



CO-CURRICULAR BUS TRIPS

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. The South Shore Regional Centre for Education (SSRCE) believes that curricular and co-curricular activities are an integral part of a student's education and therefore encourages and supports curricular and co-curricular school trips as a viable method of enriching the learning situation for students, to develop the student's sense of social responsibility and to develop the student's physical well-being.
- 1.2. The Operations Department will provide safe, reliable, and cost-effective transportation services for co-curricular bus trips in support of this goal.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. Motor Carrier Act for the Province of Nova
 - 2.1.2. URB Regulations

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

CO-CURRICULAR BUS TRIPS

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1.0 PROCEDURES

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1.0 PROCEDURES

- 1.1. The South Shore Regional Centre for Education's Transportation Services will provide a maximum of eight (8) co-curricular bus trips per day. Six of the eight trips must be taken between ½ hour after the school's morning bell time and a reasonable amount of time before the school's afternoon bell time; the other two can be organized for anytime during the day. All trips must be booked at least one week in advance, and will be granted on a first-come first-serve basis.
- 1.2. Buses will not be committed to co-curricular trips during the Motor Carrier Inspections, unless they can be arranged between bus routes. Buses may require unexpected repairs mandated by Motor Carrier Inspectors and every available bus may be needed to ensure regular routes are completed as scheduled. The Clerk/Dispatcher will notify the school of any conflicts at the time of the trip request.
- 1.3. Transportation Services recognizes the importance of Region-wide trips, Safe Grad trips and Transition to School trips and therefore will try to accommodate all requests.
- 1.4. Notice: The principal or delegate (usually the school's Administrative Assistant) should submit the co-curricular trip form to the Clerk/Dispatcher at least one week before the proposed trip.
- 1.5. To book a bus trip the Clerk/Dispatcher requires the following information:
 - Date of the trip;
 - Number of passengers expected. *The average seating capacity on a bus is 50 students;*
 - Time the bus is required at school/ back at school. *Please note this is not the departure time from the destination, it is the arrival time back at the school.*
 - Are the bus and driver required to stay with group?
 - What teacher or other responsible person is in charge of the group?
 - For overnight trips, have motel arrangements been made for the driver?
 - Is a written estimate required?
 - Are there any special considerations, e.g. wheelchairs, seat belts, oversized luggage?

The Clerk/Dispatcher will:

- Review the information on the trip form;
- Assign a driver from the rotation list 2 to 3 days in advance of the date of the trip;
- Fax the white copy of the trip form to the school;
- Advise the driver to pick up a copy of the trip form from the school upon arrival for the trip. (Within 24 hours after the trip, the driver will fax or deliver the completed form to the Clerk/Dispatcher.);
- Calculate the cost of the trip based on mileage and driver's hours;
- Report driver's hours to payroll using driver bus trip spread sheet;

- Send white and mustard copies of the trip form to the Bridgewater Office;
- Send canary and yellow copies to the school for their records;
- File the pink copy in the Dispatch office.

1.6. Cost of co-curricular trips:

Meterage: Meterage charges will be charged at a rate of *sixty cents (.60 ¢) per kilometer*. This includes meterage both inside and outside the county.

Driver's wages and expenses:

- Driver's wages will be charged at a rate of *\$25 per hour*.
- Trips taken during school hours are charged from the time the bus is requested to arrive at the school until the driver returns to the school.
- Schools will be responsible for any parking, bridge or ferry fares.
- Meals are to be reimbursed at approved SSRCE rates.
- On trips involving an overnight stay, schools will provide accommodation for bus drivers.

1.7. Cancellation:

The Clerk/Dispatcher requires two days' notice to cancel an extra-curricular bus trip.

2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.