

## Administrative Procedures



### AP 808 – 15 Passenger Vans and Multi-function School Activity Buses (MFSABs)

**References:**

*The Traffic Safety Act*

*Driver Authorization for Transportation in Private Vehicles and/or Division Owned Vehicles form.*

*AP 516 – Reporting Criminal Charges*

**Related:****Tracking:**

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### 15 PASSENGER VANS AND MFSABS

The Division allows the acquisition or rental of 15 passenger vans and Multi-Function School Activity Buses, (MFSABs) by schools to facilitate co-curricular and extra-curricular travel that complements the curriculum.

MFSABs are limited to a maximum seating capacity of 15 passengers and one driver.

### PROCEDURES

1. The approval of the use of a 15-passenger van or MFSAB to transport students, staff members and volunteers to an authorized school or division event shall be made by the Director of Education.
2. Any driver operating a 15-passenger van or MFSAB will comply with the provisions of this administrative procedure and any rules or requirements established by the Supervisor of Transportation and any regulations and requirements under *The Traffic Safety Act* and any other applicable statute.
  - a. As per section 807 (1) (b), each driver must complete a [Driver Authorization for Transportation in Private Vehicles and/or Division Owned Vehicles form](#).
  - b. A copy of the driver's license and the driver's abstract shall be provided to the school principal for any and all drivers of 15 passenger vans or MFSABs prior to their assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of *The Traffic Safety Act* and any other applicable statute. The principal shall maintain copies of the documents.
  - c. Drivers must provide a Criminal Record and Vulnerable Sector Check.
  - d. Drivers shall have the experience and skills to handle a large vehicle in all expected and unexpected road and weather conditions.
  - e. The driver of a 15-passenger van or MFSAB shall ensure that his/her hours of service meet *The Traffic Safety Act*. No driver shall accumulate more than 13 hours of service within a 24-hour period. These hours of service shall include both teaching time in the case of a teacher, the hours of work by any other division employee or the hours of work of any other person acting as a driver, and the time operating the van.
  - f. Under no circumstances shall a student be the driver of a 15-passenger van or MFSAB.
  - g. If a driver has been convicted of an offence under *The Traffic Safety Act*, or for any motor vehicle related offense, the driver shall immediately notify the principal of their school. If the driver has been charged under the criminal code, refer to [AP 516](#) for proper procedure.

3. Any 15-passenger van or MFSAB, whether rented or acquired by a school, will be operated in compliance with all regulations and requirements under *The Traffic Safety Act* and any other applicable statute.
  - a. The responsibility of the day-to-day operating and maintenance of such a passenger vehicle shall be the responsibility of the school principal.
  - b. Formal inspections shall be conducted as required under *The Traffic Safety Act* and will be performed internally by NESD Garage personnel.
  - c. Whenever possible, all passengers shall be seated ahead of the rear wheels of the 15-passenger van. Seat belts shall be used at all seating positions.
  - d. The method of storing equipment on 15 passenger vans and MFSABs shall comply with all regulations and requirements under *The Traffic Safety Act* and any other applicable statute. Luggage shall be secured.
  - e. The load limits for all 15 passenger vans and MFSABs shall be strictly followed. Care must be taken to ensure that most of the weight is forward of the rear axle.
  - f. Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions.

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