

SCHOOL-OWNED VEHICLES

Background

Schools may purchase and maintain school buses or vans to transport students or staff on field trips, athletic competitions or other school-related activities. This service is designed to facilitate student participation in extra-curricular and co-curricular activities in a cost efficient manner.

Procedures

1. All school owned vehicles purchased for transporting students after September 1, 2008 must meet current CSA crash safety standards.
2. Principals are required to consult with the Superintendent or designate prior to purchasing any school owned vehicles.
3. Schools are prohibited from owning or renting fifteen (15) passenger vans.
4. The driver is required to have the correct license to operate the vehicle and must operate the vehicle in accordance with the Traffic Safety Act.
5. The driver will inspect the vehicle before each use (minimum once per day). A pre-trip log sheet must be used to record these inspections. All deficiencies must be reported immediately.
6. The Passenger load limit in the vehicle will be strictly enforced.
7. If the vehicle is equipped with seat belts, the driver is responsible for ensuring that all passengers are correctly utilizing these seat belts.

Reference: Section 20, 45, 51, 52, 53, 60, 61, 113, 116 School Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended AR 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009