



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: TRANSPORTATION
 TITLE: EXTRA-CURRICULAR TRAVEL
 CODE: 8063 Fifteen Passenger Vans

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 4037 Volunteers
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 strongly supports the use of school buses to transport students. However, the division recognizes there are times and circumstances when it may not be practical or efficient to use buses. In such cases, the division may authorize the rental of Fifteen Passenger Vans to facilitate Educational Excursions and Extra-Curricular travel.

Procedures:

1. Approval for the use of a Fifteen Passenger Van to transport students, staff members, and volunteers to an authorized school or Division event must be received from the School Administrator.
2. A record of all events that use vehicles other than school buses to transport students shall be kept at the school and, if requested, made available to the Superintendent of School Operations.
3. Costs associated with this form of travel are to come from the funds allotted to the school.

4. Any driver operating a Fifteen Passenger Van shall comply with:
 - 4.1. The provisions of the Operations and Procedures Manual;
 - 4.2. Requirements of the *Saskatchewan Traffic Safety Act*;
 - 4.3. Any rules or requirements established by the Manager of Transportation.
5. Any driver operating a Fifteen Passenger Van must:
 - 5.1. Provide a copy of their driver's license or their current bus driver's license to the Principal;
 - 5.2. Provide a current criminal record search/vulnerable sector check as per [OP 4037 Volunteers](#) to the Principal.
 - 5.3. Provide hours of service within the National Safety Code guidelines. No driver shall accumulate more than 13 hours of service within a 23-hour period.
6. Any Fifteen Passenger Van shall operate in compliance with all regulations and requirements of the *Saskatchewan Traffic Safety Act* or any other applicable statute:
 - 6.1. The operation of Fifteen Passenger Vans shall come under the immediate supervision of the Principal and the general supervision of the Manager of Transportation.
 - 6.2. Fifteen Passenger Vans shall meet all safety standards established by the *Saskatchewan Traffic Safety Act*;
 - 6.3. Whenever possible, all passengers shall be seated ahead of the rear wheels of the Fifteen Passenger Van;
 - 6.4. Each person transported in the Fifteen Passenger Van has a functioning seatbelt and the seatbelt is used for the duration of the trip;
 - 6.5. There is no use of tobacco products, alcohol or non-medical drugs, neither should any of those products be carried in the vehicle.
 - 6.6. Speed limits are to be strictly observed and consideration shall be given to road conditions that may affect driving safety for Fifteen Passenger Vans.
 - 6.7. The method of storing equipment on Fifteen Passenger Vans shall comply with the regulations and requirements of the *Saskatchewan Traffic Safety Act* or other applicable regulations;

- 6.8. All other applicable school and division rules are followed.
7. Fifteen passenger vans shall not haul trailers unless appropriate arrangements have been made in advance with the Manager of Transportation.
 8. Rental or lease agreements for Fifteen Passenger Vans must include appropriate insurance coverage including third party liability insurance of at least two million dollars (\$2,000,000.00).