

---

**Subject:** Transportation to and from Off-Site School-Related Extra-Curricular Activities  
**Effective:** February 27, 2009  
**Revised:**

---

**1.0 PURPOSE**

---

This policy establishes the requirements for providing safe transport of students to and from off-site school-related extra-curricular activities.

---

**2.0 APPLICATION**

---

This policy applies to all school districts, school personnel and volunteers when transporting or arranging for the transportation of one or more students to or from an off-site school-related extra-curricular activity.

Parents or guardians who decide to transport or organize the transportation of their children are exempt from this policy.

---

**3.0 DEFINITIONS**

---

**Activity organizer** means a person designated as responsible for making the organizational arrangements pertaining to the participation of one or more students in an off-site school-related activity.

**Bus**, as defined in the [Pupil Transportation Regulation](#), means any motor vehicle designed for carrying ten or more passengers and used for the transportation of persons. In this policy, this definition excludes 15 passenger vans.

**Extra-curricular activities** are optional student activities endorsed by the school administration, organized for students by persons who may or may not be employed by the school, may or may not contribute to curriculum objectives, and, normally, conducted outside the instructional day. They do not usually involve all students in a class.

**Private vehicle** is a motor vehicle not owned or leased by the Province, and that is not operated under a conveyance contract as defined in the [Pupil Transportation Regulation](#).

**School bus**, as defined in the [Pupil Transportation Regulation](#), means a school vehicle that is a bus, is painted national school bus yellow and is equipped with a warning system.

**School vehicle**, as defined in the [Pupil Transportation Regulation](#), means a motor vehicle operated by a school district or under a conveyance contract for the conveyance of pupils in the public school system and excludes motor vehicles in a public transit system.

ORIGINAL SIGNED BY

---

MINISTER

**Extra-curricular activity vehicle** is a motor vehicle acquired by or on behalf of a school or a student council and registered in the name of the Province for the purpose of transporting students to and from off-site school related extra-curricular activities. An extra-curricular activity vehicle is not a school vehicle for the purposes of the [Pupil Transportation Regulation](#).

**Winter tire** is a tire that meets the Transport Canada winter snow tire designation, with the inscribed peaked mountain with a snowflake pictograph on the tire sidewall, for passenger vehicles, SUVs and light trucks. For buses, winter tire means a combination of tires that are specifically designed for winter driving conditions (i.e. ribbed front tires and traction tires on the rear).

---

#### 4.0 LEGAL AUTHORITY

---

6 The Minister

(a) shall establish educational goals and standards and service goals and standards for public education in each of the education sectors established under subsection 4(1),

[...]

(b.2) may establish provincial policies and guidelines related to public education within the scope of this Act [...]

---

#### 5.0 GOALS / PRINCIPLES

---

5.1 The Department of Education is committed to ensuring students are transported to and from extra-curricular activities in as secure a manner as possible.

---

#### 6.0 REQUIREMENTS / STANDARDS

---

##### **Superintendent's responsibilities**

6.1 The superintendent or his/her delegate is responsible for the implementation of this policy and monitoring for compliance.

6.2 When weather conditions or the state of roads make driving hazardous, the superintendent or his/her delegate may cancel or suspend the participation and transportation of students to and from any extra-curricular activity.

6.3 The superintendent or his/her delegate may cancel the participation of students in an extra-curricular activity if the transportation arrangements do not satisfy the requirements of this policy.

**Extra-Curricular Activities**

- 6.4** When organizing a school-related extra-curricular activity that requires the transportation of students by a motor vehicle, the school principal or the designated activity organizer:
- a)** shall use vehicles defined in section 3.0; and
  - b)** shall not permit the transportation of students between midnight and 6 a.m. unless authorized by the superintendent.
- 6.5** The school principal or the designated activity organizer shall ensure, before each trip, that:
- a)** the school administration and the driver have a readily accessible record of the names of the driver (or drivers) and all passengers;
  - b)** meteorological and road conditions are monitored and weather-related decision protocols established by the school district are followed;
  - c)** drivers have the telephone number of at least one resource person who is available to provide assistance during the activity;
  - d)** there is appropriate adult supervision for the students being transported;
  - e)** appropriate steps have been taken, commensurate with the age of the students, the nature of the activity, and the location to which students are traveling, to ensure that parents are aware of and in agreement with the traveling arrangements.
- 6.6** Groups traveling outside the local geographic community must be prepared to stay overnight if weather or road conditions present a hazard.
- 6.7** In circumstances where students are being transported by a **bus**, the school principal or activity organizer must also ensure that:
- a)** the vehicle and the driver meet the standards set in this policy;
  - b)** all requirements and restrictions established under the [Motor Vehicle Act](#) in relation to the operation of commercial vehicles are followed. These rules apply to the hours of service for drivers, commercial log books, and out-of-province trip permits (see [Appendix A](#) for a description of the specific requirements and restrictions).

