



PRSD encourages the use of PRSD school buses for both field trips and extra-curricular trips.

PRSD buses are to be used whenever possible, but in the event that a school bus is not available, or deemed unsuitable, alternate means of transportation may be used and charged against the school's field trip allowance. The alternate supplier of transportation must be approved by the Transportation Supervisor.

### **Bus Requisitions**

Bus requisitions for both field trips and extra-curricular trips shall be made on PRSD requisition forms. Bus requisition forms are to be submitted to the Transportation Supervisor seven (7) days in advance of the scheduled field trip and/or extra-curricular trip.

### **Bus Safety – Shared Understanding and Acceptance**

Bus requisitions for field trips and extra-curricular trips are approved by the Transportation Supervisor with the expectation that there is a shared understanding and acceptance that bus ridership rules are to be respected. The teacher-in-charge is responsible for managing student behavior and the bus driver is responsible for safely operating the bus.

### **Bus Transportation Charges**

Associated bus transportation costs that will be charged to the school's field trip budget will include:

- Per kilometer rate as per divisional guidelines
- Hourly bus driver rate as per collective agreement
- Breakfast, lunches, and dinners, as per collective agreement
- Admission costs, if school requires bus driver to remain on site and with student group
- Hotel accommodations if required

In the event that of a bus trip is cancelled by the school on the date of the activity, the school will be charged a minimum of 3 hours of bus driver wages and benefits.

### **Cancellation of Bus Transportation – Bus or Driver Shortage**

The Transportation Supervisor, with (24) twenty-four hours of notice, has the authority to cancel approved field trips and extra-curricular trip bus service if buses and/or drivers are not available due to vehicle break-downs or driver absences.

### **Cancellation of Bus Transportation – Regular Service Cancellation and School Closures**

All approved bus requisitions for field trips and/or extra-curricular trips shall be cancelled if regular bus service has been cancelled due to weather conditions.



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**Cancellation of Bus Transportation - Inclement Weather during Field Trip and/or Extra Curricular Trip**

In the event that inclement weather arises during the scheduled hours of the field trip and/or extra-curricular trip, the decision to drive, or not to drive, is made by the bus driver in consultation with the Transportation Supervisor.

The Transportation Supervisor will contact the principal, who in turn, will contact the teacher-in-charge.

**Rescheduling of Trip Return Time**

In the event that the bus driver feels that an earlier return time is required from the approved time on the bus requisition, the bus driver shall obtain the Transportation Supervisor's approval. If approved, the Transportation Supervisor, or designate, shall communicate this approved change to the principal; who in turn, advises the teacher-in-charge.