

Yukon Education

Policy Subject: Student Transportation By Government Vehicles (Vans)

Date Passed: April 29, 2004

Policy No. 5002

Cross Reference:

Field Trip Policy (Drafting currently underway)

This policy establishes guidelines and procedures to ensure the safe transportation of students in government-owned vehicles.

The Department of Education authorizes schools to use government vehicles (vans) for the transportation of students to and from school-sponsored events, field trips and sports activities.

The department is aware that cautionary warnings have been issued by the National Highway Traffic Safety Administration (NHSTA) on two separate occasions to users of the 15-passenger vans to alert them of their findings.

Other studies have indicated three significant and critical safety problems— vehicle rollovers, side impact damage and destruction and passenger ejection resulting from collisions.

In particular, a high center of gravity directly attributed to weight and weight distribution in the 15 passenger vans has been cited as significantly increasing the roll over risk.

As a way of mitigating these risks, a number of modifications to the vans as well as specific training for the drivers has been successfully implemented in other jurisdictions.

In recognition of these findings, Yukon schools are required to comply with the following Guidelines and Procedures.

Guidelines and Procedures

1. The principal or designate will provide permission to use a van to transport students. This authorization is provided exclusively for school field trips. A van may not be used for any other purpose.
2. Operators of vans must be employees of the Government of the Yukon.
3. Operators will ensure that the vehicle is in good working order before, during and at the conclusion of each trip. Tires, lights, mirrors, signal lights and gauges must be checked each time before the vehicle is moved.
4. In light of two cautionary warnings that have been issued by the National Highway Traffic Safety Administration, all 15-passenger vans shall undergo the following renovations immediately:
 - rear row of seats are to be removed. The remaining empty space at the back shall not be loaded with gear.
 - Passenger occupancy shall be limited to a total of eleven passengers, including the driver.
 - All roof racks and roof loads shall be removed and roof loads are strictly prohibited.
 - E-class wide tires are to be installed on all vans.
 - Trailers shall not be towed unless there are no passengers in the van.
5. It is the responsibility of the vehicle operator to ensure that an emergency kit is in the vehicle during all trips.
6. For any travel, the school must provide the vehicle operator either a two-way radio (MDRS unit) cell phone or satellite phone depending on where they are traveling to.
7. For travel longer than one day a second driver / chaperone is required.
8. Drivers may not be on duty for periods of longer than 14 hours.

If the total amount of time on duty exceeds 14 hours a second driver is required. A person is considered on duty for the period of time they are driving plus any hours they have worked or been responsible for the supervision of students that day. For example the time on duty for an individual that teaches from 8:30 to 3:30 then drives to Skagway with a basketball team leaving at 3:30 arriving at 5:30, coaches from 6:30 to 8:30 and then drives home from 8:30 to 10:30 would be 13 hours.

9. Notwithstanding the modifications described above in Section 4 which effectively reduce the capacity of these Vans, operators of 15 Passenger Vans are required to possess a Class 4 Yukon Driver's License.
10. Only drivers, students and chaperones may be transported in a government van. No other persons are authorized, or insured, to ride in a school van.
11. The number of students transported will be limited to the number of seat belts provided in the vehicle and all passengers in the vehicle are required to wear seatbelts.
12. In the case of use of 15-passenger vans, a logbook for each of its 15-passenger vans must be maintained outlining:
 - A history of the maintenance program
 - Description of the vehicle, i.e. years, make, model, serial number;
 - Log mileage, use, purpose, destination, intended distances traveled, number of drivers and passenger list.
13. Vehicle operators will ensure that all passengers are wearing seat belts. No child under 13 years of age, and/or less than 85 pounds shall occupy the front passenger seat of a vehicle equipped with an airbag.
14. An animal may not be transported in a government vehicle unless the animal is an essential component of the field trip and is suitably caged at all times while in the vehicle.
15. Third party use of a van assigned to a school is not permitted.

16. Travel shall not commence if the temperature is, or is expected to fall below –35 degrees C. If the temperature falls below –35degrees C during a trip, the operator should proceed to reasonable safe shelter until the temperature rises in accordance with an approved Contingency Plan.
17. A magnetic or permanent sign announcing that the van is used to transport students must be affixed to the rear of the vehicle while students are being transported. These signs are provided by the Department and include a contact phone number of the Student Transportation Officer in the Department.
18. Vehicle operators will observe existing road conditions and will obey all traffic laws and speed limits.

