

SCHOOL POLICIES AND PRACTICES

TRANSPORTATION OF STUDENTS

Battle River School Division has several Administrative Procedures outlining safe practices for the transportation of students. The following excerpt from BRSD's Q & A summarizes the inquiries we frequently receive regarding these Procedures. Copies of all Transportation Admin Procedures can be viewed on the BRSD website at:

<https://www.brsd.ab.ca/Division/AdministrativeProcedures/Pages/default.aspx>.

Can a teacher/coach or parent volunteer transport students in their private mini-van or passenger vehicle to events such as sport games, etc.?

Yes, however, prior to transporting students, this person must contact their insurer to identify the additional risk and to determine if their insurer requires anything by way of additional coverage. Also, this individual must be registered to transport students via Administrative Procedure 559 – Transportation of Students in Private Vehicles (please contact Bev Szott, Administrative Assistant, for further information regarding this registration process).

A student is involved in a work experience assignment – can he/she drive him/herself in a privately owned vehicle?

The responsibility to transport to work experience programs is that of the student/parent. This is a condition of enrolment in the program at the time the student applies to participate. If they (the student and parents) do not agree to take on the responsibility for transportation, the student is not admitted to the program.

A team of students travel by school bus to another school for an after school sports activity. A parent comes to watch the game and provides a note to the coach that they will take their own child home.

If the parent is not approved as an authorized driver under Admin Procedure 559 – Transportation of Students in Private Vehicles – the parent can only take their own child away from the event. If the parent is approved under Admin Procedure 559, they may transport students who are not their own children, but only if written approval of the other child's parent/guardian has been given to the supervising staff/coach prior to the commencement of the trip.



Only the "parent/guardian" can take their child away from an event, not a "grandparent" or "sibling" unless prior written approval from the "parent/guardian" has been given to the supervising staff/coach. Staff/coaches have no discretion to deviate from this procedure.

A student arrives at the school on the bus, can they leave with another student in their private vehicle? Only if it is at the end of the school day for both students.

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Transportation has been offered to get a student to a school related activity, but the parent and student decide that they will not make use of the transportation provided and will get the student to the activity in a private vehicle.

When the school provides transportation to an off-site activity, and a student wishes to transport themselves to the event, the student and his parent must sign a form (available from the student's teacher/coach) stating:

- a) That the student was offered school bus transportation and that he/she declined it;
- b) That the parent/legal guardian accepts responsibility for the student's transportation;
- c) That the parent/legal guardian does not or will not hold the school board liable for any accident or injury that may occur during the transportation to/from the off-site activity;
- d) That the student will not transport any other student;
- e) That the parent/legal guardian accepts that the school board's Student Accident Insurance does not apply during the transportation portions of the trip, and the student is only covered from when he/she arrives at the school sponsored off-site activity until he/she leaves the off-site activity.

One Exception:

If two siblings are involved in the same activity and the parent wants the older sibling to transport the younger child, that parent must sign a form declining bus service for each child they are declining transportation for, and confirming that the one sibling will transport the other one.

Can parents/students sign one form declining service for the whole year? Or is it event-specific? i.e., a student will drive himself/herself to basketball practices/games for the entire season of basketball... then he/she may also play volleyball, etc.

A blanket permission could be used for those parents requesting it, however, the teacher/coach in charge needs to have some kind of attendance in/out chart where he/she is aware of which parents have a blanket permission form signed. The insurer has suggested that the parent initial the blanket form each time they are taking their child home, or that the student initial each time they are transporting themselves. This doesn't eliminate the paperwork completely, but it does allow for the school to continue doing their due diligence with respect to the responsibility and safety of the students.

Sometimes when coming back from an extra or co-curricular activity, the bus goes right by a student's home. Can a student be dropped off on route rather than having to travel back to the school?

No. The travel to and from the destination is considered to be part of the extra or co-curricular event. Students cannot disembark from the bus at an alternate drop off location, (such as a highway stop along the route).

