

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 553</b>
	<b>Student Transportation in Private Vehicles</b>
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019, January 2020, October 2022
LEGAL REFERENCE:	Section 11, 52, 53, 59, 59.1 68, 222 53 Education Act Traffic Safety Act Student Transportation Regulation 96/2019 Use of Highway and Rules of the Road Regulation 304/2002 Vehicle Equipment Regulation 122/2009

**Background**

Off-school activities can provide a valuable educational experience for students. The transportation of students to and from school sponsored activities is primarily provided by Division contracted service.

Persons employed by or acting on behalf of the Division are prohibited from using a private vehicle within the scope of their employment to transport students.

**Procedures**

1. Transportation of students to and from school sponsored activities is to be provided by a Division or school contracted transportation service provider or by parent/legal guardian.
2. Any chartered transportation services for school sponsored activities must comply with the requirements of [Administrative Procedure 552 – Chartering of Buses by Schools](#). A certificate of insurance from the transportation provider must be obtained evidencing the insurance coverage as required in Administrative Procedure 552.
3. Parent(s) or guardian(s) shall only transport their own children to school sponsored events. Transportation of other students is prohibited.
4. In the event of an emergency at a school sponsored event, if emergency services or the chartered transportation is not available, transportation in the private vehicle of a Division employee is permitted under these exceptional circumstances if not doing so may result in further injury. Time permitting, the decision to do so is to be made by the Principal or Vice Principal, otherwise the onsite division staff leading the event is responsible to make the decision to prevent further injury.
5. In the event there is no immediate emergency but not providing timely student transportation may result in a future hazardous situation for the student(s), transportation in the private vehicle of a Division employee is permitted. This should only be considered as an option once all other alternatives have been exhausted. The decision to do so is to be made by the Principal or Vice Principal.

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6. A parent may arrange for their private transportation for curricular field trips. As per [Administrative Procedure 260 Appendix B – Curricular Field Trips](#), if a parent(s) or guardian(s) declines the school provided transportation, [Form 260-6 Transportation for Off-Site School Sponsored Activities](#) must be signed and returned to the school. Permission to use alternate travel methods may be granted at the sole discretion of the school principal.
7. Parent(s) or guardian(s) shall be notified in writing of the mode of transportation to be used for school sponsored activities involving their children.