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## BRIEFING NOTE

**To:** Board of Education **Prepared By:** Dave Eberwein, Superintendent  
**Subject:** Administrative Procedures Update **Date:** June 12, 2026

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### BACKGROUND

*Policy 14 – Role of Superintendent* specifies that the Superintendent is to manage and keep current, all district Administrative Procedures (APs). Specifically, sections 4.2, 4.3 and 4.4 state:

Policy 14.4

- 4.2 *Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.*
- 4.3 *Appropriately involves individuals and groups in the Administrative Procedures development process.*
- 4.4 *Ensures system adherence to Policies and Administrative Procedures.*

*Policy 6 – Policy Making and Review* indicates that the Superintendent must inform the Board of any new administrative procedure or any substantive change to an existing one, as an information item on a board meeting agenda.

### ADMINISTRATIVE PROCEDURE UPDATES

AP260 – FIELD TRIPS

UPDATED

- This AP was rewritten to provide clearer language in several areas - types of field trips, preparation expectations, staff-to-student ratios, required timelines for submissions, as well as creating an efficient approval process.

AP512 – MOBILE COMMUNICATION DEVICES

UPDATED

- This AP was updated to provide greater clarity on how mobile phone allowances are calculated on a yearly basis, as well as how staff may switch to an allowance once their current district phone contract expires. Allowances are calculated based on what the district would pay for a phone as part of the district phone plan.

AP551 – CHILD CARE PROGRAMS

UPDATED

- Updated provincial regulations require school districts to annually identify appropriate and available space for childcare programs at each elementary school in the district and determine based on assessed need, how and when these spaces could be used for childcare programs.

AP560 – STUDENT BUS TRANSPORTATION SERVICES

UPDATED

- This updated AP now has language on fee structures for 2026-27, 2027-28 and beyond, and how pro-rated refunds are calculated.

AP564 – VOLUNTEER DRIVERS

NEW

- This new AP ensures district-wide consistency in how volunteer drivers are approved.
- Criteria to be considered: Volunteer suitability (BC license, Driver’s Abstract review, restriction of Learner and Novice drivers; vehicle fitness and licensing; minimum third-party liability insurance; adequate restraint systems; smoke/vape free environment; CRC compliance where applicable.
- The Principal retains discretionary authority to approve or terminate a driver’s participation.

Respectfully submitted,



Dave Eberwein  
Superintendent of Schools

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## **Administrative Procedure 260 – Field Trips**

### **Background**

The District recognizes that meaningful learning extends beyond the classroom and that well-planned field trips provide valuable opportunities for students to engage in experiential learning that supports their academic, social, emotional, and physical development. Whether curricular or extracurricular, field trips enrich the educational experience by fostering active participation, supporting diverse learning styles, and strengthening real-world connections. In alignment with the Ministry of Education and Child Care’s Core and Social Competencies, the First Peoples Principles of Learning (which emphasize holistic, experiential, and relational learning), and the District’s commitment to inclusion and student well-being, all field trips must be thoughtfully selected, planned, and implemented with a clear educational purpose, appropriate supervision, and a strong emphasis on safety and risk management. The level of risk associated with the activities involved will guide planning, approval, and supervision requirements to ensure that all experiences are safe, inclusive, and educationally sound.

### **Definitions**

A “field trip” is any school-sponsored activity which occurs off school grounds for any period of time beyond the usual activities of a curricular class.

“Supervisor” means an employee who exercises District authority according to District policies and procedures for a specific activity within the context of this administrative procedure. The Principal will approve the supervisor(s) for each activity.

“Chaperone” is a parent/guardian or other adult who is volunteering their time on a field trip.

“Principal” refers to Principal of the school or designate (i.e. Vice Principal).

“Curricular or extra-curricular events/programs” means a course of study or activity that is provided, organized, supervised or sponsored by a school authority.

