



Student Transportation Services

BRANT HALDIMAND NORFOLK

Services de Transport Scolaire

Title: Transportation of Students for Field Trips	Procedure #: 035 Page: 1 of 3	Section: Operating Guidelines
Effective: Nov 5, 2010	Last Reviewed: October 2019	Next Review: October 2022

Statement	<p>Transport Canada states school buses are many times safer than the conventional automobile for transporting students. STSBHN strongly encourages all schools participating in field trips, where students are required to be transported, to use school buses as their means of travel whenever it is reasonable to do so.</p>
Procedures	<ol style="list-style-type: none"> 1. The teacher/supervisor should refer to the pertinent sections of their Board's policy and procedure which governs field trips and other extra-curricular activities. 2. Due to the vehicle's safety features and training received by drivers, school buses and/or public transportation should be used, at the principal's discretion, when transportation services are required and there is a critical mass of students. 3. The principal shall ensure that the number of students transported does not exceed the manufacturer's rated capacity for the vehicle. <ol style="list-style-type: none"> 1. Seating capacity shall be determined as follows: <ul style="list-style-type: none"> Kindergarten to grade 6: 3 per seat Grades 7 to grade 12: 2 per seat Adults: 2 per seat <p><u>Note:</u> the coordinator of any trip/ event off of school property should consult the local school board's policies and procedures well in advance of the date of the trip/ event to ensure that all requirements, forms, etc. have been properly completed and submitted.</p> <p>The following procedures shall apply to all out-of-school programs:</p> <ol style="list-style-type: none"> 2. If a teacher/supervisor is on a bus, that teacher/supervisor is responsible for all aspects of student behaviour. 3. Students are to know and follow (004) Responsibility of Students.



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Procedures...continued	<ol style="list-style-type: none"> 4. Adults in charge should each have an accurate list clearly indicating the students present for the trip. Students must be checked each time they enter the vehicle so as to keep an accurate count of the number of students on board. 5. Teachers, supervisors, and students must be aware of the emergency evacuation procedures for school buses. 6. Teachers/supervisors shall be seated throughout the bus to ensure students follow Code of Conduct (TF008). 7. In cases of doubtful road or weather conditions, the decision to suspend travel may be made by the principal, trip supervisor, or driver (in consultation with their management). Prior to departure, relevant information on weather and road conditions should be obtained from STSBHN, the Ministry of Transportation Office (MTO), and/ or Environment Canada. <p>Scheduling Expectations</p> <p>Charters and field trips do not interfere with the regular home-to-school transportation schedules if at all possible.</p> <p>When scheduling the bus trip, schools must build in an appropriate cushion between the departure time and arrival time back at the school before afternoon runs.</p> <p>Before departing the bus at the destination, the group leader should confirm with the driver the return details. Specify where and when the groups will rendezvous and exchange any contact information (ex: cellular phone numbers) for instances where the plan must be changed after the fact.</p> <p>The group leader shall be responsible for conveying the rendezvous plans with all participants on the trip so that everyone knows what the expectations are.</p>
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	<p>Departure Expectations</p> <p>If a group has not met at the scheduled rendezvous time and the scheduled departure is 10 minutes away, the drivers have been informed that they are to update their dispatch that there may be a problem. The bus operator's dispatch will then contact STSBHN who in-turn will contact the school and advise them that the group has not met at the agreed upon time. The goal of the advanced discussion is that the group can be made aware that the bus will be leaving in 10 minutes and that they are required to immediately meet at the agreed upon location.</p> <p>If the group is still not present and the bus is required to leave, so as not to impact home-to-school routes, the bus operators ARE TO LEAVE THE GROUP and return for them after their other duties have been performed. Any additional costs will be borne by the group for this service. Schools will be responsible for informing parents of any time changes as a result of a group failing to meet their return trip from a charter or extra-curricular activity and staff on the trip to provide supervision to the students while waiting for the bus to return.</p>
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