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**HORIZON SCHOOL DIVISION**

**Policy Code:** EEACAC  
**Policy Title:** Acquisition of Co-Curricular and Extra-Curricular Activity Vehicles  
**Cross Reference:** EEA, EEACAA, EEACB  
**Legal Reference:**  
**Adoption Date:** August 19, 2014  
**Amendment or Re-affirmation Date:** November 26, 2022

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**POLICY HANDBOOK****POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO THE SAFE TRANSPORTATION OF STUDENTS TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES AND BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS. THE BOARD SUPPORTS THE CONCEPT OF DIVISION OWNED CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLES IN PROVIDING TRANSPORTATION TO AND FROM SCHOOL OR DIVISION APPROVED ACTIVITIES PROVIDED THAT SUCH ARRANGEMENT CONFORM TO THE LAWS AND REGULATIONS OF THE PROVINCE, THE JURISDICTION'S INSURANCE PROVIDER, BOARD POLICY, AND ARE IN ACCORDANCE WITH THE APPROVED SAFETY PROGRAM FOR PROVINCIALY REGULATED COMMERCIAL TRANSPORTATION ESTABLISHED FOR THE ACQUISITION, MAINTENANCE AND OPERATION OF SCHOOL OWNED EXTRA-CURRICULAR ACTIVITY VEHICLES.

**DEFINITIONS**

Acquire means to purchase, receive as a gift or otherwise come into possession of.

Bus means all vehicles designed to carry eleven or more passengers, including the driver and subject to all applicable commercial vehicle Provincial Safety Code requirements and Alberta Transportation regulations.

Commercial Transportation Vehicles under this policy are:

- trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta under a provincial operation status,
- buses with a manufactured seating capacity of 11 persons or more, including the driver.

Co-Curricular/Extra-Curricular Activities are student activities approved by the school administration, organized for students by persons who may or may not be employed by the school, may or may not contribute to curriculum objectives, and may be conducted inside and/or outside the instructional day. They may or may not involve all students in a class, course or program.

Co-Curricular/Extra-Curricular Activity Vehicles are motor vehicles acquired by or on behalf of a school and registered in the name of the Horizon School Division for the purpose of transporting students to and from off-site school related co-curricular/extra-curricular activities. A co-curricular/extra-curricular activity vehicle is not considered to be a school bus for the purpose of the *Student Transportation Regulation* under the *Education Act*.

Safety Program establishes policies, guidelines and requirements in order to meet the minimum regulatory requirements of a commercial transportation vehicle operation in the province of Alberta.

## **POLICY EEACAC – *Acquisition of Extra-Curricular Activity Vehicles, Cont'd.***

### **GUIDELINES**

1. The acquisition of a co-curricular/extra-curricular activity vehicle must receive approval and meet the criteria as per this policy prior to purchase.

### **REGULATIONS**

1. Prior to acquiring a co-curricular/extra-curricular activity vehicle, the approval of the Associate Superintendent of Finance and Operations must be acquired.
2. Prior to acquiring the vehicle, it must be inspected by a qualified mechanic at a Department of Transportation approved inspection facility.
3. Acquisition of fifteen passenger vans as co-curricular/extra-curricular activity vehicles will not be approved for transporting students. Fifteen passenger vans that have been acquired prior to the adoption date of this policy may remain in operation provided that all Provincial Safety Code requirements and Alberta Transportation regulations continue to be met.
4. All pertinent purchase documentation (see Attachment A) will be provided to the Associate Superintendent of Finance and Operations.
5. All approved acquisitions of co-curricular/extra-curricular activity vehicles will be insured under Horizon School Division's fleet insurance carrier.
6. All costs of purchasing, licensing, insuring, maintaining, and operating school purchased vehicles shall be the sole responsibility of the school.
7. When purchasing a vehicle with the capacity to carry ten or more passengers, the vehicle must meet Canadian Standards Association CSA D270-08 for multi-functional buses and conform to the *Commercial Vehicle Safety Regulation*.
8. So as not to be confused with school buses, co-curricular/extra-curricular activity vehicles cannot have school bus lighting or crossing arms.
9. Funding:
  - 9.1 Leasing or borrowing funds to acquire a co-curricular/extra-curricular activity vehicle is not permitted.
  - 9.2 Funds from decentralized budgets will not be used to acquire or supplement the acquisition of co-curricular/extra-curricular activity vehicles.
  - 9.3 Where school-raised funds are used for the purpose of acquisition, the funds shall be accounted for in the same manner as any other school-raised funds.
  - 9.4 Operating budgets may be used to cover costs associated with the operation and maintenance of co-curricular/extra-curricular activity vehicles.
10. All co-curricular/extra-curricular activity vehicles acquired must be registered under the Horizon School Division Safety Fitness Certificate.