

### 521 - SCHOOL OWNED VEHICLES

#### Background

The Division approves the purchase of vehicles by schools subject to the following procedures.

#### Procedures

1. Approval of Purchase

The purchase by any school or schools of any vehicle must be approved in writing by the Secretary-Treasurer prior to the actual transaction. A cost/benefit analysis by the school shall be a requirement before approval of purchase.

2. Pre-purchase Inspection

A copy of the School Bus Inspection Form and the Mechanic's Report (when necessary) is to be sent by the school to the Secretary-Treasurer, indicating that the vehicle has been inspected and that the items requiring repair have been replaced or repaired.

3. Purchasing

3.1 The purchase of a vehicle is to be made on a formal purchase order issued through the office of the Secretary-Treasurer.

3.2 All costs involved in purchasing, licensing, insuring, maintaining and operating said vehicle shall be the sole responsibility of the school or groups of schools concerned. Funds which are available for transportation costs may be applied to maintenance and operating costs. Such a decision will rest with the school Principal and staff.

4. Insurance

Each school vehicle shall be covered by an insurance policy within the minimum limits of coverage prescribed by Section 627 of the Alberta Insurance Act, RSA 2000, and the automobile insurance policy providing passenger hazard coverage at least equal to that required by the Division of any commercial carrier with whom it does business. Schools that are willing to assume the cost will have the option of being included under the Division's vehicle insurance policy.

5. School Bus License

All vehicles owned by the school and used as a school bus must be licensed with "School Bus" (S.B.) or government license plates in order that they comply with all the safety requirements and inspections required under the Public Service Vehicles Act of the Highway Traffic Board.

## 6. Driver's License

All drivers of school-owned vehicles must possess the appropriate Driver's License as a condition for driving any bus used for transporting students.

6.1 Prior to assuming initial driving duties, the driver must provide documented evidence of licensing to the school administration.

6.2 Before any vehicle can be operated, drivers' abstracts must be obtained and filed with the Secretary-Treasurer or designee.

## 7. Inspections

School will adhere to the "National Safety Code Procedures - Buses" in the maintenance and operation of any vehicle used as a school bus, and obtain certification stating the same.

## 8. Restricted Use

All vehicles owned by schools shall be limited to use by Divisional school(s). Other schools and third parties may have the privilege of renting said vehicle, as the need arises.

## 9. Travel Log

A log will be maintained on each vehicle showing all information pertinent to the trip, including name of driver, destination, student passenger list, time of departure, time of return, fuel purchased, and any mechanical concerns as recorded by the driver.

## 10. Accidents

The procedures set forth on the approved School Bus Accident Procedures form shall be followed in the event of an accident.

## 11. Check List

11.1 A procedural checklist will be provided to all drivers of school-owned buses which is to be followed before any bus trip commences.

11.2 This check list will deal with such matters as "pre-trip" light and tire check and will outline the Alberta Highway Traffic regulations as they apply to the bus and its operation.

## 12. Load Limits

The load limits of all vehicles must be strictly adhered to. All riders must have a seat. There shall be no "standees".

Reference: Section 60, School Act  
Section 627, Alberta Insurance Act, RSA 2000