

## Administrative Procedure 562 - Transportation for Co-Curricular and Extra-Curricular Trips

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### Background

The Division recognizes the need for schools to provide educational opportunities which are an extension of the regular program. These activities can be quite diverse in nature and include such things as participation in inter-school athletics, trips to post-secondary institutions, taking part in music festivals, class field trips and other trips organized through the school. The preferred method of transportation is by school bus.

### Procedures

1. School trips within the Province of Alberta shall require the approval of the Principal. A record of the trip shall be retained at the school for three (3) calendar years. Trips outside the Province of Alberta require the prior approval of the Superintendent. See *Administrative Procedure 260 - Field Trips*.
1. Volunteer drivers are subject to [Administrative Procedure 490 Volunteers](#).
2. When a school bus is required, travel authorization must be requested through Clearview Transportation Services' on-line Field Trip and Student Travel Application form a minimum of ten (10) working days prior to travel.
  - 2.1. Field trip requests will be confirmed or denied by the department of Transportation services in writing.
  - 2.2. Short notice requests due to emergencies or unanticipated events may be considered, depending on driver and resource availability with the Director of Transportation or designate approval.
  - 2.3. Transportation fees are at the expense of the school requesting transportation and will be charged accordingly.
  - 2.4. Cancellations received from a school with less than 48 hours notice will result in schools being responsible to pay for fees associated with the trip request; with the exception of cost estimates for the use of the school bus.
  - 2.5. In the event of a cancellation from the department of Transportation Services/Director of Transportation due to severe weather, safety concern, driver emergency or no driver available will result in no fees being charged.
  - 2.6. School Bus Routes take precedence over field trip requests.

- A board must provide for the transportation of a student to and from the site of the school in which the board has enrolled the student as set out by the Alberta Education Act section 59.
3. Where students are transported by private vehicle:
    - 2.7. The Principal shall ensure that each vehicle has current and adequate insurance, carrying a minimum of \$2,000,000 Third Person Auto Liability coverage and that proof is on file at school
    - 2.8. No school student, irrespective of age, may drive a private vehicle transporting other students on an approved co-curricular or extracurricular trip
    - 2.9. The number of persons transported in any one private vehicle may not exceed the insured passenger capacity rating of that vehicle (i.e. the number of seat belts provided in the vehicle.)
    - 2.10. The private vehicle's liability insurance is primary or first loss insurance.
    - 2.11. As much as is reasonably possible, the Principal will ensure that the parent or adult driving is a responsible and careful driver.
    - 2.12. Parents and students must provide written communication that they declining school transportation.
    - 2.13. No volunteer driver shall be under 21 years of age.
    - 2.14. Volunteer drivers must provide a Criminal Record Check with Vulnerable Sector as per [Administrative Guideline 4900 - Volunteers](#).
    - 2.15. Teachers or volunteers driving their personal vehicles to transport students to school activities must complete and sign a volunteer driver checklist.
    - 2.16. Where a school pays the driver of a private vehicle a fee per kilometer then it is on the understanding that the driver is asked to contact his/her insurance company to let them know in case a "6A Endorsement" (permission to carry passengers for compensation) is required.
  3. When using a rental vehicle to transport students, the driver must have the correct class of license to legally operate the vehicle.
  4. All costs associated with these activities are the responsibility of the local school community.
  5. The Principal shall inform the parents of the mode of transportation to be used.
  6. Students may not be transported in a 15 passenger van.
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Reference: Section 11, 33, 36, 37, 52, 53, 59, 59.1, 68, 197, 222, 225 Education Act  
Freedom of Information and Protection of Privacy Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
School Transportation Regulation 96/2019  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

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