



Student Transportation in KTCEA Vehicles

Background

KTCEA acknowledges the occasional need to use KTCEA non-school buses or school-acquired vehicles to transport students on field trips or to special events related to their school programs.

Guidelines

A high standard of care and concern for student safety will govern the use of KTCEA vehicles for student transportation purposes.

#	Procedure	Roles & Responsibilities
1.	<p>The Transportation Manager may approve any use of a KTCEA or school acquired vehicle for a field trip or school activity.</p> <p>1.1 A driver will be identified who will be sole operator of the private vehicle.</p> <p>1.2 A written request to use a KTCEA or school acquired vehicle for student transportation purposes, together with the Volunteer Driver Checklist and Authorization Form, will be submitted to the Transportation Manager at least 5 days prior to the intended use.</p> <p>1.3 The request must be signed by the parents of the transported students, the driver and the school principal.</p> <p>1.4 The driver's qualifications will be submitted along with the request.</p> <p>1.5 The driver must have the appropriate license to operate the vehicle.</p> <p>1.6 The driver shall comply with all provisions of the Traffic Safety Act and any other applicable statutes or regulations.</p> <p>1.7 A copy of the driver's license will be kept on file during the use.</p> <p>1.8 A list of passengers will be kept on file during the use.</p> <p>1.9 The manufacturer's indicated capacity will not be exceeded.</p> <p>1.10 The trip driver must not allow any unauthorized person to enter the vehicle.</p> <p>1.11 The trip driver must complete a pre-trip inspection prior to its use.</p>	<p>Superintendent, Transportation Manager, Volunteer Drivers, Students</p>
2.	<p>Drivers may not</p> <p>2.1 drive for 24 hours after consuming alcohol or using recreational drugs.</p> <p>2.2 use a cell phone, smart watch, tablet head phones, earbuds or similar device while operating the vehicle.</p>	<p>Transportation Manager, Drivers</p>

3.	Drivers will adhere to AP 630 Transportation Safety Procedures and AP 630B Driver Responsibilities and Licensing.	Drivers
4.	Student passengers will adhere to AP 630A School Bus Safety - Students and Parent Responsibilities.	Students

Definitions:

Driver refers to “the designated driver of a KTCEA vehicle or school acquired vehicle used to transport students to a school activity, and can include volunteers, teachers, Board members, staff, principals and other authority officials, and cannot include students”.

References:

- Student Transportation Regulation 250/98 (AR 197/2000)
- Traffic Safety Act
- Use of Highway and Rules of the Road Regulation (304/2002)
- ASBIE Off-Site Policy and Procedures Manual
- ASBIE Volunteer Driver Checklist and Authorization Form
- Freedom of Information and Protection of Privacy Act

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.