### **Procedures**

#### **1. Expectations**

- 1.1. All students and supervisors participating in a field trip are expected to comply with all Administrative Procedures and Codes of Conduct for the full duration of the trip. This includes the prohibition of tobacco products, electronic nicotine delivery systems, alcohol, or non-prescription drugs.
- 1.2. Some field trips may extend beyond a single instructional day, occur outside of regular working hours, or begin and/or end on days other than instructional days.
- 1.3. As a general guideline, schools must not distribute electronic or physical advertising by for-profit businesses to students or families. When external organizations (e.g., Rotary or travel companies) offer activities that are organized and supervised solely by their organization, the Assistant Superintendent will determine whether information about the opportunity may be shared with families. If advertising approval is granted, families must be clearly informed that the

activity is not a school-sponsored field trip and that the external organizer is not required to follow Board Policy or District Administrative Procedures. The District assumes no responsibility or liability for such trips. If the Assistant Superintendent approves the advertising, it must clearly state the trip is not sponsored by the District.

## 2. Planning

The following guidelines are to be observed when planning ALL field trips:

- 2.1. Student safety, security, supervision, and well-being are the highest priorities. Planning must identify potential risks and include measures to address them, while ensuring all students can participate. Staff should use the SD63 Inclusive Field Trip Planning Tool found on the employee portal to support inclusive planning for all students.
- 2.2. Field trips may involve activities with varying levels of risk; therefore, safety must be a primary consideration in the planning and implementation of all field trips.
- 2.3. All activities must be classified on the risk continuum as either low-risk or high-risk.

### Risk Continuum:

Low-Risk	High-Risk
Walking Field Trip	Wilderness of Outdoor Education Trips
Public Performances	Camping
Museum Tours	Ski/Snowboarding
Skating Bicycling	Horseback Riding
Climbing Activity at Stelly's*	Climbing Activity NOT at Stelly's
Swimming at Panorama or Commonwealth Recreation Centre for students in Grades 6-12*	Swimming lessons for students in Kindergarten and Grade 1, and Swimming Pool activities for students in Grades 2-5
Trips by the water but not entering the water	Water-based activities (i.e. kayaking, swimming, rowing, sailing, whale watching, surfing, harbour cruise)**

\* Risks have been mitigated through the high standards of safety maintained by organizations that are well known to the district and recognized for their established safety practices.

\*\*Travel on BC Ferries is not considered a high-risk activity due to the safety regulations of BC Ferries

- 2.4. Students in Kindergarten and Grade 1 shall not participate in swimming activities, except in the case of authorized swimming lessons approved by the Principal and Assistant Superintendent.
- 2.5. For all high-risk activities, a first aid kit must be readily available, and personnel trained in first aid must be available to respond to emergencies.
- 2.6. A pre-trip family and student information meeting is mandatory for out-of- province (including international), and multi-day outdoor education and wilderness activity field trips.
- 2.7. A copy of each student's completed out-of-province/multi-day Medical/Emergency Contact Information Form must be kept at the school office and with the supervisor.
- 2.8. For out-of-province and multi-day trips, a chain of emergency notification must be in place that includes the Principal, Assistant Superintendent, and parents/guardians.

- 2.9. For curricular field trips, planning must include appropriate instructional provisions for students not participating, as well as for the classes of additional teachers who may be accompanying the trip.

### **3. Out of Province/International Field Trips**

- 3.1. Out-of-province field trips will be considered for students in grades 6-12. International field trips will be considered for students in grades 9-12.
- 3.2. All student groups participating in international travel and arranging the travel through a third-party provider shall have their travel organized through a District-approved tour company. The District's approved travel companies are EF Educational Tours (Canada) and WorldStrides Canada Inc., dba Explorica, and Brightspark. The District has reviewed the safety protocols, risk management procedures, and insurance coverage maintained by these organizations.
- 3.3. Preliminary approval must be received from the Assistant Superintendent prior to students' first deposit payment.
- 3.4. Mandatory medical insurance coverage must be verified for all participants on international field trips. In addition, each student must submit the signed Medical/Emergency Contact Information Form permitting medical treatment by a licensed physician in the destination country. The District and supervisor(s) are not liable for medical costs not covered by the BC medical plan.
- 3.5. Approval of international trips are contingent on the destination being deemed safe for travel by the Government of Canada and its Travel Advice and Advisories. If a trip is approved and a subsequent advisory does not advise traveling to that country, the Assistant Superintendent's approval will be withdrawn. Any non-refundable deposits will be the responsibility of the parent/guardian and/or student.

