

The Seminary of Christ the King (SCK) recognizes its responsibility for ensuring that all due care and attention is paid in the event that students need to be transported to and from SCK, or to and from approved, SCK-sponsored events.

When students are transported by SCK, or with prior approval on SCK's behalf, they must travel in appropriately licensed and insured vehicles which are operated in accordance with all generally-established safety practices, provincial regulations and the regulations established by the school district for the safe transport of students. This applies to both privately and commercially owned vehicles.

In implementing this policy, SCK requires that staff ensure that:

1. all students are provided with safe transport;
2. all legal requirements are met in licensing, insuring, and operating vehicles used by SCK in transporting students;
3. all those involved in the approved transportation of students are aware of SCK's regulations regarding the safe conduct of students from one location to another;
4. sufficient liability coverage is in place to protect SCK from any claim brought against it as a result of an accident while students are being transported.

## **Administrative Regulations**

### **1. Contracted School Bus Service**

- a) Vehicles shall have valid school bus permits issued by the British Columbia Motor Vehicle Department and conform to all municipal, provincial and federal legislation, regulations and standards governing school bus transportation.
- b) Vehicle operators shall have the appropriate valid driver's license.
- c) Current passenger lists shall be maintained.
- d) Sufficient liability insurance coverage shall be in place. For buses under contract by SCK, the contractor shall maintain non-owned automobile insurance coverage protecting SCK should an accident occur and a court of law find SCK negligent in some manner. Additionally, the contractor shall carry appropriate levels of third-party liability and comprehensive liability insurance.

### **2. Transfer Assistance (Home-to-SCK-to-Home)**

- a) If SCK facilitates transportation for regular home-to-school-to-home travel, the full responsibility for safe transportation and for insurance coverage rests with the vehicle owner.

### **3. SCK Authorized Curricular or Extracurricular Transportation (SCK-owned, Leased or Contract Vehicles)**

- a) If contract vehicles are used, there shall be a formal written contract for the transportation required.

- b) The Rector/Principal shall exercise SCK authority and carry overall responsibility for the arrangements and supervision of the transportation, as well as the curricular or extracurricular activity.
- c) Passenger and vehicle loading lists shall be filed in the school.
- d) Contractors shall carry the appropriate levels of third-party liability and comprehensive liability insurance.

#### **4. School-authorized Activities using Privately-owned Vehicles**

- a) Any SCK-authorized activity requiring transportation shall be approved by the Rector/Principal.
- b) A supervisor or designate shall be identified by the Rector/Principal.
- c) The supervisor or designate shall ensure that any special safety requirements connected with the trip are met.

#### **5. School Bus Evacuation Procedures**

The Principal/Rector will ensure that each time a bus is contracted, students will be instructed and participate in safe school bus riding practises. All students will be given instruction with regard to school bus ridership and evacuation procedures by the contracted school bus operator.

The procedure for emergency evacuation shall be:

- a) All loose articles including jackets, books, kits, etc. must be left on the bus.
- b) Students will remain seated until it is their turn to unload.
- c) When unloading using the front door, students will unload from the front, beginning with the seat behind the driver, then the front seat across the aisle, moving back to second, third, etc. (Drivers are encouraged to use this procedure in the normal unloading of their vehicles).
- d) When unloading using the back door, students will unload from the last seat on the driver's side, then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
- e) When using both front and rear doors, both of the above procedures will apply.
- f) Students leaving the bus via the back door must crouch, extend their arms to the monitors and hop down.
- g) Students will congregate at a safe distance from the emergency scene, away from the traffic and act in a quiet orderly manner.
- h) They must remain in this fashion until further directions are given by either the driver or monitor.
- i) The "Buddy" system will be used in order to facilitate a quick check to as to ensure that all passengers are accounted for.

- j) After the last student leaves the bus, the driver will walk through the bus to check that all have been evacuated. He will be the last to leave and will remove the keys from the ignition.
- k) In the event that the driver is injured, a monitor near the front of the bus will assume authority. He will turn off the key, assist passengers to remain calm; arrange for assistance for the driver. The driver should be removed by older students if he is assessed to be in further danger by remaining on the bus.
- l) This procedure shall apply during extracurricular activities as well as regular bus trips. The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.