

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 552</b>
	<b>Chartering of Buses by Schools</b>
Page 1 of 2	APPROVED: September 2013
	AMENDED/REVIEWED: January 2017, September 2019, January 2020, November 2021
LEGAL REFERENCE:	Section 11, 52, 53, 59, 59.1, 222 Education Act; Traffic Safety Act; Commercial Vehicle Safety Regulation 121/2009 Student Transportation Regulation 96/2019; Use of Highway and Rules of the Road Regulation 304/2002; Vehicle Equipment Regulation 122/2009; Public Services Vehicle Act and Regulations

## Background

Curricular/extra-curricular field trips are an important part of a school's education program. The Division's expectation is that the safest form of transportation of students to and from such activities is by Division contractor buses or by commercial carriers. In specific cases, non-commercial carriers may be used if they adhere to section 8 below.

## Procedures

1. Principals shall approve all curricular/extra-curricular field trip transportation.
2. Parents or guardians who will be traveling on such vehicles shall be notified of the vehicle's ownership in advance. Any waiver is between the operator of said transporter and the passengers.
3. All charters or hiring's shall be arranged by the school.
4. All arrangements between the school and the owner of the vehicle shall be fully documented and signed.
5. All costs must be borne by the school or school club chartering the vehicle(s).
6. DIVISION CONTRACTOR BUSES
  - 6.1. Principals shall ensure that all Division bus transportation arrangements are made one week (preferably) in advance of all school-sponsored activities requiring Division school bus transportation.
7. COMMERCIAL CARRIERS
  - 7.1. Schools may charter buses from a carrier possessing a valid School Bus Certificate or valid class "A", Class "C" or class "D" Bus Charter Certificate. The Carrier shall at its expense, procure and maintain in full force and effect a Commercial General Liability Insurance policy with Bodily Injury, Death and Property Damage coverage with a total limit of liability of not less than \$20,000,000.00 for each occurrence or accident. The Carrier has also, at its expense, procure and maintain in full force and effect, an Automobile Liability insurance policy with a combined single limit for Bodily Injury, Death, Passenger Hazard and Property Damage. The coverage must have total limits of liability of

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not less than \$20,000,000.00 for each occurrence or accident and have Accident Benefits coverage along with SEF 6B and SEF 6C endorsement up to the \$20,000,000 policy limit. The total limits as requested above (\$20,000,000 each Automobile Liability and Commercial General Liability) may be achieved in conjunction with umbrella liability policy(ies) and appropriate extensions.

## 8. NON-COMMERCIAL CARRIERS

Schools may arrange to hire "private buses" with class "2" or class "3" registrations that are owned by individuals/companies or non-profit organizations such as community leagues or service clubs provided the owner:

8.1. has obtained authorization from the Motor Transportation Board to transport students; and

8.2. has the following minimum coverage:

- 8.2.1. A Commercial General Liability Insurance policy with Bodily Injury, Death and Property Damage coverages with a total limit of liability of not less than \$20,000,000 for each occurrence or accident.
- 8.2.2. An Automobile Liability insurance policy with a combined single limit for Bodily Injury, Death, Passenger Hazard and Property Damage. The coverage must have total limits of liability of not less than \$20,000,000 for each occurrence or accident and have Accident Benefits coverage along with SEF 6B and SEF 6C endorsement up to the \$20,000,000 policy limit.
- 8.2.3. The total limits as requested above (\$20,000,000 each automobile liability and commercial general liability) may be achieved in conjunction with umbrella policy(ies) and appropriate extensions.