### **4. Outdoor Education and Wilderness Field Trips**

- 4.1. Outdoor Education and Wilderness trips involve unique student safety considerations. An Outdoor Education and Wilderness Safety Checklist, found in the district's Outdoor Education and Wilderness Staff Guide, must be completed for all such trips.
- 4.2. Field trips in wilderness settings, where access to emergency services may be limited, require prior approval from the Assistant Superintendent.

### **5. Supervision**

- 5.1. Principals must ensure that appropriately qualified supervisors and approved chaperones are selected.
  - 5.1.1. All district employees and chaperones must be approved by the Principal.
  - 5.1.2. To ensure appropriate student supervision, employees on an approved medical leave of absence from the District are not eligible to act as supervisors on multi-day field trips.
  - 5.1.3. All chaperones who may have unsupervised access to children during a field trip must have completed a Criminal Record Check through the Ministry of Justice prior to their final approval. The results must confirm: "No criminal record was found for the purpose of working with children."

5.2. The supervisor of a field trip is responsible for planning appropriate student supervision and care in accordance with this Administrative Procedure. Determining appropriate supervision considers:

- 5.2.1. The age and maturity of the students;
- 5.2.2. Any inherent risks associated with the activity; and,
- 5.2.3. The specific circumstances of the activity.

5.3. Guidelines for Supervision

5.3.1. For any overnight trip, a minimum of two (2) adults must accompany the field trip with one of those adults being an employee. For co-educational overnight trips, a male and female adult are to be part of the supervising contingent. In all cases, supervisors must be approved by the Principal.

5.3.2. The following minimum supervision ratios apply:

Level	Ratio for Day Trips	Ratio for Overnight Trips
Grades K-5	2 adults per class	1 adult: 4 students
Grades 6-8	1 adult per class	1 adult: 8 students
Grades 9-12	1 adult per class	1 adult: 15 students
Outdoor Education and Wilderness Education	Does not involve water: 1 adult: 30 students  Involves water: 1 adult: 15 students	<b>Minimum 3 adults</b> 1 adult: 8 students

5.4. Water-Based Activities:

5.4.1. Swimming pool activities must occur at facilities that meet the supervision requirements of the BC Pool Regulation and the Lifesaving Society of Canada. The pool operator is responsible for determining the appropriate number of certified lifeguards on duty.

5.4.2. Certified lifeguards must be present for all activities where students will be in the water.

5.4.3. Students in Grades K–5 must wear personal flotation devices (PFDs) when swimming in lakes or open waters.

5.4.4. The following supervision ratios apply for water-based activities in lakes and open waters (i.e. ocean):

Level	Ratio of Adults to Students
Grades K-5	1 adult: 4 students
Grades 6-8	1 adult: 6 students
Grades 9-12	1 adult: 8 students

## 6. Cost of Field Trips

6.1. Field trip expenses must be kept to a minimum, and planning must demonstrate reasonable and equitable costs to families.

6.2. Field trips will not be subsidized with additional School District funding.

6.3. As per AP506 Financial Hardship, no student shall be denied participation in a curricular field trip due to financial hardship.

6.4. Before a field trip occurs, the Principal and supervisor(s) must agree on reimbursement of any expenses incurred.

- 6.5. Principals may use coverage to either supervise a field trip or allow a teacher to participate. In either case, the cost of one or more TTOCs associated with the trip may be included in the overall field trip expenses.
- 6.6. All revenues and expenditures related to the field trip must be documented in a budget statement.

## **7. Fundraising**

- 7.1. Efforts to minimize costs to families must be evident in all field trip planning. Any fundraising activities and related expectations must be approved by the Principal, communicated clearly to students and parents/guardians, and agreed upon at the outset of planning.
- 7.2. Fundraising activities must not interfere with classroom curricular learning activities.
- 7.3. The school/supervisor(s) shall make every effort to give families/students sufficient time to fundraise.
- 7.4. Individuals responsible for fundraising must follow Administrative Procedure 520 - Fundraising in Schools.

