-curricular trips will have adequate teacher supervision on the bus and the teacher supervisors will be in charge of student behavior.
 - 3.2. The bus operator will not be considered as a supervisor.

4. Division approval of all bus drivers, buses and contracted bus services is mandatory.
 - 4.1. All bus operators operating a bus engaged in the transportation of Division students must be approved by Transportation Services.
 - 4.2. The bus operator is responsible for cleaning and refueling the bus prior to returning it to its regular duties.

Contracted bus operators providing bus service for co-curricular and extra-curricular bus transportation of students for GYPSD shall comply with all policies, procedures, rules, transportation guidelines and requirements of GYPSD, Alberta Transportation and any other applicable regulations as are now or hereinafter in effect and as may be amended or replaced from time to time.

Contracted bus operators will provide the following to Transportation Services:

- Certificate of Insurance – confirming a minimum of \$25 million liability (annually)

GYPSD will verify the contractor's operating status by periodically requesting a Public Carrier Profile.

5. Schools will be responsible for all transportation costs incurred for co-curricular and extracurricular activities.
 - 5.1. Wages for bus operators will be charged to the chartering school at the established rate for each hour up to and including eight (8) hours per day. There is a minimum charge of 2 hours for each trip.
 - 5.2. Wages for bus operators will be charged to the chartering school at "time and one-half" (1.5 x h) for working time in excess of eight (8) hours per day.
 - 5.3. Working time will be calculated from the time requested for loading through the time that the students are returned back to the school or the driver returns to the bus parking location (bus yard or home) if the trip is "booked off". If the driver is "booked on" the working time continues throughout the trip while they are parked and waiting for the return departure time. One hour will be added at the conclusion of a trip to compensate the bus operator for pre and post trip inspection, cleaning the bus and refueling.
 - 5.4. Where a trip extends for more than one (1) day, the bus operator will have a minimum guarantee of eight (8) hours for each day they are away and the school budget or group authorizing the trip must provide and pay for a sleeping room for the bus operator for each night away from home.
 - 5.5. Bus operators are responsible for their own meals on trips and can submit an expense claim for meals at the Division rate, which is billed back to the chartering school.
 - 5.6. In the event that a bus or driver is not available in the area of the charter, additional costs for mileage and travel time will be billed back to the chartering school.

Reference: Section 11,33,36,37,52,53,59,59.1,68,197,222,225 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended A.R. 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009

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