



Turtle River School Division - Administrative Procedure

Transportation & Vehicles

INDEX

1. Bus Driver Training & Spare Driver Compensation
2. Storm/Cold Weather Policy & Emergency Billeting
3. Bus Accident Policy
4. Bus Ridership
5. School Bus Emergency Evacuation Procedure
6. School Bus Safety Programs, Transportation for Kindergarten and Out of Division
7. Bus Ridership of Passengers Who Are Not Designated As Regular Bus Students
8. Loss of Bus Ridership Privileges Extra Curricular Trips/Who Drives/Eligible
9. Reimbursements
10. Procedures for Fueling Buses and Procedure To Be Followed In Case Of A Fuel Spill
11. Bus Transportation Of Non-Resident & Resident Students Residing Near School Division Boundaries
12. Cameras & Emergencies On School Buses
13. Extra Curricular Trips & Schools Paying For Additional Bus Service
14. Use Of Privately Owned Vehicles For Extra Curricular Trips
15. Cell Phone Use & Bus Students Who Pose A Safety Risk
16. Student Transportation Eligibility

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Bus Driver Training and Spare Driver Compensation

BUS DRIVER EXAMINATION AND TRAINING

The bus driver must submit himself to the training and examinations as provided by the Province of Manitoba to obtain the privilege of operating a school bus. The requirements for a school bus driver license are outlined in the Professional driver's Handbook," Province of Manitoba.

In addition, each bus driver shall read and understand the content of the publication "School Bus Driver's Handbook," published by Manitoba Education.

All bus drivers including spares, are required to take a minimum of eight hours of professional development. The transportation supervisor and or the board may require professional development in addition to eight hours.

March 9, 1993, Resolution No. 6 June 28,2012

BUS DRIVER HANDBOOK

The board of Turtle River School Division accepts and endorses the use of the "Driver's Handbook." It is expected that each employee operating a divisional bus will be fully conversant with the contents of the handbook and that he/she will follow the procedures set out therein. To this end each school bus driver will be given a copy of the handbook for his/her personal use. An additional copy will be placed with the principal of each school for reference purpose.

All handbooks remain the property of the Turtle River School Division and are to be returned to it upon termination of employment or at the request of the Board.

June 3, 1982

COMPENSATION FOR SPARE BUS DRIVERS

A spare bus driver who is requested to drive will be compensated at the current board authorized travel expense only under the following conditions:

- that he/she is replacing a driver whose absence is excusable according to the CUPE agreement or one who has authorized leave; and
- that the spare bus driver is eligible for the mileage allowance for any distance, minus 20 km per day.

April 15/82 amended

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Storm/Cold Weather Policy & Emergency Billeting

STORM / COLD WEATHER POLICY & EMERGENCY BILLETING

To ensure the safety of students traveling on school buses careful consideration must be given to the visibility, temperature, wind-chill and road conditions. The following outlines the procedure to be followed:

1. Parents or guardians are required, at the beginning of the school year, to complete the TN-3-I emergency billet form and return same to their principal. In cases where students attend practical arts courses in another community, the emergency billet form shall state an emergency billet for that community.
2. If a bus driver feels he/she is unable to make his/her AM route, or that the actual temperature at McCreary according to Environment Canada is -38 C or colder, or the wind chill is -47 C or colder, the bus driver shall immediately inform the transportation supervisor and Principal and thereafter inform all the parents on the route that the route will not be driven. If the bus driver is unable to contact the principal, the bus driver should contact the transportation supervisor or any senior staff member or the local trustee. The principal shall inform the local trustee of the decision.
It is the responsibility of the bus driver to contact all parents/guardians if the route is cancelled.
 - a) If bus drivers are unable to leave their own yard in the PM, they should follow the same procedure as in the AM.
 - b) If buses are parked at school and the regular bus driver is unable to leave his/her own yard, he/she should contact a spare driver. This applies for AM and PM routes.
3. In cases where it is desirable and necessary to cancel all buses in the AM, the transportation supervisor shall do so and inform CKDM Dauphin and CFRY Portage. This decision shall be made by 6:30 am. The Transportation Maintenance Supervisor shall immediately inform the Superintendent of the decision to cancel the buses and it shall be the responsibility of the Superintendent to inform the radio stations about affected school activities for that day. In cases when the transportation supervisor is unavailable the superintendent or secretary-treasurer shall take on the transportation supervisor's responsibility. All bus drivers/schools/trustees will be contacted and the bus drivers will contact all parents on the route.
4. It is the policy of Turtle River School Division only run the buses at other than the regular time: Regular Morning Run and 3:30 pm.
5. If road conditions or visibility appears to be too dangerous to release the buses at 3:30, then the emergency billeting policy shall be enacted. The school Principal in consultation with the bus drivers shall make the decision. The principal shall inform the transportation supervisor, or the superintendent, or other senior administration and the local trustees, including trustees whose school is attending practical arts at another school, of the decision.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Storm/Cold Weather Policy & Emergency Billeting

