



TRANSPORTATION 3 – Support Staff & Bus Riding Duties

Date: March 25, 2003 Revised: Feb. 13, 2013 Responsible Administrator: Manager, Transportation

1.0 RATIONALE

At time, support staff are hired to work during the regular school day in a school program, and also supervise students on the bus or in a private vehicle as students are transported to and/or from school. This Administrative Practice provides direction for writing letters of assignment for such staff members that ensure consistency in paying for such services throughout the Division.

2.0 PROCESS

The Manager, Transportation will be responsible for maintaining and updating this process, and will ensure consistency in paying for such services.

3.0 GUIDELINES

- 3.1 In consultation with the Associate Superintendent, Human Resources, the principal determines the number of hours a support staff member is required to work in a school program during the regular school day.
- 3.2 If the support staff member is required to ride the bus and supervise students in addition to the working time in a school program (as outlined in Section 1 above), the additional time shall become part of the support staff member's total hours of assignment. Payment for the extra time the support staff member spends riding on the bus and supervising students will be provided through the Transportation Services Department, as specified in the support staff member's job description.

References: *Board Policy 1/1 – Student Transportation Services*
Board Policy 1/2 – School Bus Safety



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- 3.3 If the support staff member is required to privately transport and supervise students in addition to the working time in a school program (as outlined in Section 1 above), the additional time required shall become part of the support staff member's total hours of assignment and shall be paid by the school. Payment for the kilometers traveled by the support staff member will be paid through the Transportation Services Department by way of a travel expense claim submitted monthly to the Manager, Transportation.
- 3.4 The, Manager, Transportation shall determine both the time required and the kilometers travelled by the support staff member for riding the bus or privately transporting the students.
- 3.5 Support staff members that are required to privately transport students must:
 - 3.5.1 complete the Automobile Driver Authorization Form;
 - 3.5.2 have a Class 4 Operator's License as required by Alberta Transportation;
 - 3.5.3 obtain a 6a Endorsement that gives permission to carry passengers for compensation from their insurance company. This is in addition to their other insurance requirements.

Depending where the funding is obtained, the cost will be borne by the school or the, Manager, Transportation.

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APPENDIX I AUTOMOBILE DRIVER AUTHORIZATION

The personal information requested on this form is being collected pursuant to the *Freedom of Information and Protection of Privacy Act*, Section 32 (c). The information will be used to make a determination regarding the authorization of volunteer drivers.

School name _____ School year _____

Declaration of Automobile Driver

I acknowledge that if, according to my most current driver's abstract I have six demerit points or more, I cannot become a volunteer driver. A copy of my insurance must be attached in order to receive approval.

I acknowledge that acting as a driver for the school jurisdiction activities and planning to use my own vehicle(s) I must inform my insurance company to determine the nature of exposure and ensure that all are adequately protected.

I understand that in case of an insurance claim (i.e. third party damage &/or personal injury) my personal automobile liability insurance applies before the School Board's insurance as described below.

Additional automobile liability insurance protection is provided under the School District's comprehensive general liability insurance policy for authorized volunteer drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.

Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver. I Declare:

- that I have a minimum of five years driving experience.
- that to the best of my knowledge the vehicle used to transport students is in good operating condition.

By submitting this application to become a volunteer driver for the School Board, I agree to:

- a) abide by the requirements of all applicable laws at all times while I am engaged in volunteer driving
- b) possess the proper class of license for the type and seating capacity of the vehicle that I will be operating
- c) provide to the school principal a written report of all accidents (whether or not occurring while I am volunteer driving) which will increase the number of demerit points against my license. I also agree to report to the school principal any suspensions of my license or change in my insurance status that may occur after the date of this declaration
- d) limit the number of passengers to the number of seat belts which are usable and to comply with the directions of teachers or agents of the School Board
- e) undertake to maintain at all times, insurance in an amount of not less than \$1,000,000 in respect of liability or injury or death of any students who are passengers in my vehicle while I am volunteer driving, and I have advised my own insurance company before undertaking to transport students.

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Has your driver's license been suspended in the last three years? Yes _____ No _____
If yes, please provide date of reinstatement: _____

Have you been involved in any accidents as a driver during the last three years? Yes__No__
If yes, please provide details: _____

Have you been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle-related offense under the Criminal Code during the last three years? Yes _____
No _____
If yes, please provide details: _____

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APPENDIX I - AUTOMOBILE DRIVER AUTHORIZATION (Continued)

I hereby declare that I have read and understand the information contained on this form.