## **8. Informed Consent**

- 8.1. Signed, informed consent from a parent/guardian is required for all student participation in field trips. Parents/guardians must receive a full, written description of the field trip, including:
  - 8.1.1. Curricular or extra-curricular purpose of the trip;
  - 8.1.2. Assessment of student skills and abilities relevant to the trip;
  - 8.1.3. Transportation and accommodation arrangements;
  - 8.1.4. Names of all adults acting as supervisors;
  - 8.1.5. Overall supervision and specific times when students may not be directly supervised;
  - 8.1.6. Safety rules and regulations;
  - 8.1.7. Nature of trip and potential risks or consequences of injury;
  - 8.1.8. First aid provisions;
  - 8.1.9. Detailed outline of all costs included, and excluded, as well as trip cancellation policies and deposit requirements, as provided by the District-approved tour companies, EF Educational Tours (Canada) and WorldStrides Canada Inc., dba Explorica, Brightspark; and
  - 8.1.10. Recognition that English is a second language in some homes. When required, a written informed consent form is to include the Saanich School District translation notice: "Important information. Please have this translated."
- 8.2. An Informed Consent form must state that the parent/guardian has been informed of the inherent risk and potential consequences of injury associated with the activity and accepts responsibility for those risks should they choose to allow their student to participate.
- 8.3. The Principal may approve a single permission form as written informed consent of parents/guardians for repetitive or scheduled activities, such as interscholastic games, walking field trips, or activities linked to a specific course.
- 8.4. Supervisor(s) and school office must have a student roster, including home and emergency contact numbers, as well as any medical forms for participating students.

- 8.5. In exceptional circumstances, the Principal may accept informed consent from the parent/guardian via email or other written communication for low-risk, one-day field trips.
- 8.6. Secondary students participating in high-risk activities may, at the discretion of the supervisor and/or Principal, be required to complete a “Student Awareness of Risk and Responsibility Form”.

## 9. Approval Process

- 9.1. All field trip applications must include a preliminary:
  - 9.1.1. approval within timelines outlined below;
  - 9.1.2. Parent/Guardian Informed Consent Form;
  - 9.1.3. expected student roster; and,
  - 9.1.4. record of all revenues and expenses.
- 9.2. All Field Trip Application Forms must be submitted to the Principal. By signing the field trip form, the supervisor confirms that they have:
  - 9.2.1. Completed all required forms;
  - 9.2.2. Considered key factors, including curricular relevance, safety, cost, distance, and accessibility for all students; and,
  - 9.2.3. Ensured compliance with this Administrative Procedure.
- 9.3. The Principal will review every field trip application to ensure compliance with this Administrative Procedure.
- 9.4. Field trips requiring the Assistant Superintendent approval must first receive preliminary approval from the Principal before the application is submitted to the Assistant Superintendent.
- 9.5. Each field trip proposal will be considered for approval in accordance with the following categories:
  - 9.5.1. Approval by the Principal:
    - One day, low risk field trip, including Low Risk Competition / Sport Season of Play
  - 9.5.2. Approval by the Assistant Superintendent:
    - One day, high risk field trip, including High risk Competition / Sport season of play field trip (i.e. rowing/sailing)
    - Multi day field trip – low or high risk
    - Out-of-province/International field trip

## 10. Timelines

10.1. Field Trip Forms must be received in accordance with the following timelines:

<b>Form</b>	<b>Preliminary Approval and Date</b>	<b>Final Approval and Date</b>	<b>Final Authorization Communication</b>
<b>One day low risk</b>		By Principal, 2 weeks in advance	Approval email sent to supervisor(s)
<b>Low risk season of sport</b>		By Principal, 2 weeks in advance	Approval email sent to supervisor(s)
<b>One day high risk</b>	By Assistant Superintendent, 30 days in advance	By Assistant Superintendent, 2 weeks in advance	Approval email sent to supervisor(s) and Principal

<b>Multi-day (low and high risk)</b>	By Assistant Superintendent, 30 days in advance	By Assistant Superintendent, 2 weeks in advance	Approval email sent to supervisor(s) and Principal
<b>Out-of-Province</b>	By Assistant Superintendent, 30 days in advance	By Assistant Superintendent, 6 weeks in advance	Approval email sent to supervisor(s) and Principal

\*When working with the District-approved travel companies for out-of-province travel, extended lead times may be required to secure transportation and accommodations.

