



Preparing Today's Learner for Tomorrow

Administrative Procedure 9130

Transportation of Students by Support Staff

Board Governance Policy Cross Reference: [1](#), [12](#), [14](#), [16](#)

Administrative Procedures Cross Reference:

[Private Use of Vehicles](#)

[Reimbursement for Employee Expenses](#)

Form Cross Reference:

[Employee Expense Reimbursement Form](#)

[Use of Private Vehicle - Support Staff](#)

Legal/Regulatory Reference:

The Interlake School Division (ISD) recognizes the need to use private vehicles to facilitate school-related activities. Support staff may be asked to transport/supervise a student or students to a work experience site or field trip location that is within the Interlake School Division. Each situation, including medical needs, will be assessed by the case manager. In every instance, the safety of students and staff will be the first consideration.

Procedures:

1. Support staff may be asked to accompany students by walking and/or driving in a private vehicle to a designated site.
2. Support staff may be the sole transporter/supervisor on trips which are within the boundaries of the Interlake School Division, as determined by the case manager.
3. Support staff may not be the sole transporter/supervisor on trips which are beyond the boundaries of the Interlake School Division (except in exceptional circumstances which must be approved by the School Administrator).
4. Support staff will complete a [Use of Private Vehicle: Support Staff](#) form. This form will be kept on file at the school.
5. Mileage and other incidental costs will be reimbursed at the current Division rate with accompanying documentation. Expenses are to be submitted to the Student Services Administrator for approval using the [Employee Expense Reimbursement Form](#).