

1.0 PURPOSE

This document provides guidance in the areas of acquisition, maintenance and operation of student activity vehicles.

2.0 APPLICATION

This guideline applies to any student activity vehicle being used to transport students to and from an off-site school-related activity.

This guideline establishes minimum standards that the Department of Education believes should be followed when purchasing, maintaining and operating a student activity vehicle. It is strongly recommended that District Education Councils develop district policies with respect to requirements for student activity vehicles that are consistent with, or more restrictive than, this provincial guideline.

This guideline applies in conjunction with, or in addition to, any other transportation-related policies, guidelines and regulations already in place.

3.0 DEFINITIONS

Acquire means to purchase, receive as a gift or otherwise come into possession of.

Off-site school-related activity means any activity that is sponsored or organized by the school and is held in a location off the school grounds such that students must be transported to the location by vehicle.

School personnel, as defined in the *Education Act*, means (a) superintendents, directors of education and other administrative and supervisory personnel, (b) school bus drivers, (c) building maintenance personnel, including custodians, (d) secretaries and clerks, (e) teachers, (f) persons other than teachers engaged to assist in the delivery of programs and services to pupils, and (g) other persons engaged in support areas such as social services, health services, psychology and guidance.

Student activity vehicle is a motor vehicle acquired by or on behalf of a school or a student council for the purpose of transporting students to and from off-site school related activities. A student activity vehicle is considered to be a private vehicle and is not a school vehicle for the purposes of the *Pupil Transportation Regulation*.

4.0 RECOMMENDATIONS

Principal's responsibilities

- 4.1 A school principal should not permit students to be transported by a student activity vehicle to an off-site school-related activity unless all the requirements of this guideline and [Guideline 513 – Transportation to and from Off-Site School-Related Activities](#) are met.