6. It is the responsibility of the school to contact all the parents of children on the bus routes that the billeting policy is being put into effect and that the buses will not be running. The parents shall be informed that they may pick up their children at the school, at their own risk, otherwise the child/children will be released into the care of the billet. It is the school division’s responsibility to transport students billeted in another community back to their home school when conditions permit.
7. Bus drivers that are on route from school with students when they subsequently ascertain that conditions are not safe to travel are to return to the school if possible or stop at an appropriate safe location.
8. In cases where feeder buses are involved it is the responsibility of the driver to inform the principal and the feeder bus drivers. If another school is affected by not running the buses, the principal shall phone the affected school.
9. If students are forced to remain at school after regular school hours for any reason and the students do not have a billet home, the local principal is responsible for providing the supervision of the students in question. The principal shall be authorized to purchase necessary food supplies.
10. In the event of students transferring from one bus to another, bus drivers are to make the necessary arrangements with the other bus drivers.
If it is decided that the AM route shall not be driven, then at no time during the day will that particular bus run. When buses do not run in the AM and where parents bring their children to school, parents will be responsible to take their children home.
11. If a bus breaks down or can’t be started, and is unable to make its run, the bus driver shall inform the transportation supervisor immediately. All efforts shall be made to get a replacement bus to make that run. If a bus doesn’t make the morning run and parents bring their children to school, the Turtle River School Division will make all efforts possible to repair the bus or have a replacement for the PM run. If this is not possible, parents will be required to assist transporting children. The onus to contact parents lies with the bus driver.
12. Parents should insure that their children are appropriately and properly dressed for winter months.

NOTE: The board’s mandate is to insure that the children are transported safely to school on a daily basis. Parents have a right to keep their children at home when they feel that road and or weather conditions are unsatisfactory for travel. Parents also have the right to pick students up early from the school if they feel that road or weather conditions will deteriorate and become unsatisfactory for travel at 3:30.

For further information, call the Turtle River School Division at 835-2067.

December 13, 1988, February 6, 1990, January 1992, February 1996, October 1996, Resolution No.3 June 15, 2004, Resolution No. 6 March 11, 2008 Resolution No. 6 May 14, 2013

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Bus Accident Policy

H-00

In the event that there is an accident involving a school bus the following steps shall be followed.

1. The driver shall notify the transportation office immediately regardless of the seriousness, the principal of the school will be informed as soon as possible.
2. If necessary, the transportation office will contact the RCMP and ambulance.
3. If there are any students on board, the parents will be informed immediately by the school principal or the transportation office.
4. The child/children will be examined by a medical doctor. The medical doctor will be requested to supply the division with a report of the results of his/her examination.
5. The driver of the bus will complete the Department of Education accident form, the reports to the RCMP and the Manitoba Public Insurance Corporation will be made if necessary.
6. The bus will not be used until such time as the Turtle River School Division bus garage staff has inspected the bus for damage resulting from the accident.

The transportation supervisor and/or a senior administrator will prepare a report containing:

1. All circumstances including visibility, road condition, obstructions, etc.
2. A diagram of the accident scene.
3. The bus driver's interview.
4. The estimated speed of vehicle(s) involved in the accident.
5. Any other pertinent information.

