



Division FINANCE AND ADMINISTRATION	Policy Series 400	Policy # 400.7
Subject STUDENT TRANSPORTATION/FIELD TRIPS	Replaces	
Responsible Authority <ul style="list-style-type: none"> DIRECTOR OF EDUCATION ASSISTANT DIRECTOR OF FINANCE AND ADMINISTRATION 	Date Approved February 1, 2010	
	Effective Date March 1, 2010	
<i>Date Reviewed</i> January 3, 2011	<i>Date Revised</i>	

400.7(1) Policy Name

Use of Private Vehicles for the Transportation of Students

400.7(2) Policy Statement

400.7(2.1) Parents/guardians are normally responsible for transporting or arranging for the transport of any children who wish to participate in activities requiring other than regular student transportation, unless the district or a school specifically arranges for such transportation.

400.7(2.2) Where the school arranges for such transportation of students, the Director of Education permits the use of private vehicles in certain circumstances:

- 2.1.1 When the use of a regular school bus is not feasible;
- 2.1.2 When the school administrator has approved the use of private vehicles for the transportation of students, in accordance with the procedures outlined for this policy.

400.7(3) Policy Rationale/Purpose

It is recognized that co-curricular and extra-curricular activities and field trips can contribute to the overall educational, cultural, social and recreational development of students, and are considered part of the normal school

environment. Transportation by school bus is not always feasible or possible and in certain circumstances the use of private vehicles may be necessary for the transportation of students to and from school-sponsored events.

Safety must be the foremost consideration in the arrangement of transportation by school staff for students participating in school-sponsored activities. This policy and related procedures are intended to set out criteria for the use of private vehicles for transporting students.

400.7(4) References

- 400.7(4.1) Student Transportation Policy
- 400.7(4.2) NCSD Use of Fifteen (15) Passenger Van Policy

400.7(5) Scope

This policy governs:

- 400.7(5.1) All students who participate in district or school-sponsored field trips in Nova Central School District.
- 400.7(5.2) All employees of Nova Central School District.
- 400.7(5.3) All volunteers with Nova Central School District.
- 400.7(5.4) This policy does not apply to private vehicles used for special Transportation. Such vehicles are governed by provincial legislation and signed contracts for service.

400.7(6) Roles and Responsibilities

Responsible Division: **Finance and Administration**

- 400.7(6.1) The **Assistant Director of Education [Finance and Administration]** shall be responsible for the implementation, monitoring and revision of this policy;
- 400.7(6.2) **School administrators** shall approve the use of private vehicles for school-sponsored activities and field trips and shall ensure that the procedures related to this policy are implemented.

400.7(7) Procedures

400.7(7.1) Approval Process

400.7(7.2) Approved Vehicles

400.7(7.3) Drivers

400.7(7.4) Insurance

400.7(7.5) Parent Consent and Involvement

400.7(7.6) Hours of Travel

400.7(7.7) Trip Planning

400.7(7.8) Covering the Costs of Travel by Private Vehicles.

400.7(8) Definitions

400.7(8.1) School-sponsored activities:

School-sponsored activities are considered as any activities where the school sanctions and makes arrangements for the participation of students in the activities, where students represent the school, and where the school provides staff/volunteers to facilitate/supervise the activities and students.

400.7(8.2) Winter tires:

Winter tires are tires rated for their effectiveness on snow and ice. Winter tires are made for cold and snowy conditions. They remain more flexible than all-season tires in colder temperatures and the deeper tread pattern allows the tire to clear itself of snow as it rotates. Studded tires are most effective on wet ice when the temperature is near zero. All-season tires can begin to lose their grip in colder temperatures. The rubber compound of an all-season tire hardens as the temperature drops, providing poorer grip even on dry surfaces.

400.7(9) Review

This policy shall be reviewed every two year.

400.7(10) School Policy

Schools are required to follow the district policy and procedures with respect to the use of private vehicles for the transportation of students.