

School bus, as defined in the [Pupil Transportation Regulation](#), means a school vehicle that is a bus, is painted national school bus yellow and is equipped with a warning system.

School vehicle, as defined in the [Pupil Transportation Regulation](#), means a motor vehicle operated by a school district or under a conveyance contract for the conveyance of pupils in the public school system and excludes motor vehicles in a public transit system.

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 to an off-site school-related activity unless the requirements of this guideline are met.

Activity organizer's responsibilities

- 4.2 When organizing school-related activity that requires the conveyance of students by a motor vehicle, an activity organizer should:
- for curricular and co-curricular activities, use only school buses or other school vehicles (as defined in section 3.0);
 - for extra-curricular activities, give preferential consideration to the use of a school bus for such conveyance; and
 - not authorize overnight conveyance (i.e. travel through the night) to and from an off-site school-related activity.

Note: Provincial requirements for the maintenance and operation of school buses are identified in the [Pupil Transportation Regulation](#).

- 4.3 An organizer of an extra-curricular school-related activity should only arrange for the conveyance of students to an off-site location in a vehicle other than a school bus when:
- the off-site activity is an extra-curricular activity as defined in section 3.0;
 - it is not practical or not possible to use a school bus; and
 - all recommendations set out in section 4.0 of this guideline are followed.

- 4.4 The activity organizer should ensure, before each trip, that:

- the school has a readily accessible record of the names of the driver(s) and all passengers;