



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Transportation of Students for Field Trips	Procedure # : 035	Effective : Nov 5, 2010
Section : Operating Guidelines	Page : 1 of 2	Retire : Nov 5, 2013

Statement	<p>Transport Canada states school buses are 16 times safer than the conventional automobile.</p> <p>STSBHN believes the safest way to transport students is in a school purpose vehicle driven by a professional driver.</p>
Procedures	<ol style="list-style-type: none"> 1. The teacher/supervisor should refer to the pertinent sections of their Board's policy and procedure which governs field trips and other extra-curricular activities. 2. School buses and/or public transportation should be used whenever possible. Groups of 16 or more students shall travel by properly licensed public transport. 3. For groups smaller than 16, the principal may designate responsible, licensed adults to transport such students after ascertaining that each driver carries at least \$1,000,000 third party automobile liability insurance. 4. The principal shall ensure that the number of students transported in a vehicle does not exceed the manufacturer's rated capacity for that vehicle. The number of students transported in private vehicles shall be limited to the number of seats equipped with seatbelts. <p>STSBHN REQUIRES THAT A DRIVER HAVE A CLASS E LICENCE WHEN USING A VAN (SEATING CAPACITY OF 12 OR MORE) TO TRANSPORT STUDENTS.</p> <p>The following procedures shall apply to all out-of-school programs:</p> <ol style="list-style-type: none"> 1. If a teacher/supervisor is on a bus, that teacher/supervisor is responsible for all aspects of student behaviour. 2. Students are to know and follow 004 Responsibility of Students. 3. Adults in charge should each have an accurate list clearly indicating the students present for the trip. Students

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Procedures...continued	<p>must be checked each time they enter the vehicle so as to keep an accurate count of the number of students on board.</p> <ol style="list-style-type: none"> 4. Teachers, supervisors, and students must be aware of the emergency evacuation procedures for school buses. 5. Non-essential baggage must not be carried by students. 6. Seating capacity shall be determined as follows: <ul style="list-style-type: none"> Kindergarten to grade 8: 3 per seat Grades 9 to grade 12: 2 per seat Adults: 2 per seat 7. Teachers/supervisors shall be seated throughout the bus to ensure students follow Code of Conduct for Bussed Students (032). 8. In cases of doubtful road or weather conditions, the decision to suspend travel may be made by any one of the principal, trip supervisor, or driver. Prior to departure, relevant information on weather and road conditions should be obtained from STSBHN, the Ministry of Transportation Office (MTO), or Environment Canada.
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