Volunteer Driver's Signature Vehicle Owner's Signature Date

Authorization to Release Driver's Abstract

Driver's Name (in full) _____ Date of Birth _____

Driver's Address _____ City _____

Postal Code _____ Home Phone _____ Business Phone _____

Driver's License # _____ Class _____ Expiry Date _____

Volunteer Staff ___ Volunteer Parent ___ Vehicle Seating Capacity (not counting driver) ___

Type of Vehicle Used _____ Make _____ Model _____

Name of Company you are insured with _____

Company Policy # _____ Expiry Date _____

I, the undersigned, authorize release of my Driver's Abstract to the School Board and/or it's Insurance Agents.

Automobile Drivers Signature Date

FOR OFFICE USE ONLY

I accept the above named individual as an authorized automobile driver for the _____ school year for the purpose of _____.

Signature of Principal/Designate Date

This information is collected and used to ensure that those people involved/in transporting students have a valid drivers license and appropriate insurance coverage. This information will also be provided to the insurance company in the event of a claim.

If you have any questions regarding the collection of this information, you may contact:

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Manager, Transportation 780-949-4341 or
Your School Principal

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APPENDIX II CONSENT FORM (EEBB): USE OF PRIVATE VEHICLES FOR SCHOOL SPONSORED ACTIVITIES

This form covers either (check either "1" or "2" below):

_____ (1) one specific field trip Date: _____
Activity: _____ Destination: _____

_____ (2) extra-curricular/class activities for the current school year.
Please list: _____

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**APPENDIX II
PARENTAL CONSENT FORM**

Parental Consent When Student Is A Passenger

I acknowledge and give permission for _____ to be a passenger in a student/adult
(student name)
driven motor vehicle during the aforementioned activity(ies) pursuant to an EIPS Automobile -Driver
Authorization form being completed. I agree to indemnify and save harmless Sturgeon School Division No. 24
schools from all actions arising out of or related to the transportation of the above named person.

(Signature of parent/guardian)

(Date)

Student Is Driving Other Students

I give permission for _____ to convey student passengers in a motor vehicle
(student name)
license number _____ during the above-mentioned activity(ies) pursuant to an EIPS
Automobile Driver Authorization form being completed. I agree to indemnify and save harmless Sturgeon
School Division No. 24 from all actions arising out of or related to the transportation of the above named
person.

(Signature of parent/guardian)

(Date)

Parental Consent When Student Is Driving Only Themselves

I give permission for _____ to drive a motor vehicle, license number
(student name)
_____ during the above-mentioned activity(ies), pursuant to an EIPS Automobile Driver
Authorization form being completed. I agree to indemnify and save harmless Sturgeon School Division No. 24
from all actions arising out of or related to such transportation.

(Signature of parent/guardian)

(Date)

* Parent is defined under the terms of the School Act, RSA 1988 and amendments thereto as follows:
Sec. (2) For purposes of subsection (1) (1), the parent is
a) the biological parent or, if the student is an adopted child, the adoptive parent,

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- b) notwithstanding clause (a), if the student's biological or adoptive parent resided in Alberta and has changed his residence so that it is outside Alberta or unknown, the individual who has care and custody of the student as a result of the change,
- c) notwithstanding clauses (a) and (b), the individual who has custody of the student under
 - i. a court order, or
 - ii. a written agreement made pursuant to a statute governing custody of the student, if the individual notifies the Board in writing of his custody,
- d) notwithstanding clauses (a) to (c), the guardian of the student appointed under
 - i. a temporary or permanent guardianship order under the Child Welfare Act, or
 - ii. a written agreement made pursuant to the Domestic Relations Act or the Child Welfare Act, or
 - iii. an order of a court, if the guardian notifies the Board in writing of his appointment or
- e) notwithstanding clauses (a) to (d), the Minister of Justice and Attorney General if the student is in custody under the Corrections Act, the Corrections and Conditional Release Act (Canada), the Young Offenders Act or the Young Offenders Act (Canada).

References: *Board Policy 1/1 – Student Transportation Services*
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