

Administrative Procedures 551
Special Use of School Buses



Adopted: October 28, 2016

Amended: February 3, 2023

External References

- Education Act: Sections 85, 87, 116, 194, 195, 196, 197
- Highways and Transportation Act
- Traffic Safety Act

Internal References

- AP 551 - Appendix A – Bus Rates – Special Use
- AP 260 Educational Trips (Curricular and Extra-Curricular)
- Form 551-3 Bus Transportation Request -Educational Trips
- School Bus Driver Handbook

Background

The Division endorses the use of Division buses for transporting students for educational and school related activities.

Procedures

1. Approved Activities

- 1.1 Buses may be used to transport students for the following activities within province:
 - 1.1.1 Educational tours and class trips.
 - 1.1.2 Outdoor educational trips.
 - 1.1.3 Extra-curricular activities.
 - 1.1.4 Between schools in the Division.

2. Application and Charges

- 2.1 The Principal is to email the request for bus use to the Transportation Manager as is practicable prior to the date of use.
- 2.2 Appointment of a driver is the responsibility of the Principal or designate subject to approval by the Transportation Manager.
- 2.3 Billing shall be at the established rates for special bus use.

Administrative Procedures 551 – Appendix A

Bus Rates - Special



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Bus Rates - Special Use Calculation of Payment for Bus Driver

In Town Trip	Amount
Basic Allowance (Includes reasonable wait time prior to departure and return trips for the schedule determined by the principal/immediate supervisor.)	\$33.30
Each Additional Round Trip	\$16.65
Wait Time (Only when the bus driver is required by the principal/immediate supervisor to remain at the destination)	Minimum Wage

Out of Town Trip	Amount
Basic Allowance (Includes reasonable wait time prior to departure and return trips for the schedule determined by the principal/immediate supervisor.)	\$49.25
Kilometer rate	\$0.23
Wait Time (8 Hours Maximum)	Minimum Wage
Meals (receipts required) (Effective October 25, 2022)	
Breakfast	Maximum of \$15.00
Lunch	Maximum of \$20.00
Dinner	Maximum of \$30.00