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

Administrative Procedures Cross Reference:

[Offsite Programs and Activities](#)

Form Cross Reference:

Legal/Regulatory Reference:

[The Highway Traffic Act](#) (137)

[The Public Schools Act \(School Buses Regulation \(M.R. 465/88R\)\)](#)

The primary function of school bus transportation within the Interlake School Division (ISD) is to transport students safely and efficiently according to the appropriate sections of [The Public Schools Act](#), [The Highway Traffic Act](#) and in accordance with [Manitoba Regulation 465/88R](#).

Division buses may also be utilized for school-related off-site activities, to transport trustees, administrative officers and teachers employed by the Division while carrying out their regular duties or attending professional development sessions; and may be utilized by non-profit outside organizations.

1. School-Related Off-Site Activities

- a) All requests for use of school buses for purposes other than regular transportation to and from schools must be made to the Transportation Department using the bus requisition form found in CIMS.
- b) Requests must indicate all planned stops so that plans can be made for a route and for parking.
- c) Requests need to be submitted at least one week in advance, and preferably as soon as the Teacher - Supervisor(s) have planned the activity.
- d) Requests with less than one week's notice accompanied by a note of explanation will be considered and approved as possible.
- e) In most cases, the buses that are providing services for these off-site activities are also used for transporting students to and from school. Therefore, wherever possible, activity start and end times should allow buses and drivers to do their regular routes.

- f) If conflicts arise, or cancellations are necessary, the Transportation Supervisor will notify schools.
- g) Responsibilities of Teacher-Supervisor(s):
 - i. Accompany students on all off-site activities.
 - ii. Be in possession of a cell phone and ensure the number is listed on the bus requisition.
 - iii. Review all plans and expectations with any accompanying adults and shall seat themselves strategically throughout the bus to provide maximum supervision.
 - iv. Review bus ridership expectations with students prior to leaving school.
 - v. Ensure an accurate passenger list has been completed and is provided to the Bus Driver (in case of an emergency) and has been left with the school office for emailing to the Transportation Department.
 - vi. Ensure that all students and accompanying adults are aware of departure times for the return to school and should any problems arise, shall contact the school.
 - vii. Teacher- Supervisor on the bus, is responsible for managing the behaviour of students in their care.
 - viii. Responsible for sharing any concerns with School Administrators upon return to the school.

2. Non-Profit Outside Organizations

- a) Requests for the use of ISD school buses from non-profit outside organizations must come in writing to the Transportation Supervisor.
- b) Decisions regarding the use of school buses and any remuneration will be established on a case-by-case basis.
- c) All requirements in [Manitoba Regulation 465/88R](#) and [The Highway Traffic Act](#) must be adhered to.
- d) The Finance Department will invoice the appropriate organizations for the established remuneration.