



AP 7-602 – GUIDELINES FOR CURRICULAR AND EXTRA-CURRICULAR STUDENT TRANSPORTATION

These guidelines have been established to strongly encourage the use of school buses for all trips, however they recognize there will be cases where private vehicles would be appropriate.

1. Principals have the authority to approve travel for curricular field trips **in accordance with procedure AP 3-800 and the accompanying regulations.**
2. Principals have the authority to approve travel for extracurricular activities and competitive events within the province of Manitoba.
3. The Superintendent or his/her designate will recommend travel for field trips, extracurricular activities, competitive events and extended student travel outside Manitoba to the Board for approval.
4. In all cases, approval must be obtained prior to the commencement of detailed planning or fundraising. Travel of an unusual nature or duration must be discussed with the Superintendent before proceeding.
5. Seat belts must be used in all cases except where regular school buses or highway coaches are used.
6. All volunteer drivers must complete volunteer driver application forms and must have criminal record checks. A driver's abstract may also be required. The school will retain the applications of all current volunteer drivers.

OPTION	LENGTH OF TRIP (ONE WAY)	
	UNDER 130 KM	OVER 130 KM
Private vehicle, up to 8 occupants	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of school administrator).	Number of occupants limited by number of seat belts. Qualified volunteer driver (only with prior approval of superintendent or designate).
	Class 5 license. Age 21 or over; not a secondary school student; good health; three years' driving experience. (2 vehicle maximum)	
School bus	Qualified driver.	Qualified driver.
	Approved by the division and hold a School Bus Operator's Certificate from the Pupil Transportation Unit	
Charter or taxi	Professional driver [(1) a driver supplied by a district-approved vendor, or (2) a volunteer driver who makes his or her livelihood as a driver of a public or charter bus/coach]	

Revised: August 25, 2008