



<p>School Charter Trip Recommendations</p>	<p>DATE: December 15, 2015</p>	<p>REVISED: August 1, 2016</p>
<p>Statement</p>	<p>Tri-Board Student Transportation Services is not responsible for the administration of extra curricular bus trips. School Initiated Activities include:</p> <ul style="list-style-type: none"> • Activities that are planned as part of school curriculum and held in school hours. • Activities that are planned as an addendum to the regular curriculum and are held beyond regular school hours. • Extra- curricular activities planned as part of a school’s total program or using the school name. 	
<p>Recommendations for Schools</p>	<ul style="list-style-type: none"> • Ensure minimum insurance requirements will be in place as per Tri-Board. • Ensure the number of students transported in a vehicle does not exceed the manufacturers rated capacity for that vehicle. This includes all students and adult supervisors. All riders must be in a seat and remain seated while the bus is in motion. • When a trip is booked and time lines are established, those timelines must be strictly adhered to. • A Teacher/Supervisor must always accompany students on a trip and will be in charge of all aspects of pupil behaviour on the bus and will offer help to the driver in an attempt to make the trip as safe as possible. • An accurate itinerary must be provided to the bus operator at the time of the trip/excursion booking. • Riders are to know the “Code of Conduct of Students” and Bus Behaviour rules and be aware they are to follow the code at all times. • Teacher/Supervisor is in charge and should have a list clearly indicating the students present on each trip and students must be checked each time they enter the bus. • Teachers should be familiar with emergency exits and bus evacuation procedures. • Non-essential baggage must not be carried by students, only back packs can accompany students. All other items such as sports equipment, musical instruments, props for school events etc. must be transported separately unless the school bus is equipped with luggage compartments. • All riders must refrain from eating or drinking on the bus. 	