



**POLICY
SUBJECT:**

**EEAEA
STUDENT TRANSPORTATION IN
PASSENGER VEHICLES**

**APPROVAL DATE:
REVISION DATE:
PAGE:**

**November 2, 1999
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The Board of Trustees of The Winnipeg School Division authorizes the use of passenger vehicles for the transportation of students for school sponsored activities such as field trips, outdoor education or sports activities and emergency situations subject to the following provisions:

1. AUTHORIZATION

- 1.1 Passenger vehicles may be used to transport students only with the express knowledge and permission of the Chief Superintendent or the Superintendent's designate.
- 1.2 Parents/guardians of students travelling in passenger vehicles shall be advised of and approve in writing such transportation arrangements if the proposed trip extends beyond the boundaries of the City of Winnipeg.

2. SUPERVISION

- 2.1 The students shall be accompanied by a teacher or a responsible adult (excluding students) who will provide supervision.
- 2.2 In situations where school personnel are required to transport a child to a hospital in a private vehicle, school personnel should ensure that the parent/guardian has been notified and requested to meet their child at the hospital as soon as possible. The staff member shall remain at the hospital until the student is in the care of a hospital staff person or his/her parent. When the staff member leaves the hospital he/she should ensure that the parent has been contacted.

3. INSURANCE AND REGISTRATION

- 3.1 The vehicle used for the transportation of students shall be insured for a minimum of Autopac Basic Insurance coverage.
- 3.2 The Division shall carry "non-owned auto" liability insurance as a provision of its general liability insurance coverage.
- 3.3 An employee or other responsible adult (other than students) shall operate the passenger vehicle for transporting students. The vehicle shall be operated in accordance with the Highway Traffic Act.
- 3.4 The vehicle used to transport students shall be registered as a passenger vehicle.



**ADMINISTRATIVE RULE/
PROCEDURE** **EEAEA-R**
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The following Administrative Rules and Procedures are to be followed regarding the transportation of students in passenger vehicles:

1. Authorization

- 1.1 The school Principal under the general direction of the Chief Superintendent shall be responsible for the transportation of students in passenger vehicles within Board policy and these regulations.
- 1.2 A request for the transportation of students in passenger vehicles shall be made to the school Principal.
- 1.3 A record of the transportation shall be made on the appropriate form (Exhibit 1-3).

2. Safety

- 2.1 The passenger vehicle shall contain seats and individual seat belts for each passenger which shall be used in accordance with the Highway Traffic Act.
- 2.2 Any equipment to be transported in the passenger compartment of the vehicle shall be properly secured.

3. Insurance and Registration

- 3.1 The school Principal shall ensure that the vehicle to be used to transport students has been properly registered as a passenger vehicle with a capacity of nine passengers or less, that the vehicle has the required insurance coverage and that the driver has a valid Driver's License.
- 3.2 The Division carries liability insurance to a maximum of \$20,000,000.00 when combined with other liability insurance in effect on the vehicle. In addition, it is recommended that vehicle owners carry under-insured motorist coverage.



**EXHIBIT
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THE WINNIPEG SCHOOL DIVISION NO. 1

ADVICE RE FIELD TRIP, ETC.

_____ 19 _____ To the

Secretary-Treasurer
The Winnipeg School Division No. 1

Plans have been made for approximately _____ pupils from Grade(s) _____ in this school to participate in the activity described below:

A. OUT OF MANITOBA

Date of Activity	Mode of Transportation	Destination	Brief Description

B. OF AN UNUSUAL NATURE WITHIN MANITOBA

Date of Activity	Mode of Transportation	Destination	Brief Description

REMARKS:

_____ Principal

_____ School



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THE WINNIPEG SCHOOL DIVISION NO. 1

TRANSPORTATION PASSENGER LIST

School _____ (*) Date _____ 19 ____
Address _____ Phone _____
(*) Destination(s) _____ (*) Phone _____
Departure Time _____ a.m. p.m. Return Time _____ a.m. p.m.
Vehicle owner(s) or Company _____ Phone _____
Type of vehicle(s) _____ Number of vehicles used _____
(*) Name of Teachers _____

INSTRUCTIONS

1. All Trips within the City of Winnipeg

Complete items above marked (*).

List student names only on passenger list.

File with school Principal.

2. All Trips out of the City of Winnipeg

Complete this form and passenger lists in duplicate.

Complete a separate passenger list for each vehicle used showing vehicle license number, student names, addresses and phone numbers.

Passenger list must remain the same for the return trip.

First copy to be filed with school Principal. Second copy to be carried by person in charge on each bus.

On a highway, buses must keep a minimum distance of 500 meters (1650 feet) between them.



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TRANSPORTATION PASSENGER LIST

Vehicle License Number _____ Teacher(s) _____

	Name of	Address	Phone	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				