- 10.2. Exceptions to the approval timelines may be made for unique or earned opportunities. For example, a team qualifying for a tournament based on prior results may require adjusted field trip approval timelines.

**11. Transportation**

- 11.1. Student safety and well-being are the primary considerations for all field trips. Supervisor(s) are responsible for obtaining written consent from a parent/guardian of each student being transported, prior to the trip.
- 11.2. All requirements, approvals, documentation, and eligibility criteria for volunteer drivers are governed exclusively by AP564: Volunteer Drivers.
- 11.3. District and Chartered Buses/Rental Vehicles:
  - 11.3.1. Any vehicle transporting five (5) or more passengers including the driver is considered a passenger van and must comply with AP562: Field Trip/Extracurricular Travel and AP564: Volunteer Drivers.
  - 11.3.2. Commercial and charter buses and/or rental vehicles must be booked through the Saanich School District’s Transportation Manager, who will ensure that the company and vehicles comply with all applicable District, provincial and federal regulations.

**12. Insurance**

- 12.1. The District does not cover expenses for student injuries occurring on school grounds or during school activities. Families are encouraged to purchase private accident insurance voluntarily.
- 12.2. Mandatory medical insurance coverage must be verified for all participants on international field trips. In addition, each student must submit the signed Medical/Emergency Contact Information Form permitting medical treatment by a licensed physician in the destination country. The District and supervisor(s) are not liable for medical costs not covered by the BC medical plan.
- 12.3. All International field trips must have trip cancellation insurance in place before final approval. The insurance must permit the School District to cancel the trip without penalty.
- 12.4. The District is not responsible for any losses resulting from the cancellation or alteration of any field trip itinerary.

12.5. Insurance coverage for volunteer drivers and private vehicles is governed by AP564:  
Volunteer Drivers.

All field trip forms and sample letters are maintained on the Saanich School District's employee portal.

Reference:	Sections 8, 17, 20, 22, 65, 85, 177 School Act Collective Agreements AP 562 – Field Trip/Extra Curricular Travel
Approved:	November 2020
Revised:	June 2026

## Administrative Procedure 512 - Mobile Communication Devices

### Background

The District will follow the procedures below regarding employee mobile communication device acquisition and usage.

### Procedures

#### 1. Mobile Phones

##### 1.1 Roles Requiring a Mobile Phone

- 1.1.1 A mobile phone will be provided to employees whose duties and responsibilities require them to have one, as determined by the Secretary-Treasurer.
- 1.1.2 Mobile devices are issued to specific employees to help them in performance of their job duties.
- 1.1.3 When a new employee requires a mobile device, supervisors must complete the Mobile Device Request Form.

#### 2. Factors to be considered by supervisors in determining whether a position requires a mobile phone provided by the District include:

- 2.1 Employee conducts more than 50% of their work in the field or does not have desk space.
- 2.2 Employee must be reached beyond normal business hours or on weekends on a regular basis.
- 2.3 Employee has job responsibilities that require them to be out of the office during normal work days and requires a phone to be contacted.
- 2.4 For employees not entitled to a District phone, if a personal phone is used for District business, any incremental costs associated with business use will be eligible for reimbursement

#### 3. Provision of a District Device vs. Use of Personal Devices

- 3.1 Employees in qualifying roles who prefer not to carry a District device alongside their personal device will receive a taxable allowance. **Employees may switch to an allowance once their current district phone contract ends. The chosen option will remain in place for at least one school year.**
- 3.2 Taxable allowances generally cannot be retroactive.
- 3.3 Taxable allowances should not exceed the cost of the employee's monthly mobile bill or the cost to the District in providing a mobile device. **The allowance amount will be adjusted annually.**

3.4 Where an employee elects a taxable allowance, reimbursement is intended to cover all incidental business use of the phone. Any additional reimbursement would not be provided except in exceptional circumstances and with the approval of the Director of Finance.

