



<b>Category:</b> Student Services	<b>Responsible Owner:</b> Head of High School	<b>Effective Date:</b>
<b>Policy Number:</b> 7.12	<b>Approval Body:</b> Board of Governors	<b>Policy Name:</b> Transportation Policy (High School)

#### A. POLICY:

**PURPOSE/COMMITMENT:** The safe transportation of students is of primary concern to Columbia College. Bus drivers, the Head of High School, teachers, and students have a responsibility to cooperate with each other in an effort to provide the best service possible to students.

**SCOPE:** This policy applies to all College-provided transportation, including bus service, transportation for field trips and transportation to school sponsored extra-curricular events.

**WHEN TO USE THE POLICY:** This policy should be used by Columbia College staff, faculty, and administration with regard to the planning and delivery of transportation services for Columbia College High School students.

#### DEFINITIONS:

**Non-scheduled Transportation:** the transportation of students, other than scheduled transportation, by or on behalf of, or at the request of, the College by means of a passenger vehicle, school bus, taxi cab, or special vehicle.

**Scheduled Transportation:** the transportation of students by or on behalf of, or at the request of, the College by means of a school bus, taxi cab, or special vehicle that, either alone or as part of a transportation system, transports students between their residences and the school on a regularly scheduled basis for the purpose of attending classes.

**Passenger Vehicle:** a motor vehicle that conforms to the Canada Motor Vehicle Safety Act standards applicable to passenger cars or multi-purpose passenger vehicles on the date of manufacture of the motor vehicle. A passenger vehicle with a seating capacity of 10 persons or less does not require a school bus permit.

**School Bus:** a motor vehicle of any size, with a valid school bus permit issued by the Motor Vehicle Branch. Specifically, a Yellow and Black School Bus is a bus that conforms to the Canada Motor Vehicle Safety Act standards applicable to school buses on the date of manufacture of the bus and a bus that meets the requirements in the regulations for the Minimum Standards for Construction of School Buses (B.C. Reg. 214/76) and Small School Bus Standards (B.C. Reg. 542/78)

**Volunteer Vehicle:** a motor vehicle not owned or leased by the College where the driver of the vehicle receives no remuneration for driving other than reimbursement for reasonable expenses.

**Taxicab:** a motor vehicle operated as a limited passenger vehicle under the authority of a license or permit issued by either the Motor Carrier Commission or a municipality, designed to carry not more than 10 persons, including the driver. When operated as a school bus, it may only carry one passenger in the front seat in addition to the driver, and additional passengers may only occupy seats equipped with seat belts.

**Special Vehicle:** a motor vehicle that is designed or modified to carry not more than 10 persons including the driver and that is used for the transportation of special needs students. A permit issued by the Motor Vehicle Branch is required.

**Ride Share Service:** a company that, via websites and mobile apps, matches passengers with drivers of vehicles for hire (e.g., Uber, Lyft)

**Driver's License:** an operator of a motor vehicle must possess a valid B.C. driver's license of the appropriate class as follows:

- Class 1 and 2 allow the operation of a school bus, special vehicle, passenger vehicle or volunteer vehicle of any seating capacity.
- Class 4 allows the operation of a school bus, special vehicle, passenger vehicle or volunteer vehicle providing the seating capacity does not exceed 25 persons including the driver.
- Class 5 allows the operation of a passenger vehicle as a volunteer vehicle providing the seating capacity does not exceed 10 persons including the driver.

**Category:**

**B. PROCEDURES:**

**Scheduled Transportation**

1. Columbia College does not provide scheduled transportation, as defined above.

**Non-Scheduled Transportation**

1. Overall responsibility for arrangements and supervision of the travel and activities for Columbia College High School students are the responsibility of the Head of High School.
2. All non-scheduled transportation of students must be approved in advance by the Head of High School.
3. The Head of High School will ensure the following requirements are met in approving non-scheduled transportation.
  - a. Passenger and vehicle loading lists are available in the school and provided to the driver.
  - b. Transportation of students only occurs in accordance with College policy.
  - c. Vehicles used have the appropriate permits or licenses.
  - d. The designated drivers are in possession of valid and appropriate driver's licenses; are in good health and accident-free for at least three years. All drivers, whether employees or volunteers, must annually provide a copy of a driver's abstract that is to be kept on file in the school office. Drivers must undertake not to operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
  - e. Effective January 1, 2010, the designated driver must comply with the B.C. Motor Vehicle Act which states that while driving a vehicle in the Province of British Columbia, drivers may not talk on a cell phone that is not hands free or use any other device, including a GPS device, that does not require one touch to activate. Texting or e-mailing while driving is also not permitted while the vehicle is moving.
  - f. The passenger carrying capacity of the vehicle is determined and not exceeded.
  - g. The necessary vehicle insurance is carried.
  - h. Any special safety requirements connected with the trip are met.
  - i. If passenger vehicles are being used, no more than one student occupies the front seat, in addition to the driver, and additional students only occupy seats equipped with seat belts.
  - j. If passenger vehicles are being used, there are reasonable grounds to believe that the vehicle is in safe working order. If winter conditions exist the vehicle shall be equipped with appropriate tires and/or chains.
  - k. If contracted vehicles are being used, there must be a formal written contract for the transportation required.

- l. Written parent/guardian/custodian consent is obtained for each student (under 19 years old) requiring non-scheduled transportation.
- m. Students are instructed as to the proper procedure for boarding and exiting a school bus and in proper and safe conduct while aboard. Emergency evacuation drills will be conducted to acquaint students and school bus drivers with procedures to follow in emergency situations.
- n. No student will be permitted to drive an employee's motor vehicle or a district-owned motor vehicle for school activities or school errands. No student will be permitted to drive a motor vehicle for school activities or school errands with other students as passengers.
- o. Party Liability coverage to bridge the gap that may exist between an employee's or I.C.B.C. liability limit. The School Protection Program provides legal liability coverage (\$10,000,000) for employees, while on approved activities, provided the vehicle is not used for a purpose other than what it is insured for under I.C.B.C. and no violation of any motor vehicle regulation or section of the criminal code has occurred.
- p. The College does not maintain coverage for personal belongings contained within a vehicle (the vehicle owner may have coverage under a homeowners/tenant's policy).
- q. The Board does not maintain coverage for physical damage to a vehicle (it is the responsibility of the vehicle owner to insure physical damage directly with I.C.B.C., e.g. comprehensive and collision insurance.)
- r. Teachers and/or other accompanying adults are responsible for providing appropriate student supervision during non-scheduled transportation.

**Responsible Owner:** Head of High School

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

n/a

**REFERENCE TO BYLAWS:**

n/a

**RELATED ACTS AND REGULATIONS:**

[\*Independent School Act, 1996\*](#)  
[\*BC MOTOR VEHICLE ACT, 1996\*](#)

**RELATED POLICIES:**

*2.15 Field Trip Policy*  
*7.7 Student Supervision Policy*

**APPROVALS:**

**IF APPLICABLE:**

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:

Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	<div>DocuSigned by: Sarah Scali</div>	Date:
Principal or Designate:	<div>0CB5DDDB12C449... DocuSigned by: Matt Wadsworth</div>	Date:
Chair, Board of Governors:	<div>4E77F4AD64D94DC... DocuSigned by: Ana Culibrk</div>	Date:

Proposed Review Date:	Dates(s) revised:	Replaces Policy Number:
-----------------------	-------------------	-------------------------