



MAPLE HILL SCHOOL  
SUMMITTING TOGETHER

## Maple Hill School

SECTION	General School Administration
POLICY NAME	Transportation Policy
POLICY NUMBER	335
DATE CREATED	May 22, 2018
DATE REVISED	
DATE IMPLEMENTED	May 23, 2018

### Preamble:

Maple Hill School is committed to providing a healthy and safe working and learning environment for all employees and students. This transportation policy applies to all staff, students, volunteers and guests while they are on school property or on school field trips and excursions.

### Policy:

- (a) School buses or rental buses are MHS's first choice for transporting students to and from field trips since buses have rigorous safety requirements and bus drivers are selected for their experience, driving record and responsibility.
- (b) Parents/guardians of students under 19 years of age must be informed of the method or type of transportation that will be used to transport students and give their permission for such transportation on a field trip. Passengers who are 19 and over may sign a field trip permission slip for themselves.
- (c) All buses or vehicles used must be in good working order according to the driver of the vehicle; he/she is taking responsibility for the transport of students.
- (d) A copy of the driver's license, abstract, and insurance showing liability coverage of \$5,000,000 must be given to the administration office before a field trip.
- (e) Volunteer drivers such as staff or parents must complete the attached MHS Driver Declaration Form prior to driving for a field trip.
- (f) A student may drive his own vehicle to a field trip if he has a valid driver's license, 3<sup>rd</sup> party liability, and has signed the MHS Driver Declaration Form. There may be NO student passengers.

(g) If a student is finding an alternate ride home from a field trip, the teacher in charge must make sure that the parent/guardian is aware.

(h) Bus drivers and/or vehicle drivers must be provided with a copy of the passenger lists and destinations for each trip as well as emergency numbers (eg. cell phone or pager numbers of administrative staff and other drivers) in case of unforeseen emergency or incidental delays. At least one staff member should accompany students on each bus used on a field trip and will be the primary supervisor on each bus. Adult/student ratios should enable appropriate supervision on buses.

(i) British Columbia seat belt legislation requires that "Drivers and passengers must properly use the seat belts provided". It is also the responsibility of the drivers of private vehicles to see that all passengers use the seat belts provided.

(j) A board-owned or contracted bus must have a valid School Bus Permit from the Motor Vehicle Department.

(k) Students must abide by the bus or vehicle rules or the teacher in charge may call the parent/guardian to arrange for the student to be picked up.