The transportation supervisor and/or a senior administrator after considering the report will:

- Allow the driver to continue to drive and will make a report to the board of trustees at the next regular meeting, or
- Suspend the bus driver until the first board meeting following the suspension. The transportation supervisor will confirm the suspension in writing to the employee and will make a report to the board of trustees at the next regular meeting, regarding the suspension and the facts. The board will decide whether the suspension will be with or without pay, or terminate the employee for just cause.
- Subject the driver to an evaluation, provided the driver is found to be 50% at fault.

February 6, 1990, Resolution No. 8 June 28, 2012

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Bus Ridership

These rules are to be supplied to all parents by schools at the beginning of each school year, or when a new student enrolls.

I. GENERAL RULES:

These rules apply to regular bus passengers, as well as non regular passengers who utilize a Turtle River School Division school bus.

1. Misbehavior of any kind will NOT be tolerated. Students who misbehave may be denied the privilege of riding on the school bus by the principal. (Manitoba regulation P25OR10)
2. Each bus driver, in cooperation with the principal, shall establish a seating plan for his/her bus.
3. A seating plan shall be displayed on the bus.
4. In the event of an accident, students will be subjected to a medical examination.
5. Provincial regulation respecting school bus states, "No school bus, while transporting children, shall be used to carry any animal, firearm, explosive, inflammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers." The purpose of this regulation is to protect the passengers and avoid introducing hazardous items into a non-hazardous environment. Carry on items are restricted to those items that can be adequately managed by each passenger, in his/her assigned seating place.
6. On extra curricular trips, supervising passengers shall be the responsibility of the supervising teacher as well as the bus driver.
7. Parents will be notified if there is misconduct on the bus. If students behaviour is unsatisfactory, students may be denied bus riding privileges.
8. No driver of a school bus shall smoke, drink, eat or perform acts that may detract him and her from driving safely.
9. The rear door shall be used for emergency purposes only.
10. Students shall cooperate with the monitors on their bus. Monitors are the driver's helpers and it is their duty to help make the ride to and from school a safe one for all students.

II. STUDENT/PARENT RESPONSIBILITY

1. Notify the driver if the student will not be traveling on the bus at a particular time. Repeated negligence on the parent's part will cause the driver not to pick up the student after the last absence.
2. Students should dress according to weather conditions. In winter, rural students or students taking part in extra curricular bus trips should be prepared for sudden

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Bus Ridership

storms or emergency situations. Students should wear snow boots and other warm clothing.

3. Parents have the option to keep their children at home if they feel weather conditions are too severe. The driver shall be notified if the child will not be riding the bus.

Resolution No. 7 June 28, 2012

A. PREVIOUS TO LOADING – ON THE ROAD AND AT THE SCHOOL, STUDENTS SHALL:

1. Be on time. Help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner.
3. Wait until the bus comes to a COMPLETE STOP before attempting to board. Line up in a single file and board the bus in an orderly manner.
4. Use the handrail and watch their step while boarding the bus.
5. Be courteous, and not take advantage of other students in order to get to and from their seat.

B. WHILE ON THE BUS STUDENTS SHALL:

1. Sit on the seat assigned to them by the bus driver and remain seated until they have reached their destination.
2. Not open the bus windows unless the driver has given permission.
3. Keep their head and hands INSIDE the bus at ALL times.
4. Refrain from talking and laughing loudly. Unnecessary confusion diverts the driver’s attention and may result in a serious accident.
5. Not eat and drink on the bus.
6. Remain IN the bus in case of road emergency, unless directed to follow the Emergency Evacuation Procedure.
7. Keep absolutely “QUIET” when the bus is stopped at a railroad crossing.
8. NOT throw anything out of the window.
9. Assist in keeping the bus safe and sanitary at all times. Students shall place all refuse in the garbage container provided.
10. NEVER tamper with the bus or its equipment.
11. Treat the bus equipment as valuable furniture in their home. Offenders may be required to pay for damage to seats or any bus equipment.
12. Be courteous to fellow students, the bus driver and other people they may encounter.

C. AFTER LEAVING THE BUS STUDENTS SHALL:

1. Help look after the safety and comfort of the small children.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Bus Ridership

2. Cross the road at least 10 feet in FRONT of the bus, after having checked that no traffic is approaching and after the driver has given the “ALL CLEAR” signal to cross.
3. Students who live on the same side of the road as the bus stop shall move clear of the bus (approximately 6 feet) before the bus pulls away.