Vans Assigned to Specific Schools

19. Some Yukon schools have vehicles (vans) assigned. These schools have priority for use of the van assigned to the school. These vans are stored on school property during the school year when not in use. (List included in Appendix 1).
20. The principal or designate will ensure that only authorized personnel operate the vehicle.
21. Schools with vehicles (vans) assigned to them must affix a magnetic or permanent deco noting that they are used to transport students and the phone number of the Student Transportation Officer as a contact at the Department.
22. Schools with vehicles (vans) assigned to them must maintain a logbook for each of its 15-passenger vans outlining:
 - A history of the maintenance program
 - Description of the vehicle, i.e. years, make, model, serial number;
 - Log mileage, use, purpose, destination, intended distances traveled, number of drivers and passenger list.
23. The principal or designate will keep a current copy on file of

Class 4 Yukon' Driver's Licenses for all individuals authorized to operate a school van.

24. The school is responsible for the maintenance and care of the vehicle assigned to the school.
25. The principal or designate must ensure that the vehicle assigned to the school is properly maintained, that tires are checked regularly and that general servicing and tune-ups are provided, as required.
26. The vehicle must be kept clean. At the conclusion of a trip, the principal or designate will ensure that the vehicle is cleaned inside and out and refueled. If maintenance is required, the principal or designate should contact the Student Transportation Officer to book an appointment with the Fleet Vehicle Agency.
27. At the end of each school year, the principal or designate will arrange with the student transportation officer, Department of Education to have the van brought to the nearest Fleet Vehicle Agency branch for servicing.
28. The Fleet Vehicle Agency may use school vans for rental or loan to other government departments during the summer months.

Vans Booked through the Student Transportation Officer

29. Schools may book vans that are owned by Department of Education and kept at the Fleet Vehicle Agency through the Student Transportation Officer. These vehicles are provided, as available, from the Fleet Vehicle Agency (Supply Services, Government of the Yukon).
30. The Student Transportation Officer will book a van for specified dates, as required.
31. All vehicle operators must provide the Student Transportation Officer with a photocopy or fax of their Class 4 Yukon Driver's License prior to the trip.

32. The Student Transportation Officer will record the name of the school, names of all operators, the destination of the vehicle and the dates and times the vehicle is to be picked up and returned.
33. Arrangements to pick up vehicles outside regular office hours may be accommodated provided that sufficient notice is given.
34. The vehicle must be kept clean. At the conclusion of a trip, the principal or designate will ensure that the vehicle is cleaned inside and out. If maintenance is required, the principal or designate shall notify the student transportation officer.
35. The school is required to provide a copy of the Fuel Receipt to the Student Transportation Officer to demonstrate that the vehicles has been refueled before being returned to the FVA.
36. Vehicles returned to the FVA in dirty condition, inside or out, will result in the school being charged for the cleaning.

Rental Vehicles From the Fleet Vehicle Agency (FVA)

37. If a vehicle is not available for booking through the Student Transportation Officer, schools have the option to rent through the Fleet Vehicle Agency (FVA) or through a private company.
38. In the event that a school chooses to rent a 15-passenger van from the Fleet Vehicle Agency or through a private company, all of the guidelines listed in this policy shall apply.
39. To rent a Fleet Vehicle Agency vehicle, complete a Request for Transportation form. The form must be signed and coded by the principal or designate.
40. Fax the completed Request For Transportation form to the Fleet Vehicle Agency.
41. Telephone the Fleet Vehicle Agency to ensure receipt and to provide additional details, if required.
42. Forward appropriate copies of the Request For Transportation form to the Fleet Vehicle Agency and the student transportation officer at the Department of Education.

43. The vehicle operator will be provided at Fleet Vehicle Agency credit card for fuel purchases. All fuel for the rental vehicle must be made using the credit card supplied.
44. The vehicle operator must ensure the vehicle is returned clean, inside and out.

APPENDIX 1

Transportation of Students in Government Vehicles Policy

Assigned Vans

F.H. Collins Secondary School
Porter Creek Secondary School
Vanier Catholic Secondary School
Wood St. Centre
Gadzoosdaa Student Residence
Department of Education

Ghuch Tlâ Community School – Carcross
Del Van Gorder School – Faro
Eliza Van Bibber School – Pelly Crossing
J.V. Clark School – Mayo
Robert Service School – Dawson
Ross River School
St. Elias Community School – Haines Junction
Tantalus School – Carmacks
Teslin School
Johnson Elementary/Watson Lake Secondary School

Recommended Emergency Kit

Tow rope
Shovel
Windshield Scraper
Axe
Flashlight
Flashlight batteries (2)
Booster cables
Extension Cord
First Aid Kit
Matches
Fire starter
Emergency Blankets x 3
Candles
Storage Box