Policy Title: **Transportation for Student Excursions**

Policy Statement:
The TCSA recognizes the importance of ensuring the safe transportation of students and staff and requires that school staff ensure the safe transportation of students when required for school activities.

Purpose:
The purpose of this policy is to ensure the safe transportation of students in buses and vans when required for school activities.

Procedures:
In addition to federal, territorial and municipal laws regulations and policies, the operation of a vehicle used for the transportation of students and/or staff must comply with the following:

1. A driver shall have a valid operator's license for the class of vehicle he/she is operating;

2. The driver is responsible at all times for operating the vehicle in a safe and responsible manner which includes following all posted speed limits, and never driving while using a cellphone or a two way radio;

3. A school bus or van shall not be operated in reverse on school property during operational hours, except when exiting a bay;

4. Students shall be supervised at all times while on a school vehicle;

5. The driver shall ensure that a school vehicle left unattended is properly secured in order to prevent unauthorized entry to the vehicle;

6. The school bus or van driver shall be responsible for the supervision of students on a school bus. The driver shall report to the school principal concerns pertaining to student discipline issues that occur during the transportation process;

7. The school bus or van driver shall ensure that the number of passengers does not exceed the maximum seating capacity of the vehicle;

8. A school bus shall only depart from school property during operational hours under the direction of a point person who directs the bus to leave.

Authorities:
TCSA Act 13; Education Act 117.

Approval Dates: June 17th, 2009.