**THESE RULES APPLY TO EXTRA CURRICULAR ACTIVITIES AS WELL AS
REGULAR BUS TRIPS!!!**

February 6, 1990, Resolution No. 9 June 28, 2012

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles School Bus Emergency Evacuation

H-00

In carrying out the evacuation procedure all are reminded that the driver has at least three monitors, plus alternate. Their duty is to assist the driver in emergency situations and in the normal operation of his/her bus route.

In case of an emergency evacuation:

1. All loose articles including jackets, books, kits, etc. must be left on the bus.
2. Students will remain seated until it is their turn to evacuate.
3. When using the front door for the evacuation, students will evacuate starting from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to the second, third, etc. (Drivers are encouraged to use this seating plan for normal route operation.)
4. When using the back door for the evacuation, students will evacuate starting from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
5. When using both front and rear doors, both of the above procedures will apply.
6. Students leaving the bus via the back door must crouch, extend their arms to the monitors and hop down.
7. Students will assemble at a safe distance from the emergency scene, away from the traffic and act in a quiet orderly manner.
8. Students will remain in this fashion until directions are given by either the driver or monitor.
9. The "Buddy" system will be used in order to facilitate a quick check so as to ensure that all passengers are accounted for.
10. After the last student leaves the bus, the driver will walk through the bus to check that all have been evacuated. He/she shall be the last to leave and will remove the keys from the ignition.
11. In the event that the driver is injured, a designate monitor on the bus will assume authority. He/she will turn off the key, assist passengers to remain calm, arrange for assistance for the driver. The driver should be removed by older students if he/she is assessed to be in further danger by remaining on the bus. Monitors will be trained in the operations of the school bus radio.
12. These rules apply to extra curricular activities as well as regular bus trips.

The purpose of this exercise is to train students to leave the bus safely and in an orderly manner and not to see how fast the drill can be done.

February 20, 1990

NOTE: If students or driver sustain back injuries and there is no danger of fire, injured persons should not be moved until emergency help arrives.

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles School Bus Safety & Transportation

SCHOOL BUS SAFETY PROGRAMS

The board commits support to programs which will increase safety on or about the buses to the extent the board's time and finances allow.

The board relies to a large degree on its supervisor of transportation to bring bus safety programs to the board's attention. Twice a year bus safety programs will be carried on at schools. A minimum of eight hours training is required, however, the transportation supervisor or the board may demand more.

TRANSPORTATION FOR COURSES TAKEN OUTSIDE TURTLE RIVER SCHOOL DIVISION

Whenever deemed necessary for the education of a Turtle River School Division student or students, the board, at its discretion with either provide transportation or pay an amount in lieu of transportation for pupils taking a program outside the division.

STUDENT EXCURSIONS TO THE UNITED STATES USING SCHOOL BUSES ARE PROHIBITED.

TRANSPORTATION – KINDERGARTEN STUDENTS

The board of Turtle River School Division encourages the attendance of kindergarten age children. To assist in meeting this objective either regular school bus service or payment in lieu of transportation allowance shall be provided for all rural kindergarten students, at the discretion of the board.

Res. #4, October 16, 1980, Resolution No. 10 June 28, 2012

PARENTS REIMBURSEMENT FOR TRAVEL

Parents who transport children, for program purposes, be reimbursed **at current division mileage rate** per loaded km effective **September 1, 2013**.

August 22/00

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Bus Ridership of Passengers Not Designated Regular Bus Students

The Turtle River School Division endorses occasional riding privileges to the following:

- a) Students who are authorized to ride school buses but occasionally require to ride another bus.
- b) All other students who attend the Turtle River School Division.
- c) Students who occasionally visit the schools in the Turtle River School Division and are authorized by the school principal to ride the school bus.
- d) Any other students who have been authorized by the Turtle River School Division board to attend Turtle River School Division schools
- e) Chaperones are authorized by the principal
- f) Any other rider ship will only be permitted with board approval.

