



Off-Site Activities: Transporting Equipment Administrative Procedure 7.07

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

Evergreen School Division supports the transportation of equipment on buses that are part of educational programs. Notwithstanding this endorsement, equipment must be transported in a safe manner.

In the event of a sudden stop or collision, the seats on a bus are designed to keep passengers and any equipment held on their laps in the seat compartment area. Generally, any equipment needs to fit on a student's lap and in the space between the seats.

Students may transport band instruments to and from school as needed.

If teachers are requesting equipment be brought to school, **they need to advise drivers ahead of time**. If space is available and safe storage can be arranged, such requests will be approved.

This may include, but is not limited to:

- snow carpets / snow toys
- skates (in a protective bag stored under the seat)
- curling brooms (stored under the seat)
- fishing rods (stored under the seat)

If these same items are for personal use by student (ex. curling league after school), driver may make decision as to whether to allow.

Large projects (example: science fair boards)/fragile items (example: pottery) should not be brought on the school buses for safety and space reasons. Any items that have the potential to be dangerous and/or used as a weapon are also not allowed on the bus. Teachers need to make alternate arrangements with students/families around these items.

Skateboards are not permitted on the bus for any reason.

Students need to be advised that *not* following these guidelines may result in the privilege being lost.

If **larger equipment** is required for a school activity (example: skis for a ski trip) or there is a **large quantity** of equipment required for a school activity (example: all the instruments for a band trip/ performance), teacher supervisors need to indicate such on **7.05A: Bus Trip Requisition.**

- ideally a bus with sufficient storage will be booked
- if not available, or space is not sufficient, a “chase” vehicle will be arranged
- as is possible, the “chase” vehicle will be provided by the Division
- another possible option is to use a staff member/volunteer’s personal vehicle and be reimbursed for mileage
- current driver information must be on file with the school **7.40A: Driver Information**