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**ADMINISTRATIVE PROCEDURE 551**  
**CO-CURRICULAR AND EXTRA-CURRICULAR BUS**  
**TRANSPORTATION OF STUDENTS**

**Background**

The Division recognizes the value of educational opportunities that abound in the world outside the school building and therefore makes its transportation system available for co-curricular and extra-curricular travel and studies that complement the curriculum.

**Procedures**

1. Appropriate approval and transportation requisition procedures are necessary for a successful co-curricular or extra-curricular activity.
  - 1.1 All co-curricular and extra-curricular activities shall be approved and authorized by the Principal.
  - 1.2 The Director - Transportation Services shall be notified of any transportation requirements for any co-curricular or extra-curricular activity which has been approved by the Principal at least one week prior to the date of the activity.
  - 1.3 Activity buses are limited to intra-provincial (Alberta only) use as indicated in the Division's Operating Authority and Safety Fitness Certificate.
2. Division safety rules apply to all bus trips.
  - 2.1 The provisions of Administrative Procedure 550 - Transportation Safety shall apply on all co-curricular and extra-curricular bus trips and the bus operator shall be the final authority concerning bus safety.
  - 2.2 The bus operator and the supervisor(s) shall meet prior to the commencement of a trip to clarify expectations and rules. Disorder, while on the trip, will be referred to the Principal and the Director - Transportation Services upon the completion of the trip.
3. Adequate teacher supervision is required for a co-curricular or extra-curricular activity.
  - 3.1 All co-curricular and extra-curricular trips shall have adequate teacher supervision on the bus and the teacher supervisors shall be in charge of student behavior.
  - 3.2 The bus operator shall not be considered as a supervisor.

4. Division approval of bus drivers is mandatory.
  - 4.1 All bus operators operating a bus engaged in the transportation of Division students must be approved by the Director - Transportation Services.
  - 4.2 The bus operator is responsible for cleaning and refueling the bus prior to returning it to its regular duties.
  - 4.3 In the event that a bus, where the school provides the driver, is not cleaned and refueled after a field trip, the Director - Transportation Services will determine the action to be taken. Any costs incurred will be charged to the school budget.
  - 4.4 No person who is 67 years of age or older shall drive a Grande Yellowhead Public School Division school bus. If, however, a driver turns 67 during a school year, he/she may continue to drive for the remainder of that school year.
5. Schools will be responsible for transportation costs incurred for co-curricular and extra-curricular activities.
  - 5.1 Bus operators shall be paid at the established rate for each hour up to and including eight (8) hours per day.
  - 5.2 Bus operators shall be paid at "time and one-half" (1.5 x h) for driving time in excess of eight (8) hours per day.
  - 5.3 Driving time shall be calculated from the commencement of the trip to the time of the finish of driving each day.
  - 5.4 One-half (1/2) hour shall be added at the conclusion of a trip to compensate the bus operator for cleaning the bus and refueling.
  - 5.5 Where a trip extends for more than one day, the bus operator shall have a minimum guarantee of eight (8) hours for each day they are away and the school or group authorizing the trip must provide and pay for a sleeping room for the bus operator for each night away from home.
  - 5.6 Bus operators are responsible for their own meal costs on all trips and can submit an expense claim for meals at the Division rate.

Reference: Section 51, 60, 61, 113 School Act  
Traffic Safety Act  
School Bus Operation Regulation

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