

TRANSPORTATION - BUS RENTALS BY NON-BRSD GROUPS

Background

The Division believes that, when possible, it should make available school buses to privately operated ECS groups and preschool groups for transporting children to educational related activities.

Procedures

1. Buses will be made available to privately operated ECS and preschool groups that have presented to the Transportation Department current proof of \$5,000,000.00 commercial general liability (CGL) insurance, in the form of a Certificate of Insurance (COI), for their organization to the Division. The Division is to be named an additional insured. The Transportation Department shall provide a copy of the COI to the Secretary-Treasurer.
2. **Bus Availability**
 - 2.1 The organizer of the trip must determine the availability of a bus by contacting the Fleet Supervisor.
 - 2.2 The Fleet Supervisor will have the authority to determine the availability of a bus for use by the group.
 - 2.3 The local Principal will have the authority to determine the availability of a bus located at a school.
3. **Charter Permit**
 - 3.1 It is the responsibility of the organizer of the trip to obtain the required charter permit through the Transportation Department.
 - 3.2 A **Transportation - Charter Permit** (Form 562-1) must be requested at least five (5) working days prior to the trip departure date.
 - 3.3 The organizer of the trip shall be responsible for ensuring that the **Transportation - Charter Permit** (Form 562-1) is carried on board the bus and that mileage information is accurately recorded on the **Transportation - Charter Mileage Report** (Form 562-2).
 - 3.4 Completed forms are to be submitted to the Transportation Department within five (5) working days after the trip.
 - 3.5 The destination of the trip must be within the Province of Alberta.
4. **Booking of Bus Drivers**
 - 4.1 The organizer of the trip is responsible for booking the bus driver.
 - 4.2 The bus driver must be on the Division's list of approved bus drivers.

5. Reimbursement

- 5.1 All costs, including bus driver salary and the bus rental fees, will be invoiced to the private ECS or preschool.
- 5.2 The bus rental fees will be an amount established from time to time, and will reflect the recovery of the cost of fuel and other expenses of the division. For vehicles purchased and maintained by individual schools without the support from jurisdiction budgets, the Principal shall establish an applicable rate for the use of the vehicle.
- 5.3 If extra fuel is purchased, the Division will reimburse the purchaser or deduct the amount from the billing upon presentation of receipts.

6. Supervision

- 6.1 In addition to the bus driver, at least one responsible adult supervisor must accompany the group on the bus at a ratio of one adult per 15 youth or portion thereof.
 - 6.2 An adult supervisor may bring a preschool child along providing he/she provides direct supervision for that child and the child does not require a car seat.
- 7. Under no circumstances shall a bus be loaded beyond its rated capacity.
 - 8. If the event requires an overnight stay, reasonable effort must be made to ensure the bus is properly secured overnight.
 - 9. Any luggage/equipment taken on board must be stowed in such a manner to ensure compliance with Administrative Procedure 556 "*Transportation - Student Personal Items*".

Related APs: Transportation - Student Personal Items AP 556

Forms: Transportation - Charter Permit 562-1
 Transportation - Charter Mileage Report 562-2