

1.0 PURPOSE

The Department of Education is committed to informing those involved in the transport of students of their minimum responsibilities in order to ensure the safe transport of students to and from off-site school-related activities.

2.0 APPLICATION

This guideline applies to all school districts and schools when transporting or arranging for the transportation of one or more students to or from an off-site school-related activity.

This guideline establishes the minimum standards that the Department of Education believes should be followed when transporting students to and from off-site school-related activities. It is strongly recommended that District Education Councils develop district policies with respect to requirements for transportation to and from off-site school related activities 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

Activity organizer means a person designated as responsible for making the organizational arrangements pertaining to the participation of one or more students in an off-site school-related activity.

Bus, as defined in the *Pupil Transportation Regulation*, means any motor vehicle designed for carrying ten or more passengers and used for the transportation of persons.

Co-curricular activities are organized by the teaching staff to help achieve one or more learning outcomes using, or extending into instructional time. Examples include science fairs, career expos, academic leagues, drama festivals, student leadership forums, cross-cultural events, field trips, and music festivals.

Extra-curricular activities are activities endorsed by the school, organized for students by persons who may or may not be employed by the school, may or may not contribute to curriculum objectives, and, normally, conducted outside the instructional day. Examples include interscholastic sports, travel excursions, recreational trips, winter carnivals, and school dances.

Off-site school-related activity means a curricular, co-curricular or extra-curricular 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 motor vehicle.

Private vehicle is a motor vehicle not owned or leased by the Province or the school district, and that is not operated under a conveyance contract as defined in the *Pupil Transportation Regulation*.