#### 4. Privacy

4.1 All content on mobile devices used for District business are subject to FOIPPA and other privacy regulations. As reasonably necessary to ensure compliance with District Policies and Administrative Procedures, to detect and prevent loss or theft of confidential information and to review allegations of misconduct, the District can demand and compel access to content on mobile devices used for District business. This includes email, texts and photos.

#### 5. Devices Provided

5.1 The device provided to an employee will be based on District standards as determined at least annually by the Director of Information Technology in consultation with the Director of Finance and school administration. Phone standards will take into account the requirements for employee groups and their specific duties.

5.2 The additional cost of the same phone with a larger screen may be covered from their departmental budget.

5.3 If the user desires a premium device beyond what is approved by the District, the employee may personally purchase the phone and will be provided with the taxable allowance as listed above.

#### 6. Ownership of Devices

6.1 District provided mobile devices are property of the District and must be returned at the end of employment.

6.2 Requests to purchase devices for personal use should be made to the Director of Information Technology.

7. Personal Devices Used on the District Network or Accessing District Computing Resources

7.1 Personal devices will be subject to the same regulatory and compliance monitoring as District devices.

8. Plans

8.1 Wireless plans for District mobile devices will be determined by the Director of Information Technology and Director of Finance. Consideration will include the scope of employee duties.

8.2 Employees should use Wi-Fi wherever possible to reduce usage of the Plan's shared data resource.

8.3 Reasonable incidental personal use of mobile devices is acceptable so long as the usage does not:

8.3.1 Generate additional charges, or

8.3.2 Harm the reputation of the District.

8.4 All incremental charges as a result of personal use will be reimbursed by the employee to the District when the bill is due. This includes picture messaging, data overages, data roaming, long distance charges and other charges not covered within the District plan.

8.5 Charges for international roaming, long-distance phone calls and excess data charges can be significant and may be billed back to employee by Finance.

8.6 Employee Personal Travel

8.6.1 Where employees are travelling internationally any incremental, personal phone expenses will be expected to be reimbursed to the District.

Reference: Sections 22, 23, 65, 85 School Act  
Income Tax Act  
Approved: May 2024  
Revised: June 2026

## Administrative Procedure 551 – Child Care Programs

### Background

The District promotes the use of District property for the purpose of providing child care programs between the hours of 7am and 6pm on business days.

### Procedures

1. **Annually the District will:**
  - 1.1 **Identify appropriate available space and facilities for child care programs at each elementary school in the district; and,**
  - 1.2 **Determine based on assessed need and appropriate available space, how and when identified spaces could be used for child care programs.**
2. The use of District property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.
3. Fees for the use of District property by licensees to provide a child care program will not exceed the direct and indirect costs that the District incurs in making District property available for that use.
4. Child care programs, if operated by the District, will be operated for a fee no greater than the direct costs the District incurs in providing the child care program.
5. In selecting licensees to operate a child care program, the District will give special consideration to the candidates' proposals to foster Indigenous reconciliation in child care, and provide inclusive child care.
6. If the District decides to operate a child care program, the District will ensure that it is operated in a manner that:
  - 6.1 Fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the BC Declaration on the Rights of Indigenous Peoples Act:
    - (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and,
    - (ii) "Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education"; and,
  - 6.2 Is inclusive and consistent with the principles of non-discrimination set out in the BC Human Rights Code.

7. Any contract with a licensee to provide a child care program on District property must be in writing and subject to review no less than every 5 years. The contract must contain:
  - 7.1 A description of the costs for which the licensee is responsible;
  - 7.2 An agreement by the licensee to comply with Board policy and District procedure;
  - 7.3 A provision describing how the agreement can be terminated by the District or the licensee;
  - 7.4 An allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
  - 7.5 A statement that the agreement can only be amended in writing, signed by the District and the licensee;
  - 7.6 A requirement for the licensee to maintain appropriate standards of performance including the expectation that the program fosters Indigenous reconciliation in child care; and provides inclusive child care.
  - 7.7 A requirement that the licensee must at all times maintain the required license to operate a child care facility.
8. Prior to entering into or renewing a contract with a licensee to provide a child care program on board property, the District will consider:
  - 8.1 Whether it is preferable for the District to become a licensee and operate a child care program directly;
  - 8.2 The availability of District staff to provide before and after school care; and,
  - 8.3 Whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under Board policy, District procedure, and its contract with the District, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care.