Bus riding privileges to the aforementioned are subject to the following conditions:

- a) There must be room on the bus
- b) Parents must provide a note to the child which will be forwarded to the bus driver, or
- c) Parents may phone the school and the principal or principal's designate will be authorized to issue a bus riding note to the student. The student will be required to give the note to the bus driver.
- d) The principal may authorize bus riding privileges
- e) In extenuating circumstances, if the bus driver knows the students the bus driver will be authorized to use their discretion in allowing students to ride the bus if the student does not have parental or principal's authorization.

Any unusual events or circumstances shall be reported to the principal and transportation supervisor as soon as possible.

July 16, 1991

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Loss of Bus Ridership Privileges

H-00

Bus riding privileges may be removed, by the principal or the board, for the following reasons:

- a) Inappropriate behaviour in the bus. Inappropriate behaviour could be, misbehaviour, rowdiness, abusive behaviour towards the driver or other students, vandalism of property.
- b) Students who play hooky from school may be denied bus riding privileges in the evening.
- c) Students who must be suspended from school during the school day should be segregated from the student body until the parents pick them up. Bus riding privileges will be automatically suspended when a student is suspended from school.

Only in special circumstances the principal may authorize, upon consultation with the superintendent, bus riding privileges to a suspended student. The principal must inform the bus driver of a student suspension. A copy of a letter of suspension can be given to the bus driver.

The principal shall inform all students and parents of this policy. Information could be disseminated via assembly, newsletter, school policy, handbook, etc.

The purpose of this policy is to:

Assist bus drivers and address their concerns. Give a greater degree of protection to all students. Inform students and parents of the divisions' expectations.

July 16, 1991

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Extra Curricular Trips, Who Drives, Eligible Reimbursements

All efforts shall be made to give spare bus drivers an opportunity to drive extra curricular trips. If spare bus drivers are unable to take the trips, regular bus drivers shall be called. If spare and regular bus drivers are not available to take a trip, division employees that hold a valid bus driver's certificate and have met all the inservice requirements as set by the Provincial Regulations and the Turtle River School Division board may be authorized by the transportation supervisor to drive the bus.

Remuneration for Division Employees Who are not Primarily Employed as Bus Drivers

1. Meals will be paid, The same guidelines shall apply as set for inservice remuneration.
2. When necessary, lodging will be reimbursed.
3. Hourly rate for driving time only. There shall be no remuneration for supervision or coaching time. (This only applies if the driving time is beyond the regular working hours. There can be no double payment.)
4. If division employees are required to drive a bus outside their working hours, and if they are not acting as supervisors or coaches, they shall be paid a rate as specified by the bus driver's collective agreement.

RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT

Extra Curricular Trips Overnight:

In the case of over night trips the driver shall be paid a minimum of four hours per half day or eight hours for a full day.

Logging Time on Extra Curricula Trips:

All bus drivers shall be required to keep a log of actual driving time and actual waiting time and shall report it on the P-11-I form.

November 12, 1991

In cases where students are required to be lodged for additional time due to weather conditions or breakdown of the bus, parents shall be liable for extra expenses incurred for their children, lodging, food, etc.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Fueling Buses and Procedure in Case of a Fuel Spill

1. Fueling shall only occur when all passengers have de bussed.
2. The engine shall be shut off during the fueling period.
3. Smoking/vaping near the area of fueling is strictly prohibited.
4. The person fueling the bus shall attend to the task of fueling and shall at that time not be distracted by other tasks such as cleaning windows, sweeping, etc.

In case of a fuel spill the transportation supervisor shall be contacted immediately. If the transportation supervisor isn't available contact the secretary-treasurer or superintendent at the division office. If no one is available, phone Workplace Safety & Health at 1-945-7109 or 1-204-726-6375, for advice as to what should be done. The transportation supervisor must report all fuel spills, in writing, to Workplace Safety & Health.

All details must be reported in writing. The transportation supervisor shall present the report to the board at the next meeting.

January 5, 1993

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Bus Transportation of Non-Resident and Residents Residing near Boundary

Turtle River School Division endorses that educational services should be provided for school age students in the most cost effective manner. It is therefore desirable that children attend schools that are closest to their residence or where the least amount of busing is required.

