

Administrative Procedure 556

Use of Leased or Private Vehicles

Background:

The Transportation Manager may arrange for an alternate method of student transportation, other than the Division owned vehicles, for the sole purpose of providing a convenience for students. Requests and approval for transportation utilizing leased vehicles will be done by submitting form 260-1, and receiving confirmation from the Transportation Department.

Procedures:

1. Rented Vehicles
 - 1.1. When it is deemed advisable or necessary, vehicles will be rented from commercial vehicle rental firms.
 - 1.2. The driver of a rented vehicle shall, whenever possible, be an employee of the Division.
 - 1.3. The driver shall be approved by the Principal or designate.
 - 1.4. The Principal shall immediately report changes in transportation requests to the Transportation Manager.
2. Volunteers/Division Non-Owned Vehicles
 - 2.1. If methods of transportation other than Division owned bus, contracted bus or rented vehicles are to be used, approval must be given by the Principal or designate.
 - 2.2. Where staff-driven contracted vehicles or privately-owned vehicles are used to transport students to a school-sponsored activity, the following safety measures shall apply:
 - 2.2.1. The number of passengers shall not exceed the seating capacity available.
 - 2.2.2. The seatbelts of the vehicle shall be utilized.
 - 2.2.3. A Driver Volunteer Form, Form 556-1 or 556-2, must be completed prior to transporting students.

2.2.3.1. Driver Volunteer Forms are only valid for the School year in which they were filled in. A new form is required after the start of a new school year.

2.2.3.2. A copy of form 556-1 or 556-2 will be kept on file at the school

3. Funding Arrangements for Leased Vehicles

3.1. The rates charged to schools for contracted vehicles used for curricular or extra-curricular travel shall be in accordance with Administrative Procedure 555, Section 2.

3.2. When private vehicles are used for curricular or extra-curricular travel re-imbusement to the vehicle owner and charges to the school shall be at the LPSD mileage rate in effect at the time.

Reference:

Section 85, 87, 175, 179, 194, 195, 196, 197, Education Act

Section 38, The School Division Administration Regulations

Highway Traffic Act

Revised:

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