**Vehicle standards**

- 6.8** Buses must meet the following requirements:

- a) are equipped with a fire extinguisher and a first aid kit;
- b) are equipped with winter tires between November 1 and April 30;
- c) are subject to semi-annual inspections;
- d) are to be covered by Third Party Liability and Accident Benefits in the amount of no less than \$5 million.

**6.9** Vehicles designed to transport 9 or fewer passengers must meet the following requirements:

- a) are equipped with four winter tires between November 1 and April 30;
- b) are to be covered by Third Party Liability and Accident Benefits in the amount of no less than \$1 million.

**6.10** Extra-curricular activity vehicles must be acquired and maintained in accordance with [Policy 512 – Extra-Curricular Activity Vehicles](#) which includes semi-annual inspections.

**6.11** No vehicle shall tow a trailer when transporting students.

**6.12** 15-passenger vans are not to be used to transport students.

#### **Driver requirements**

**6.13** When the transportation of students to extra-curricular activities is organized by school personnel, a driver must meet the following criteria:

- a) must be at least 21 years of age and not be a student enrolled in a public school;
- b) must possess a valid driver's licence with an appropriate classification for the type of vehicle being driven (see [Appendix C](#));
- c) must have completed a training program sanctioned by the Department of Education if driving a bus or an extra-curricular activity vehicle on behalf of the school. Professional charter operators are exempt;
- d) shall complete a pre-trip inspection before departing, if the vehicle is a bus, an extra-curricular activity vehicle or a rental vehicle on behalf of the school (see [Appendix B](#));

- e) must ensure equipment (e.g. sports equipment, musical instruments, suitcases) are stored in a secure manner inside or outside the vehicle used to transport students. Emergency exits must not be blocked in any way and the vehicle must not be overloaded;
- f) must monitor meteorological and road conditions and follow weather-related decision protocols established by the school district;
- g) must ensure that alcoholic beverages are not transported in the vehicle ([Policy 703 – Positive Learning Environment](#));
- h) must not smoke or permit smoking in a vehicle when students are being conveyed ([Policy 702 – Tobacco-Free Schools](#));
- i) must never be under the influence of any drugs or medication that may impair his/her ability, or be under the influence of any level of alcohol;
- j) must be familiar with [Policy 510 – Procedures for Accidents Involving a School Vehicle](#), any related policy or policies issued by the school district, and must observe the requirements under the [Motor Vehicle Act](#) (seat belts, speed, etc);
- k) must communicate with the person identified in 6.6(c) in emergency situations such as vehicle breakdowns or accidents.

### Indemnification

**6.14** [Policy 214 – Indemnification of Employees, District Education Council Members, Parent School Support Committee members, Volunteers and Student Teachers](#), in conjunction with the Provincial Administration Manual Policy [AD-3108 – Personal Liability Protection](#), applies to employees, DEC and PSSC members, volunteers and student teachers, provided that such person:

- was authorized in advance to perform the services;
- performed the services as directed; and
- acted in good faith.

### Out-of-Province Travel

- 6.15** If students are to be transported to a school-related activity being held out-of-province, organizers must ensure that all insurance and registration requirements relating to the vehicle are in order.
- 6.16** When traveling outside Canada, organizers must have access to coordinates for contacts with the Canadian consulate or embassy.

---

**7.0 GUIDELINES / RECOMMENDATIONS**

---

- 7.1 When transporting students in a bus, it is recommended that the activity organizer ensures that the driver or at least one passenger has first aid training.
- 7.2 It is recommended that the driver or at least one of the passengers has a cell phone.
- 7.3 Volunteer drivers using their own vehicles who wish to participate in the Department of Education sanctioned driver training program may do so.

---

**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

---

District Education Councils may establish policy not inconsistent with the parameters of this policy and the [Education Act](#).

---

**9.0 REFERENCES**

---

Related legislation:

[Education Act](#) Section 53 – Conveyance and lodging of pupils  
[Pupil Transportation Regulation](#) (2001-51) under the [Education Act](#)  
[Commercial Vehicle Drivers Hours of Service Regulation](#) (2007-39) under the [Motor Vehicle Act](#)  
[Commercial Vehicle Drivers Hours of Service Regulations](#) (Canada)

Related Government of New Brunswick policies:

Provincial Administration Manual Policy [AD-3108](#) – Personal Liability Protection

Related Department of Education policies and guidelines:

[Policy 132](#) – Contribution of Resources  
[Policy 214](#) – Indemnification of Employees, District Education Council Members, Parent School Support Committee members, Volunteers and Student Teachers  
[Policy 510](#) – Procedures for Accidents Involving a School Vehicle  
[Policy 701](#) – Policy for the Protection of Pupils  
[Policy 702](#) – Tobacco-Free Schools Policy  
[Policy 703](#) – Positive Learning Environment Policy  
[Policy 512](#) – Extra-Curricular Activity Vehicles

---

**10.0 CONTACTS FOR MORE INFORMATION**

---

Educational Facilities and Pupil Transportation Branch (506) 453-2242

ORIGINAL SIGNED BY

---

**MINISTER**