TRANSPORTATION OF STUDENTS IN GOVERNMENT OWNED OR RENTED VEHICLES

DM Approval: Effective Date: September 1, 2014

GENERAL INFORMATION

Yukon Education owns ‘Activity Buses’ that are used to transport students to and from school-related activities. A number of these Activity Buses are assigned to specific schools for use by that school, and a number are assigned to Yukon Education and are available for use by all schools.

In addition, vehicles assigned from Government of Yukon Fleet Vehicle Agency or rented through the Supply Services branch of the Department of Highways and Public Works may be used to transport students to and from school-related activities.

PURPOSE

The purpose of this policy is to provide guidelines and procedures to ensure the safe transportation of students in government owned or rented vehicles.

DEFINITIONS

‘Activity Bus’ means the passenger buses owned by Yukon Education that meet the CSA’s D-270-08 Standard for School Children Transportation, are in compliance with G.A.M. Policy 2.11 (‘Government Fleet Vehicles’), and are used to transport students to and from school-related activities.

‘School Administrator’ means any person who is appointed or designated to be the principal or vice-principal of a school.

‘Student’ means a person enrolled in an educational program provided by the Minister of Education or by a School Board.

‘Student Transportation Officer’ means the Yukon Education employee responsible for coordinating and administering student transportation requirements in order to facilitate the delivery of efficient Yukon-wide transportation services.
POLICY STATEMENT

Government owned or rented vehicles may be used to transport students to and from school-related activities, such as sports events and off-site experiential learning activities.

The use of a government owned or rented vehicle to transport students must be approved by the school administrator.

In all cases where a government owned or rented vehicle is used to transport students to and from school-related activities, the school administrator and the operator of the vehicle must ensure that they are in full compliance with the requirements of Yukon Education’s Safe Work Practice – Use of Government Owned or Rented Vehicles to Transport Students.

A government owned or rented vehicle used to transport students must at all times be operated by a Government of Yukon employee or an authorized volunteer under the Volunteers in the Schools Policy.

Only government staff, students, and authorized volunteers may ride in a government owned or rented vehicle used to transport students.

Use of a government owned or rented vehicle by a third party for other than a school-related purpose is not permitted.

Fleet Vehicles Agency may use Activity Buses for rental or loan to other government departments during the summer months when they are not otherwise in use by the schools.

Yukon Education must ensure that records are maintained for the registration, maintenance, and repair of all Activity Buses.

Activity Buses Assigned to Specific Schools

Activity buses may be assigned to specific schools for the purpose of transporting students to and from school-related activities. These vehicles are to be kept on the school property when not in use.

The school administrator or their designate is responsible for:

- keeping on file a current copy of the Class 4 Yukon Driver’s License of each person who is authorized to operate an Activity Bus;
- maintaining an Activity Bus in accordance with G.A.M. Policy 2.11 while it is assigned to the school and keeping current maintenance records available for review;
• contacting the Student Transportation Officer to arrange maintenance and/or repair of the Activity Bus when required during the school year and keeping current maintenance record available for review; and

• arranging with the Student Transportation Officer to have the Activity Bus serviced at the end of each school year.

**Activity Buses Assigned to Yukon Education**

Schools may use Activity Buses assigned to Yukon Education by arranging for their use through the Student Transportation Officer, subject to the following requirements:

• the school must provide the Student Transportation Officer with a copy of a valid Class 4 Yukon Driver’s license for any person who will operate an Activity Bus;

• the Student Transportation Officer must keep a record of the name of the school, the names of all licensed operators, the destination of the trip and the dates and times the vehicle is to be picked up and returned;

• requests to pick up vehicles outside of regular office hours will be accommodated if possible, provided sufficient notice is given;

• the school administrator or their designate must ensure that the Activity Bus is cleaned and refueled following use, and that the Student Transportation Officer is notified if any maintenance is required; and

• if an Activity Bus is returned without being cleaned and/or refueled, the school may be charged for the cleaning/refueling of the vehicle.

**Assigned or Rented Vehicles**

The school administrator may authorize the transportation of students in a vehicle assigned from Government Fleet Vehicles or rented through the Supply Services branch of the Department of Highways and Public Works.

The school is responsible for the cost of renting the vehicle, and the school administrator is responsible for ensuring that the requirements G. A.M. Policies 2.11 (‘Government Fleet Vehicles’) and 2.12 (‘Vehicle Rentals Policy’) are met when they authorize the transportation of students in a vehicle assigned from the Fleet Vehicle Agency or rented through the Supply Services branch of the Department of Highways and Public Works.
ROLES AND RESPONSIBILITIES

Yukon Education is responsible for establishing guidelines and procedures for ensuring the safe transportation of students in government owned or rented vehicles.

Pursuant to G.A.M. Policy 2.11, the Department of Highways and Public Works is responsible for administering the "Government Vehicles in Pool" consisting of passenger carrying vehicles owned or rented by the Government of Yukon. Highways and Public Works may assign vehicles for specific periods of time as requested and as warranted, depending on the availability of vehicles.

School administrators and vehicle operators are responsible for ensuring that government owned or rented vehicles used to transport students are operated in accordance with applicable Government of Yukon and Yukon Education policies and safe work practices.

APPLICATION

This policy applies to all staff of Yukon Education.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective September 1, 2014.

LEGISLATIVE AND POLICY REFERENCES

Education Act ss. 185 (I)
Student Transportation Regulations s. 21
Yukon Education ‘Volunteers in the Schools Policy’
G.A.M. Policy 2.11 ‘Government Fleet Vehicles’
G.A.M. Policy 2.12 ‘Vehicle Rentals Policy’
G.A.M. Policy 3.48 ‘Corporate Health and Safety’

HISTORY

Student Transportation By Government Vehicles (Vans) Policy, effective April 29, 2004, amended effective by Transportation of Students in Government Owned or Rented Vehicles Policy, effective September 1, 2014.