



Section Transportation of Students for Field Trips	Page 1 of 2
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Statement	<p>Transport Canada states school buses are 16 times safer than the conventional automobile.</p> <p>STWDSTS believes the safest way to transport students is in a school purpose vehicle driven by a professional driver.</p>
Procedures	<ol style="list-style-type: none"> 1. The teacher/supervisor should refer to the pertinent sections of their Board's Out-of-School Education Policy. 2. School buses and/or public transportation should be used whenever possible. Groups of 16 or more students shall travel by properly licensed public transport. 3. For groups smaller than 16, the principal may designate responsible, licensed adults to transport such students after: <ol style="list-style-type: none"> a) Ascertaining that each driver carries at least \$1,000,000 third party automobile liability insurance; and, b) Completing an Out-of-School Education form (TF034). 4. The principal shall ensure that the number of students transported in a vehicle does not exceed the manufacturer's rated capacity for that vehicle. The number of students transported in private vehicles shall be limited to the number of seats equipped with seatbelts. <p>STWDSTS REQUIRES THAT A DRIVER HAVE A CLASS E LICENCE WHEN USING A VAN (SEATING CAPACITY OF 12 OR MORE) TO TRANSPORT STUDENTS.</p> <p>The following procedures shall apply to all out-of-school programs:</p> <ol style="list-style-type: none"> 1. If a teacher/supervisor is on a bus, that teacher/supervisor is responsible for all aspects of student behaviour. 2. Students are to know and follow (033) Code of Conduct for Bussed Students. 3. Adults in charge should each have an accurate list clearly indicating the students present for the trip. Students must be checked each time they enter the vehicle as referred to in the Board's Out-of-School Education Policy.



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Procedures...continued	<ol style="list-style-type: none">4. Teachers, supervisors and students must be aware of the emergency evacuation procedures for school buses. A video of the Emergency Evacuation Procedures is available from STWDSTS.5. Non-essential baggage must not be carried by students.6. Seating capacity shall be determined as follows: Kindergarten to grade 6: 3 per seat Grades 7 to 12: 2 per seat Adults: 2 per seat7. Teachers/supervisors shall be seated throughout the bus to ensure students follow (033) Code of Conduct for Bussed Students.8. In cases of doubtful road or weather conditions, the decision to suspend travel may be made by any one of the principal, head supervisor or driver. Prior to departure, relevant information on weather and road conditions should be obtained from STWDSTS, the Ministry of Transportation Office (MTO) or Environment Canada.
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