



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY:           TRANSPORTATION  
TITLE:                EXTRA-CURRICULAR TRAVEL  
CODE:                8061 Extra-Curricular Travel

Reference Matrix	
Education Act (1995)	Sections 85, 87, 109, 110, 175, 194, 195, 196
Other Relevant Acts	<i>The Saskatchewan Highway Traffic Act, 2004</i> <i>The Saskatchewan Traffic Safety Act, 2006</i>
Holy Family Related Procedures	OP 5041 Educational Excursions
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	<i>Transportation Safety Reporting Guidelines</i> , Education Funding Branch, Ministry of Education, September 2016
Date Reviewed	October 25, 2016

### Background:

The Board of Education believes that significant learning may occur outside of the classroom and supports Educational Excursions to achieve learning goals. The Board endorses the use of school buses so that students have the opportunity to engage in out of school educational or school-related events.

### Procedures:

1. An **in town** Educational Excursion requires:
  - 1.1. Compliance with School Operations [OP 5041 Educational Excursions](#) including [OP 5041 Appendix 1 Educational Excursion Travel Request Form](#) to be signed by the Principal.
  - 1.2. The information from the signed Travel Request Form is to be entered and attached to an AssetPlanner service request that is made by the Principal or designate.
  - 1.3. The Transportation Manager receives the AssetPlanner service request with signed Travel Request Form attached and will proceed with booking a bus and

driver. Reference [OP 8061 Appendix 1 Bus Booking Procedure](#).

1.4. The Transportation Manager notifies the school that transportation has been booked by assigning the driver and/or bus to the AssetPlanner ticket. The creator of the ticket will automatically be updated via email once the ticket is updated by the Transportation Manager.

1.5. If transportation is not available, the Transportation Manager notifies the school and informs of any alternate transportation plans that may be available.

1.5.1. In the event that a charter bus is being used as alternate transportation, the Transportation Manager or designate shall ensure the charter bus company has:

1.5.1.1. Operating Authority Certificate;

1.5.1.2. National Safety Code (NSC) 'Certificate of Safety Fitness';

1.5.1.3. Certificate of Registration;

1.5.1.4. Vehicle Inspection Certificate;

1.5.1.5. Valid Inspection Sticker on the side of the bus;

1.5.1.6. The Bus Driver has a class 1 or 2 driver's license;

1.5.1.7. All certificates shall be in the same name as the registered owner listed on the registration certificate;

1.5.1.8. The credentials are kept in the charter bus.

3. An **out of town** Education Excursion requires:

3.1. Compliance with School Operations [OP 5041 Educational Excursions](#) including [OP 5041 Appendix 1 Educational Excursion Travel Request Form](#) to be signed by the Principal and Director of Education or designate.

3.2. The Principal or designate will use AssetPlanner to make a service request (if a bus is needed).

3.3. The Director of Education or designate signs the Travel Request Form and forwards it to the Manager of Transportation.

3.4. The Manager of Transportation attaches the approved Travel Request Form to the AssetPlanner service request as to notify the school the trip has been approved.

3.5. The Manager of Transportation proceeds with Procedures 1.3, 1.4, and 1.5 (listed above) for booking a bus and driver.

4. Transportation costs and driver expenses shall be paid in accordance with [OP 5041 Educational Excursions](#).