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### **Rationale**

Field trips and excursions have positive educational value and care must be taken to ensure that trips or excursions are organized in a manner that ensures the protection and safety of students when transportation away from the school is necessary.

The Ministry of Education requires that all independent schools have policies pertaining to the transportation of students.

### **Policy**

The CISDV supports the provision of transporting students to and from school given that a school has the resources to provide safe, reliable and fiscally manageable transportation.

The CISDV encourages schools to provide bus transportation as the preferred means of transporting students for fieldtrips. Other options are acceptable provided they are safe, reliable and fiscally manageable.

### **Regulation**

#### **A. For Bus Transportation To and From Home**

1. Local schools within the CISDV may arrange bus transportation for students to and from the school. The school may charge a transportation fee to cover the cost of the transportation program. The local school will be expected to provide safe and reliable transportation and will be responsible for:
  - maintenance and safety inspection of all buses
  - developing bus routes with designated stops and providing maps to parents/students
  - ensuring that parents who have children riding the bus complete a verification form
  - addressing parental questions about the operation of the bus transportation
  
2. The Principal shall strive to make transportation safe for all students by
  - providing an orientation on student transportation procedures and safety for all students using a bus system.
  - asking parents to sign and return the verification form which is to be kept on file at the school
  - providing adequate supervision for the loading and unloading of



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- buses
    - disciplining students who misbehave while on bus
    - co-operating with the bus driver in conducting at least two school bus evacuation drills on each route every year
  - 3. Students are expected to behave in a responsible manner at the bus stop, during loading or unloading, and while the bus is on route. Students are responsible to the Principal for their behaviour. Students are to promptly obey the bus driver's directions.
  - 4. Bus drivers are in charge of the students at all times that they are on the bus and are responsible for the safety and welfare of these students.
    - A student transportation infraction form is to be used by the bus driver to report to the Principal improper conduct on the part of the student. The Principal will determine any subsequent action to be taken.
  - 5. The school shall establish and maintain bus lists that include student names, addresses, phone numbers, grades, programs, type of bus pass, and route numbers.
  - 6. Dangerous articles, such as (but not limited to) flammable substances, snowboards, skis, or skateboards, may not be transported on a bus. Loose items, such as (but not limited to) baseballs, skates, or marbles, must be securely contained within an athletic bag or a book bag.

**B. For Transportation in Regard to School Field Trips**

1. Local schools within the CISDV may arrange transportation for students for school fieldtrips. The local school will be expected to provide safe and reliable transportation and will be responsible for:
  - maintenance and safety inspection of all buses (if the buses are owned by the school)
  - ensuring that parents have completed the fieldtrip approval form.
  - addressing parental questions about the transportation of students
2. The Principal and/or teacher shall strive to make transportation safe for all students by
  - providing an orientation on transportation procedures and safety for all students using a bus.



- providing adequate supervision for the loading and unloading of buses.
  - disciplining students who misbehave while on bus.
  - co-operating with the bus driver in conducting at least one school bus evacuation drill per grade per year.
3. Students are expected to behave in a responsible manner while waiting for the bus, during loading or unloading, and while the bus is on route. Students are responsible to the teacher and/or principal for their behaviour. Students are to promptly obey the bus driver’s directions.
  4. Bus drivers and teachers are in charge of the students at all times that they are on the bus and are responsible for the safety and welfare of these students.
    - A teacher is to address any concerns of improper conduct on the part of the student.
  5. The teacher will carry with them a list including student names, addresses, parent emergency phone numbers, and any necessary medical information.
  6. Dangerous articles, such as (but not limited to) flammable substances, snowboards, skis, or skateboards, may not be transported on a bus. Loose items, such as (but not limited to) baseballs, skates, or marbles, must be securely contained within an athletic bag or a book bag.

**C. In Case of Emergency while travelling on the bus**

1. Teacher is to contact emergency services as required.
2. Teacher is to contact the school informing the Principal of the emergency.

Reference:	Approved
	Date Approved: November 2003
Cross-reference: Policies:	Date(s) Revised: September 2007 April 17, 2018
<ul style="list-style-type: none"> <li>• 508 Fieldtrips</li> <li>• 515 Student Use of Motor Vehicles</li> </ul>	