
HORIZON SCHOOL DIVISION

Policy Code: EEACAB
Policy Title: Division Owned Co-Curricular/Extra-Curricular Activity Vehicles

POLICY HANDBOOK

Cross Reference: EEA, EEACAA, EEACAC
Legal Reference:
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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 PROVINCIALLY REGULATED COMMERCIAL TRANSPORTATION ESTABLISHED FOR THE ACQUISITION, MAINTENANCE AND OPERATION OF SCHOOL OWNED EXTRA-CURRICULAR ACTIVITY VEHICLES.

DEFINITIONS

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 individuals 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 Vehicle a motor vehicle 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 purposes of the *Student Transportation Regulation* under the *School Act*.

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

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School Staff Drivers means superintendents, directors and other administrative and supervisory staff including principals, vice and assistant principals, teachers, and staff other than teachers engaged to assist in the delivery of programs and services to pupils or in support areas.

Non-School Staff Drivers means parent or other volunteers that make application to Horizon School Division to be a driver of any commercial transportation vehicle.

REGULATIONS

1. The superintendent shall assign overall responsibility for the co-curricular/extra-curricular activity vehicles operations to the associate superintendent of finance and operations.
2. The principal, at each school that operates a co-curricular/extra-curricular activity vehicle(s), shall assign overall responsibility for the co-curricular/extra-curricular activity vehicle operations to one member of the school staff.
3. The staff members assigned the above responsibility shall ensure that these vehicles are registered, inspected, maintained, equipped and operated in accordance with the Horizon School Division's approved Safety Program (Attachment A) for Provincially Regulated Commercial Transportation.
4. The Safety Program will include, at a minimum, requirements in the following areas: insurance, commercial vehicle inspection program compliance, vehicle file documentation requirements, driver file documentation requirements including daily service logs, safety and driver training program requirements, preventative maintenance program requirements, hours of service records, and driver file documentation requirement.
5. All co-curricular/extra-curricular activity vehicles must be registered under the Horizon School Division Safety Fitness Certificate number.
6. All co-curricular/extra-curricular activity vehicles will be insured under the Board's fleet insurance.
7. Co-curricular/Extra-curricular activity vehicles are not to be used for out-of province travel.
8. Drivers of co-curricular/extra-curricular activity vehicles must be at least 25 years of age.
9. All drivers must have an appropriate operator's license for the classification of vehicle:
 - 9.1. Class 1,2 or 4 for vehicles designed to carry 11 to 24 passengers, including the driver,
 - 9.2. Class 1 or 2 for a bus with a seating capacity exceeding 24 passengers,
 - 9.3. Class 1,2 or 4 for trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms
10. At all times the Vehicle Registration Certificate, a copy of Horizon School Division's Safety Fitness Certificate, the pink fleet insurance certificate, the current semi-annual Commercial Vehicle Inspection Program (CVIP) inspection report, Daily vehicle inspection reports and the Provincial Daily Driver's log of the person operating the vehicle must be carried in the vehicle.