



ADMINISTRATIVE PROCEDURE 554

SCHOOL ACQUIRED ACTIVITY BUSES

Background

The Division approves of the acquisition and operation of activity buses by schools to facilitate co-curricular and extra-curricular travel that complement the curriculum.

Procedures

1. The purchase of an activity bus by schools will be in accordance with Division purchasing policy.
 - 1.1 The Principal shall authorize the purchase of an activity bus subsequent to the submission, to the Director - Transportation Services, of a School Bus semi-annual Inspection Form and/or a Mechanics Report, indicating that the vehicle has passed inspection.
 - 1.2 The purchase of the activity bus shall be made on a Grande Yellowhead Regional Division purchase order issued by the Principal.
 - 1.3 All costs involved in purchasing, licensing, insuring, maintaining and operating a school-acquired activity bus shall be the responsibility of the school concerned.
2. Any activity bus acquired by a school will be licensed with "school bus" or government license plates and will be operated in compliance with all regulations and requirements under the Traffic Safety Act or any other applicable statute.
 - 2.1 The operation of school-acquired activity buses shall come under the general supervision of the Director - Transportation Services. The responsibility for the day-to-day operation and maintenance of such a passenger van or bus shall be the responsibility of the Principal.
 - 2.2 Formal inspections shall be conducted every six months or as required under the Alberta Traffic Safety Act and copies of reports from the semi-annual inspections shall be provided to the Director - Transportation Services within one week of the issuance of such reports.
 - 2.3 The use of all school-acquired activity buses shall be limited to use by Grande Yellowhead Public School Division. The school that purchased the vehicle(s) shall have first claim on its use. Other schools may rent the vehicle(s) at the rate established by the school acquiring the activity bus.

- 2.4 The method of storing equipment on school-acquired activity buses shall comply with all regulations and requirements under the Traffic Safety Act or any other applicable statute.
 - 2.5 The load limits for all school-acquired activity buses shall be strictly followed. The regulations and requirements under the Traffic Safety Act or any other applicable statute regarding the seating of passengers shall be followed.
 - 2.6 Activity buses are limited to intra-provincial (Alberta only) use as indicated in the Division's Operating Authority and Safety Fitness Certificate.
3. Any activity bus acquired by a school shall be covered under the Grande Yellowhead Public School Division insurance program and will be insured to the fullest extent required by law or regulation.
 - 3.1 In the event of an accident, the reporting procedures established by the Director - Transportation Services in Administrative Procedure 550 - Transportation Safety shall be followed.
 4. Any driver operating a school-acquired activity bus will comply with the provisions of this administrative procedure and any rules or requirements established by the Director - Transportation Services and any regulations and requirements under the Traffic Safety Act or any other applicable statute.
 - 4.1 All drivers of school-acquired activity buses shall possess, at a minimum, a class 1, a class 2 or a class 4 license.
 - 4.2 All drivers shall have taken and passed a modified S endorsement course, with the course to be completed within 12 weeks of commencement.
 - 4.3 A copy of the driver's license and a copy of the driver's license abstract shall be provided to the Director - Transportation Services for any and all drivers of school-acquired activity buses prior to their assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of the Traffic Safety Act and any other applicable statute. The Principal shall keep copies of these documents.
 - 4.4 The Driver-School Bus Daily Check List established by the Director - Transportation Services shall be obtained and provided to all drivers of school-acquired activity buses and shall be completed by the driver prior to the commencement of any trip.
 - 4.5 The driver of a school-acquired activity bus shall keep a trip log recorded in a logbook of type acceptable to the Director - Transportation Services for all trips.
 - 4.6 The driver of a school-acquired activity bus shall ensure that their hours of service meet the National Safety Code. No driver shall accumulate more than 15 hours of service within a 24-hour period and no more than 13 hours driving. These hours of service shall include both teaching time in the case of a teacher, the hours of work by any other Grande Yellowhead Public School Division

employee or the hours of work of any other person acting as a driver, and the time operating the bus.

4.7 Activity bus drivers shall be bound by the age requirements as specified in AP 557 – Retirement of School Bus Drivers.

5. The Division prohibits schools from using any methods of circumventing the intent of this administrative procedure by actions either through the school directly or through any organization acting directly or indirectly as an agent of the school.

Reference: Section 18, 20, 45, 60, 61, 113 School Act
Traffic Safety Act
School Bus Operation Regulation 437/86
National Safety Code

Developed: November 2005
Amended: June 18, 2008
Amended: June 22, 2011