

## SPECIAL USES OF BUSES

### Background

The Division supports the use of school buses to transport students for educational and school related activities.

The activities which buses may be used for are described in Administrative Procedures 260 – Extra-Curricular Activities and 261 – Educational Trips.

### Procedures

1. The Division owned buses are booked by the Principal who shall make arrangements through the Supervisor of Transportation.
2. The Principal shall use the approved list of drivers as provided by the Supervisor of Transportation. Some CUPE requirements may be in effect.
3. The established rate will be set by the Board. Refer to current rates for mileage and per diem costs.
4. The established rate shall include meal money and other legitimate expenses as may be incurred by the driver.
5. The activities which buses may be used for are outlined in the Administrative Procedures referenced above.

Reference: Sections 85, 87, 121, 179, 194, 195, 196, 197 Education Act  
The Highways and Transportation Act  
The Traffic Safety Act

Approved: November 26, 2018