



SCHOOL VEHICLES

POLICY STATEMENT 553

Category: Transportation

AUTHORITY:	Department of Education Policy 512	EFFECTIVE:	Nov. 12, 1998
RESPONSIBILITY:	Principal Registered Owner	REVISED:	September 1, 2004

Policy Statement

The Superintendent recognizes that schools may own and operate school vehicles (vans and buses).

- 553.1 The Principal shall ensure that the procedures for the purchase and operation of school vehicles include the proper licensing of the vehicles and drivers, adequate insurance coverage, and vehicle inspections every six months as per provincial guidelines.
- 553.2 The Principal shall ensure that an **Annual School Vehicle Report** (Appendix A) is updated yearly and forwarded to the Transportation Manager each September and upon the sale/trade /purchase of a school vehicle.
- 553.3 The Registered Owner of the school vehicle assumes the responsibilities and obligations of purchasing, owning, operating and sale of the school vehicle.
- 553.4 The Registered Owner accepts responsibility for the maintenance, repair, legal obligations as well as other funding requirements associated with owning and operating a vehicle. Maintenance of school vehicles must be done at an authorized repair facility (ie – not a school shop).
- 553.5 The registered owner must be incorporated to limit personal liability. **Incorporation instructions.**
- 553.6 If the corporation or association identified as the Registered Owner ceases to exist, the principal shall review the issue of registration with the District Office.
- 553.7 Only persons registered as drivers with the Principal and who hold the appropriate driver’s license may drive a school vehicle.
- 553.8 Each school vehicle will have a log book. For each trip the driver will enter the destination, the driver’s name, the date of the trip, the time the trip begins each day, the time travel ends each day, and the odometer reading at the beginning and end of each day of travel.
- 553.9 For each school trip the driver shall insure that a list of passenger’s names, telephone numbers, Medicare numbers and contact persons are in the van and at the school.
- 553.10 There shall be a first aid kit and a flashlight in the van. There should be a cellular phone in the school vehicle.

