

- b) the driver has a readily accessible record of the names of all passengers; and
- c) there is appropriate adult supervision for the students being conveyed.

4.5 In circumstances where students are being conveyed by a rented, private or student activity vehicle classified as a bus (defined in section 3.0), the activity organizer should also ensure that:

- a) the vehicle and the driver meet the standards set in this guideline;
- b) the driver or at least one of the passengers in the vehicle is trained in emergency first aid; and
- c) all requirements and restrictions established under the Motor Vehicle Act in relation to the operation of commercial vehicles are followed. These rules apply to the hours of service for drivers, commercial log books, and out-of-province trip permits (see Appendix A for a description of the specific requirements and restrictions).

Vehicle guidelines

4.6 A student should not be conveyed to an off-site school-related activity in a rented, private vehicle classified as a bus or a student activity vehicle unless:

- a) it is equipped with a fire extinguisher and a first aid kit;
- b) it has received a pre-trip inspection in accordance with the requirements set out in Appendix B; and
- c) information respecting accident procedures and contact names and numbers are readily accessible, consistent with Policy 510 – Procedures for Accidents Involving a School Vehicle.

Driver qualifications

4.7 A person should not be permitted to drive any rented, private or student activity vehicle to convey students to an off-site school-related activity unless the activity organizer is satisfied that the driver:

- a) is at least 21 years of age;
- b) is not a student enrolled in a public school;
- c) possesses a valid driver's licence with an appropriate classification for the type of vehicle being driven (see Appendix C); and
- d) is an experienced driver with a good driving record possessing basic defensive driving skills.