- A. Turtle River School Division may consider entering an adjoining school division to provide bus transportation to non-resident students to Turtle River School Division schools provided that:
- i) Parents submit a written request annually before May 1 to the respective boards including their reasons for making the request.
 - ii) A bus from Turtle River is traveling closer to the student's residence than a neighboring division's bus. Financial efficiency needs to be kept in mind and in some cases consideration may be given to the location of the closest existing schools.
 - iii) The adjoining division is in agreement with the arrangement being considered.
- B. Turtle River School Division may consider permitting an adjoining school division bus to enter the division to provide transportation to resident students provided that:
- i) Parents submit a written request annually before May 1 to the respective boards including their reasons for making the request.
 - ii) A bus from a neighboring division is traveling closer to the student's residence than a Turtle River bus. Financial efficiency needs to be kept in mind and in some cases consideration may be given to the location of the closest existing school.
 - iii) Both divisions are in agreement with the arrangement being considered.

April 1994

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Cameras & Emergencies on School Buses

H-00

CAMERAS ON SCHOOL BUSES:

In order to provide a greater degree of safety for all students riding on school buses the Turtle River School Division board has adopted the following policy.

School buses will be monitored by a camera when deemed necessary by the bus driver, school principal, vice principal, or the transportation supervisor. All tapes are the property of the school division and are to be used and viewed by authorized school personnel and/or the board as a whole acting in camera. The school principal/vice principal, in consultation with the transportation supervisor, may authorize the showing of the tapes to parents of students on the tape. In cases where serious infractions have occurred, the tapes may be released to law enforcement agencies. The school principal may recopy desired segments of the tape for the purpose of future reference.

Bus drivers may use their private cameras on the buses on the following conditions:

- a) That prior permission to use private cameras is obtained from the transportation supervisor. The transportation supervisor will inform the principal if a private camera is being used.
- b) The tapes are the property of the school division and cannot be shown to anyone unless authorized by the principal and/or transportation supervisor.
- c) The recopying of all tapes is strictly prohibited. Recopying can only be done by the school principal and all recopied tapes become the property of the school division.

August 20, 1996

EMERGENCIES ON SCHOOL BUSES

In cases where an emergency occurs on a bus and it may appear as if immediate medical assistance may be necessary, the bus driver is authorized to seek immediate help in which ever way possible, either by phoning, stopping other vehicles, etc., to have an ambulance dispatched to meet the bus.

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

H-00

Extra Curricular Trips & Schools Paying for Additional Bus Service

EXTRA CURRICULAR TRIPS

A. Inter divisional sports:

Once the board approves a program the funding will be provided and monitored by the secretary-treasurer.

B. Inter divisional education activities:

Example: Arts Festival, Science Fair, etc., same as A

C. Sporting activities or educational activities at the zone, provincial or national levels. Same as A and B

Out of division sporting activities

Junior high – 150 kilometers

Senior high – 550 kilometers

Senior high – 800 kilometers bonus for schools in double A

Field Trips:

Five kilometers per pupil in the school as per September 30th enrollments.

The school principal, upon using up a designated category, may in consultation with the superintendent transfer kilometer allotment between categories D and E. The onus is on the principal to inform the secretary-treasurer and transportation supervisor.

Division buses do not travel outside the Manitoba boundaries unless authorized by the board.

NOTE: In sections D and E the kilometers will be calculated from the division boundary to the return to the division boundary.

August 21, 1989, January 9, 1990, March 1992, March 1995, March 1996, June 28, 2012

POLICY FOR SCHOOLS PAYING FOR ADDITIONAL BUS SERVICE

Schools may charge students a fee for extra curricular trips or purchase trips from fund raisers. Instructional budgets may not be used for extra curricular travel.

.50 per kilo if no charge for bus driver

.90 per kilo if charge for bus driver

In cases where division vehicle or privately owned vehicles are used the current use of personal vehicle on division business reimbursement rate policy will be used (page 71 Administration Section).

