




<b>Administrative Procedures</b>		
 <b>AP 806- Special Use of Buses</b>	<b>References:</b>  <b>Related:</b>	<b>Tracking:</b> Dec 2022 - reformatted
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### SPECIAL USE OF BUSES

The Board of Education endorses the use of school division buses for transporting students for educational and school related activities.

### PROCEDURES

#### 1. *Approved Activities*

- a. Buses may be used to transport students for the following activities:
  - Educational tours and class trips
  - Outdoor educational trips
  - Co-curricular activities
  - Extracurricular activities
  - Occasional visits to students’ homes when prior approval for the receiving parent has been communicated to the bus driver and there is room on the bus for the additional passenger(s).

#### 2. *Application and Charges*

- a. The principal or designate is to submit a request for a bus to the Manager of Transportation at least two weeks prior to the date of use.
- b. Assigning a bus driver is the responsibility of the Manager of Transportation or designate.
- c. The school is to be billed at established rates for special bus use.

#### 3. *Reimbursement of Bus Drivers*

- a. Drivers are to receive remuneration in accordance with the negotiated salary grid in effect.
- b. On extra-curricular trips, drivers are to be reimbursed by the school for the actual cost of room accommodation and meal allowances in accordance with the Board’s fee schedule.

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