



Policies and Procedures

Section Four – Curriculum & Instruction

405 FIELD TRIPS

405.6 – Transportation of Students

Introduction

Kelowna Christian School affirms the educational value of well-planned and well-supervised curricular and extra-curricular field trips. While transporting students to and from such trips, safety is of utmost importance. In some cases, such as after school sporting events, parents will be responsible for transportation arrangements for their child. In many cases, especially curricular trips and out of town sporting events, school staff will make transportation arrangements.

Policy 405.6.1

Kelowna Christian School authorizes the use of school buses for transporting students for school sanctioned activities.

Policy 405.6.2

The Superintendent is responsible, on an annual basis, to secure a bussing contract (vehicle and driver) for curricular and extra-curricular trips.

Policy 405.6.3

Kelowna Christian School authorizes the use of private vehicles and volunteer drivers for curricular and extra-curricular field trips during school hours, according to the requirements found in *Form 405D – Transporting Kelowna Christian School Students*.

Policy 405.6.4

Kelowna Christian School authorizes the use of private vehicles and student drivers for curricular and extra-curricular field trips, according to the requirements found in *Form 405C – Student Using Vehicle During School Hours*. (Note: Under no circumstances are students permitted to drive other students to or from school activities during school hours)

Policy 405.6.5

Kelowna Christian School prohibits the use of 15 passenger vehicles to transport students for school activities.

Policy 405.6.6

Authorized drivers are responsible to ensure the safe storage of articles in their vehicle during transport.

Policy 405.6.7

Authorized drivers, after consultation with the principal or field trip leader, are responsible to cancel a trip or change the itinerary of a trip if, in their opinion, the road conditions are unsafe and continuation of the trip presents a hazard to students.

Policy 405.6.8 – Evacuation of Bus Procedures

It is important that the authorized driver and passengers know how to get out of the bus using the emergency exits, and how to use the safety equipment. It is also important that the authorized driver inform authorities and request assistance if time allows.

It is the authorized driver's responsibility to set up a routine evacuation practice. In an emergency, practice can mean an orderly and speedy evacuation even if you are injured and unable to help. This practice should take place at the beginning of the school year and every month afterward.

Safety drills should be coordinated with the school administration (through the Director of Operations) and be held in a safe, traffic-free area on school property.

The objective is to get the children off the bus safely in the shortest possible time and in an orderly way.

The authorized driver must be aware of the use and operation of all exits.

Date Agreed: April 25, 2008

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