May 7, 1996, June 12, 2012, September 26, 2017

* Cross Reference Instruction – page 111 pink

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Use of Private Vehicle for Extra Curricular Trips

H-00

Privately owned vehicles may be used for transporting students on curricular and extracurricular trips. A school bus is preferred where two or more vehicles are required to transport all participants to the activity. If a private vehicle is used, the following condition must be met:

1. In all cases except medical emergencies, the use of privately vehicles for trips must be approved in advance by the Division Office in the same way as bus trips and all drivers and vehicles must be approved by the School Principal. (Private Vehicle Use form must be completed in advance, no later than 5 working days).
2. The principal is to ensure that the driver holds a valid drivers license for the vehicle used and ensure the vehicle is properly registered.
3. All parents are to be advised by the supervising teacher that a private vehicle(s) is going to be used as the method of transportation and complete a Parent Consent Form.
4. It is encouraged that when more than one vehicle is used, the vehicles travel together.
5. Payment for the use of private vehicles will be the current Personal Vehicle Reimbursement rate as per policy.
6. Schools should note that vans equipped to carry 10 passengers or more must be licensed for passenger use and the driver must hold a class 4 license or better.
7. The principal is to ensure that the vehicle being used as a minimum Third Party Liability Insurance of \$2 Million.
8. Photocopies of all these documents are to be kept on file at the school and are to be destroyed at the end of each school year. The driver is to be a teacher, parent or coach approved and considered to be a safe driver by the school.

Resolution No. 5 June 28, 2012

Page 1 of 1

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles

Cell Phone Use & Bus Students Who Pose a Safety Risk

H-00

Cell Phone Use

A Bus driver may carry his or her own personal cell phone with them while driving a school bus. The cell phone must be turned off at all times unless there is an emergency, the bus radio is inoperative, and the bus is parked. The bus driver then may use his or her cell phone to contact the Transportation Department or other required emergency service.

Resolution No.6 December 14, 2004

Bus Students Who Pose A Safety Risk

Any Student who poses an extreme threat to the safety of the other students will lose bus privileges for an indefinite period of time. This may translate to a permanent suspension from bus ridership.

In the event that this policy is invoked, alternative arrangements will be made with parents/caregivers to transport children.

The student bus suspension will be reviewed every six months.

Resolution No. 7 February 27, 2007

Resolution No. 5 June 28, 2012

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Student Transportation Eligibility

H-00

Turtle River School Division will provide transportation to students who are eligible for the provincial transportation grant. Additional transportation will be granted to students on first come first serve priority basis and provided the following conditions are met:

1. Eligible students living in Turtle River and who are attending their designated school are guaranteed transportation, , or payment in lieu of transportation.
2. Eligible students living in Turtle River and who choose a school in Turtle River other than their designated school will be transported if there is room on the bus and the bus route does not require adjustment.
3. In town students that are eligible for the transportation grant (must be at least 1.6 kilometers from school) will be transported, a suitable central pick-up/drop-off location may be established.
4. Ineligible students living in Turtle River and who are attending a Turtle River school of choice will be transported if there is room on the bus and the bus route does not require adjustment.
5. Eligible students living in Turtle River who are attending a Turtle River school other than their designated school for programing not offered will be transported from their residents, or a central pick-up/drop-off location may be established.
6. Eligible students living within Turtle River communities which schools have been closed will be provided transportation to a Turtle River school from their residents, or a central pick-up/drop-off location may be established.
7. Eligible students that reside within Turtle River communities that have impaired mobility and/or unable to walk to school safely due to a learning disability or physical handicap and/or are approved for and receive Special Needs Level 2 or 3 funding will be granted bus transportation.
8. Ineligible/town students living within Turtle River communities will be granted transportation to their designated school from a designated pick up/drop off location, provided there is room on the bus and there are safety concerns for the students.
9. Occasional special transportation services (i.e. birthday parties, going to a friend's house or grandparents, etc.) will be allowed provided that it is not on a regular basis and there is room on the bus and the bus route does not require adjustment. In all instances parent/guardian must provide a note or phone call to the affected school.

Page 1 of 2

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



Turtle River School Division - Administrative Procedure

Section H – Transportation & Vehicles Student Transportation Eligibility

H-00

10. Special student bus transportation resulting from a family break up. Students will be granted one primary pick-up/drop-off location, and where applicable will be granted a second pick-up/drop-off location provided the bus route does not require adjustment.
11. Students may be allowed to travel to their place of work provided there is room on the bus and the bus route does not require adjustment. Parent/Guardian must provide a note or phone call to the affected school.

Resolution # 9 April 8, 2014, Resolution # 7 August 2014

Resolution No. 5 June 28, 2012

Page 2 of 2

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		