



Off-Site Activities: Use of Buses Administrative Procedure 7.05

7.0 Transportation and Vehicles

Board Governance Policy Cross Reference: 7.10, 1.B.50

Legal Reference: *Public Schools Act, Highway Traffic Act*

Date Adopted: June 2017

Date Amended: April 2018, January 2025

All requests for the use of school buses for purposes other than regular transportation to and from schools must be made to the Transportation Department using **7.05A: Bus Trip Requisition** and submitted to fieldtrip@esd.ca.

Form needs to list all planned stops so that driver can plan for route and parking.

Buses need to be requested at least one (1) week in advance. It is suggested that teacher supervisors submit form as soon as activity is planned. Requests submitted with less than one (1) weeks' notice and with a *note of explanation* will still be considered and approved as is possible.

Teacher Supervisors may contact Transportation Department ahead of time to check on bus availability prior to filling in form.

In most cases, the buses that are providing service for these off-site activities are also used for transporting students to and from school. Therefore, it is preferred that wherever possible, off-site activities start and end at times that allow buses and drivers to do their regular routes (ideally leaving after 9:00 a.m. and returning prior to 3:15 p.m.)

If conflicts arise, or cancellations are necessary, the Transportation Department will contact the Teacher Supervisor. If further discussion is needed, Transportation Department will contact the Principal.

Responsibilities of Teacher Supervisor (TS):

- a TS, or other adult designated by the Principal must accompany students on all off-site activities
- the TS needs to be in possession of a cell phone and ensure number matches one listed on **7.05A: Bus Trip Requisition**
- the TS must review all plans and expectations with any accompanying adults
- the TS must review bus ridership expectations with students prior to leaving school

BUS SAFETY RULES:

- Make safe choices
 - Stay in your seat while bus is moving
 - Speak respectfully and quietly to others
 - Respect the bus. Do no harm to the bus
 - Eating is permitted for off-site activity bus trips, if teacher supervisor authorizes such
 - Hold onto any garbage until you reach your destination
- prior to departure, TS must ensure an accurate seating plan has been completed and has been left with school office, emailed to seatingplan@esd.ca and a copy given to the driver; this is extremely important in case of any emergency
 - adults are required to be seated strategically throughout the bus to observe and manage student behavior/safety
 - the TS must ensure that all students and accompanying adults are aware of departure times to return to school, and if any problems arise, need to contact the Principal and advise Transportation Department (204-642-6263)
 - the TS is responsible for the behavior of students; if a driver has a concern, they need to address it with the TS
 - upon return to the school, TS needs to sign off on bus paperwork