

STUDENT TRANSPORTATION IN SCHOOL-ACQUIRED VEHICLES

Background:

The use of school-acquired vehicles for student transportation on curricular and extracurricular activities is permitted. The Division shall ensure these vehicles and any drivers meet the regulations of Alberta's National Safety Code (NSC) Program. Such vehicles are to be used in conjunction with the following procedures.

Procedures:

1. Every person who has been authorized to operate a school-acquired vehicle shall comply with the safety program policies and procedures as outlined in the [EIPS National Safety Code \(NSC\) Vehicle Safety and Maintenance Program](#) (Appendix 553-A).
 - 1.1. If the vehicle is equipped with seatbelts, the seatbelts must be worn. The driver is responsible by law for ensuring correct use of seatbelts for all passengers.
 - 1.2. The maximum number of passengers for all school-acquired vehicles shall not exceed the manufacturer's rated capacity. The regulations and requirements under the *Traffic Safety Act* or any other applicable statute regarding the seating of passengers shall be followed.
 - 1.3. The driver shall ensure all cargo (e.g., sports equipment, luggage) is secured and does not interfere with access to the exits of the vehicle or have potential to fall on or against a passenger.
 - 1.4. The driver shall not allow any person to be in the vehicle when it is being fuelled.
2. The driver's qualifications shall comply with the provisions of the *Traffic Safety Act* and any other applicable statute.
 - 2.1. A copy of the current driver's licence shall be provided to the Safety and Compliance Supervisor prior to assuming driving duties. The driver must have a valid class of licence for the vehicle being operated.
 - 2.2. The driver shall complete and submit to the Safety and Compliance Supervisor all required documentation prior to assuming driving duties.
 - 2.3. The driver shall complete all necessary training (including an on-road evaluation) in a timely manner as determined by the Safety and Compliance Supervisor.
 - 2.4. Copies of these documents and records of training shall be maintained in the driver file at the Student Transportation office.
3. The Principal or designate is responsible for ensuring each vehicle is properly inspected prior to being operated.
 - 3.1. The operator who will be driving the trip, or a qualified person who has completed the Division training, shall complete the pre-trip inspection. A trip inspection is valid for 24 hours.
 - 3.2. [Trip Inspection Reports](#) shall be submitted to the Student Transportation office on or about the 15th and 30th day of each month. The date of submission shall not exceed 20 days from the date of completion.

4. The Principal shall be responsible for ensuring all necessary maintenance and/or repairs are performed on the vehicle in a timely manner.
 - 4.1. A certified CVIP (Commercial Vehicle Inspection Program) mechanic shall conduct a Commercial Vehicle Inspection (CVI) every six months as required under the *Traffic Safety Act*.
 - 4.2. A copy of the CVIP semi-annual inspection is to be placed in the vehicle and filed at the Student Transportation office in the NSC vehicle file.
 - 4.3. Minor defects (as noted on the pre-trip inspection report) that may not immediately affect the safe operation of the vehicle shall be repaired in a timely manner. Major defects shall be repaired before the vehicle is used to transport passengers.
5. The Principal shall contact the Director of Student Transportation to ensure all required vehicle insurance is in place.
6. Drivers shall demonstrate compliance with Alberta's Hours of Service Regulations:
 - 6.1. Active drivers shall complete an [Hours of Service - Driver's Time Sheet](#) each month to record their duty status for each calendar day. The completed form shall be submitted to the Safety and Compliance Supervisor by the fifth day of the next month.
 - 6.2. Drivers shall monitor their fatigue status and ensure they do not exceed 15 hours of on-duty time or 13 hours of driving time in one workday.
 - 6.3. Drivers who complete trips over 160 km (100 miles) away from their school, and/or drivers who complete trips where they are not returning to the school on the same day, shall complete a [Driver's Log Form](#) for the duration of the trip. Completed logs must be submitted to the Safety and Compliance Supervisor within 20 days of completion.
7. The driver shall:
 - 7.1. operate all vehicles in a safe manner and follow all of the regulations in the *Traffic Safety Act*;
 - 7.2. participate in initial and refresher training as required by the Director of Student Transportation; and
 - 7.3. be a professional and courteous driver while driving in a defensive manner.
8. The driver shall not:
 - 8.1. drive while under the influence of alcohol or other drugs;
 - 8.2. drive if taking any medication that may affect their driving capabilities;
 - 8.3. exceed the posted speed limit, or violate any other provisions of the *Highway Traffic Act* or any other applicable statute; or
 - 8.4. use a cellphone or similar device while operating a Division-owned vehicle.
9. Students transported in school vehicles require parental consent prior to travelling off school grounds, except under emergency circumstances during which parental consent may be waived.
10. The driver shall take responsibility for all traffic infractions incurred while driving the vehicle.
 - 10.1. Any traffic infraction or near miss shall be reported in writing to the Safety and Compliance Supervisor.

- 10.2. All collisions, regardless of severity, shall immediately be reported by phone to the Safety and Compliance Supervisor.

Reference:

Section 7, 11, 52, 53, 59, 59.1 *Education Act*

Traffic Safety Act

Traffic Safety (Distracted Driving) Amendment Act

School Vehicle Operation Regulation

Student Transportation Regulation 102/2017

Canadian Standards Association

EIPS Safety and Maintenance Program

[Appendix 553-A: EIPS National Safety Code \(NSC\) Vehicle Safety and Maintenance Program](#)