

FIFTEEN-PASSENGER VANS

Background

The Division allows the acquisition or rental of fifteen-passenger vans by schools to facilitate co-curricular and extra-curricular travel that complements the curriculum. However, as fifteen-passenger vans may pose a higher risk under certain circumstances, specific procedures are in effect.

Procedures

1. The approval of the use of a fifteen-passenger van to transport students, staff members and volunteers to an authorized school or Division event shall be by the principal.
2. Any driver operating a fifteen-passenger van will comply with the provisions of this administrative procedure and any rules or requirements established by the Transportation Manager and any regulations and requirements under the Highway Traffic Act or any other applicable statute.
 - 2.1 A copy of the driver's license and a copy of the driver's license abstract shall be provided to the Transportation Manager for any and all drivers of fifteen-passenger vans prior to their assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of the Highway Traffic Act and any other applicable statute. The principal shall keep copies of these documents (see Form 552-1).
 - 2.2 Drivers shall have the experience and skills to handle a large van in all expected and unexpected road and weather conditions.
 - 2.3 Drivers must provide a criminal record check (see Form 400-1).
 - 2.4 The driver of a fifteen-passenger van shall keep a trip log recorded in a logbook of type acceptable to the Transportation Manager for all trips.
 - 2.5 The driver of a fifteen-passenger van shall ensure that his/her hours of service meet the National Safety Code. 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.
 - 2.6 All drivers shall have taken and passed a course approved by the Division prior to driving a van.
 - 2.6.1 All drivers shall have taken a refresher course approved by the Division. This refresher course will be provided in the third year from the original course completion, and renewal in subsequent three year intervals.
 - 2.7 Under no circumstances shall a student be the driver of a fifteen-passenger van.

- 2.8 The driver of a fifteen-passenger van shall inform the Principal of their respective school, and also inform the Transportation Manager, of any and all driving infractions as they occur.
 - 2.8.1 The driver shall supply a copy of any infraction offence to the Principal of their respective school, and also must supply a copy to the Transportation Manager.
 - 2.8.2 Each year, each van driver shall complete the Driver Information Form 552-1 prior to driving the van. A copy of the Driver Information Form 552-1 must be supplied to the Transportation Manager.
 - 2.8.3 If a driver has been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the preceding three years which are identified on the Driver Information Form 552-1, the driver must obtain, at his/her own expense, a driver's license abstract and a copy of this form shall be supplied to the Principal of the respective school, and also to the Transportation Manager.
3. Any fifteen-passenger van, whether rented or acquired by a school, will be operated in compliance with all regulations and requirements under the Highway Traffic Act or any other applicable statute.
 - 3.1 The operation of fifteen-passenger vans shall come under the general supervision of the Transportation Manager. The responsibility for the day-to-day operation and maintenance of such a passenger van shall be the responsibility of the principal.
 - 3.2 Formal inspections shall be conducted as required under the Highway Traffic Act and copies of reports from the inspections shall be provided to the Transportation Manager within one week of the issuance of such reports.
 - 3.3 Whenever possible, all passengers shall be seated ahead of the rear wheels on the bus. Seat belts shall be used at all seating positions.
 - 3.4 The method of storing equipment on fifteen passenger vans shall comply with all regulations and requirements under the Highway Traffic Act or any other applicable statute. Luggage shall be secured.
 - 3.5 The load limits for all fifteen-passenger vans shall be strictly followed. Care must be taken to ensure that all of the weight is not in the back.
 - 3.6 Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions.
 - 3.7 All school division fifteen passenger vans will be equipped with winter tires for the months of November to April inclusive. The Board of Education will cover the costs for the purchase of appropriate tires.
 - 3.8 In the event that an extra-curricular trip is required to stay overnight due to unforeseen weather conditions, the costs incurred for this must be approved by the Director or designate and will be covered by the Board of Education.
4. Any fifteen-passenger van acquired by a school shall be covered under the Division insurance program and will be insured to the fullest extent required by law or regulation.

- 4.1 Student accident insurance shall be in place for all student-occupants in the van.
- 4.2 In the event of an accident, the reporting procedures established by the Transportation Manager in Administrative Procedure 550 - Transportation Safety shall be followed.
- 4.3 A cell phone or other communication device is recommended in the van.

Reference: Section 85, 87, 108, 109, 110, 194, 195, 196, 197, Education Act
Highway Traffic Act
National Safety Code

Forms Manual: Form 400-1; Form 552-1

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