



Charter Request Process

Alberta Equipment and Vehicle Regulation; Section 19 requires the bus driver to have in their possession, the documents evidencing the Principal has approved the charter trip. Transportation Services is responsible for the management of all charters and the Principal is responsible to sign each request approving their school trip.

Requesting a Charter Permit

1. Charter permits must be requested at least one week in advance of the trip.
2. When the charter is overnight or has multiple destinations, an itinerary shall be attached to the request.
3. Complete the top section of the Charter permit, obtain approval from the Principal and scan/email the signed charter permit & itinerary (if required) to: transportation@gypsd.ca
4. A charter permit # and driver (if required) will be assigned by Transportation Services and the completed copy of the charter permit will be returned to the School and provided to the driver.
5. A copy of the approved, completed charter permit shall be retained at the School.

IMPORTANT INFORMATION

- Indicate if the driver is BOOKED ON or BOOKED OFF (additional information is included below)
- Ensure the GL account code you would like the charter expensed to, or the name and address (email or physical) of the organization to be invoiced, are completed on the form.
- If you have a bus and driver and only require a permit, please complete the driver name and unit # areas on the permit, before sending to transportation.

ARTICLES ON BUSES

Complete the section on the permit referring to cargo, and provide a brief description. All bags and instruments should be stored under the seats whenever possible. If cargo alone is stored in seats, it will require securement.

REPORTING TIME

If the charter return time is delayed more than 10 minutes the driver shall contact the transportation office and inform them of the delay. Drivers are required to follow the scheduled times of the trip to ensure they do not exceed maximum hours available to work in a day, or in some cases there are other scheduled work commitments. The return trip departure time should be adhered to as closely as possible.

DRIVER DUTY TIME

Booked On - Drivers "BOOKED ON" duty are required to stay with the group at the destination and should not leave the group. *Requester will be charged for the total on duty driver time and round trip Kms of the trip. Min.2 hr pay for driver*

Booked Off – Drivers may be considered "BOOKED OFF" duty when they are not required to stay with the group between the pickup and return times of the trip. **The requester will be charged the combined total of the driver's time and round trip kilometers of trip #1 and trip #2. Min 2 hr pay for each trip when the driver is booked off.*

Total ON Duty Time

Drivers may be on duty for a maximum of 15 hours and drive for no more than 13 hours in a day (24 hrs). Drivers riding in a seat, volunteering during the trip or performing duties other than driving, are still considered ON DUTY. A driver is considered "ON DUTY" the entire time they are with the group and may not be booked "OFF DUTY" unless they are able to return home or to their hotel accommodation.

Provincial Regulation.

1. GYPSD carries Provincial Operating Authority and trips outside Alberta are not permitted.
2. The charter permit must remain in the bus at all times during the trip and produced on demand to a Peace Officer.

***For more detailed information on charters, please refer to
GYPSD Fleet, Safety & Maintenance Program Manual page 55, Field Trip Procedures***