

SPECIAL USE OF SCHOOL BUSES

Background

Bus services may be used for student field trips and student activities. However, such use must always take second place to the regular use of buses to take students to and from regular school sessions.

Procedures

The following considerations have been approved by the District for field studies organized in connection with the school program.

1. Public transportation
 - 1.1 Chartered buses are adequately insured for the passenger limitations for which they are licensed.
2. Private vehicles
 - 2.1 Board liability insurance coverage has been extended to provide excess insurance to persons who use their private motor vehicles to transport students in relation with school activities. Regulations pursuant to the *Automobile Insurance Act* permit the "occasional" use of private vehicles to transport students; "occasional" is interpreted to mean no more than six times a month.
 - 2.2 Teachers driving students more than six times a month or more than 1600 km/1,000 miles per year are to have the vehicle insured for business use.
 - 2.3 Owner/driver's own third-party liability insurance is to be adequate, regardless of use classification; the Board's excess third-party liability insurance merely extends the coverage to a limit set by the Ministry of Education (Administrative Procedure 565 - Student Transportation in Private Vehicles).
3. Seat belts
 - 3.1 B.C. seat belt legislation requires that "drivers and passengers must properly use the seat belts provided." It is also the responsibility of the driver to see that students aged 6 to 16 properly use the seat belts provided. The District advises that students are not to be transported in private vehicles unless there is a seat belt provided for each one.
 - 3.2 No vehicle used for transporting students on field studies is ever to be overloaded.
4. Vans
 - 4.1 The use of vans to transport students creates a licensing difficulty. Any vehicle having a seating capacity of 10 or more persons, including the driver, and used for hire or public transportation (as opposed to private use), requires the driver to hold a Class 4 (as opposed to the normal Class 5) driver's licence.

4.2 The distinction between public and private use is a narrow one; therefore, it is advisable to have the Class 4 licence except where the vehicle is used only occasionally with a volunteer driver.

5. Buses

5.1 Schools considering buying or leasing a school bus and providing their own driver must be aware of the proper driver's licence required for transporting passengers in the vehicle and requirements of the *Motor Carrier Act*.

5.2 For insurance purposes, school-owned buses/vehicles must be registered in the name of the District, and the insurance must be purchased through the District office to ensure appropriate minimum coverage is met (Administrative Procedure 260 - Field Studies).

5.3 Drivers of a school bus, special activity bus or special vehicle carrying between 11 and 24 passengers (including the driver) are required to have a Class 4 license.

5.3.1 Violation of this requirement might void liability insurance etc.

5.4 Drivers of a school bus, special activity bus or special vehicle carrying more than 24 passengers (including the driver) are required to have a Class 2 license.

5.4.1 Violation of this requirement might void liability insurance etc.

Reference: Sections 22, 23, 65, 85 School Act
Automobile Insurance Act
Motor Vehicle Act
Motor Carrier Act

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Revised: October 18, 1982; October 21, 1985; August 1, 1990; September 1994; January 1999; April 2007; September 24, 2018