Reference: School Act, Sections 85.1 to 85.4  
Ministerial Order M326 (Child Care Order)  
Policy 2 (Role of the Board)

Approved: April 2021

Revised: June 2026

## **Administrative Procedure 560 - Student Bus Transportation Services**

### **Background**

The District operates student bus transportation services that prioritize transportation for students travelling to their nearest regular program catchment school, taking into consideration supporting student educational needs, active transportation, student safety, system efficiency, financial accountability and provincial legislation.

### **Procedures**

1. Registration for bus transportation will be prioritized as follows:
  - 1.1 Priority 1 - Students prioritized for bus transportation per Policy 21 (Student Transportation) guiding principles 1 to 5.
  - 1.2 Priority 2 (Courtesy Rider) - Students who are not priority 1 and who attend a District Program at a school that is not their catchment school.
  - 1.3 Priority 3 (Courtesy Rider) - Students who are not priority 1 or priority 2.
2. For the purpose of this administrative procedure and Policy 21 (Student Transportation), a District Program is defined as either the French Immersion program or the International Baccalaureate (IB) program.
3. As the transportation system is established to provide optimal service for Priority 1 riders, transportation routes and bus stops will not be altered to enhance service for Priority 2 or Priority 3 riders.
4. Application and Registration for Bus Service
  - 4.1 The application deadline for bus transportation services for the subsequent school year is May 31.
  - 4.2 Registrations for bus service for applications received prior to May 31 will occur as follows:
    - 4.2.1 Applications for Priority 1 riders will be processed and registered for bus services, except where limited by transportation system capacity. Where capacity is limited, applications will be prioritized on a furthest distance basis.
    - 4.2.2 Waitlisted Priority 1 applications received prior to May 31 will be prioritized ahead of Priority 2 and Priority 3 applications and all applications received after May 31.
    - 4.2.3 Priority 2 applications received prior to May 31 will be processed after June 30 but will be prioritized ahead of Priority 2 applications received between June 1 and June 30.

- 4.2.4 Priority 3 applications will be processed after August 1 and will be prioritized ahead of Priority 3 applications received after May 31.
- 4.3 Registrations for bus service for applications received between June 1 and June 30 will occur as follows:
  - 4.3.1 Applications for bus services received between June 1 and June 30 will be processed only following the processing of all applications received prior to May 31.
  - 4.3.2 Applications for Priority 1 riders will be processed and registered for bus services first, except where limited by transportation system capacity. Where capacity is limited, applications will be prioritized on a furthest distance basis.
  - 4.3.3 Waitlisted Priority 1 applications received between June 1 and June 30 will be prioritized ahead of Priority 2 applications received prior to June 30, Priority 3 applications and all applications received after June 30.
  - 4.3.4 Following the processing of all applications for Priority 1 riders, applications for Priority 2 riders will be processed and registered for bus services, except where the capacity of requested routes have been reached. All Priority 2 applications received prior to May 31 will be processed before Priority 2 applications received between June 1 and June 30. Where capacity is limited, applications will be prioritized on a furthest distance basis.
  - 4.3.5 Waitlisted Priority 1 and Priority 2 applications received between June 1 and June 30 will be prioritized ahead of all applications received after June 30.
  - 4.3.6 Priority 3 applications will be processed after August 1st and will be prioritized ahead of Priority 3 applications received after June 30.
- 4.4 Registration for bus service for applications received between July 1 and Jul 31 will occur as follows:
  - 4.4.1 Applications for Priority 1 and Priority 2 riders will be processed and registered for service or waitlisted (where route capacity is reached) on a first come first service basis.
  - 4.4.2 Priority 3 applications will be processed after August 1st
- 4.5 After August 1, Priority 3 applications received prior to August 1 will be processed in the following order:
  - 4.5.1 Applications received prior to May 31. Where capacity is limited, applications will be prioritized on a furthest distance basis.
  - 4.5.2 Applications received between June 1 and June 30. Where capacity is limited, applications will be prioritized on a furthest distance basis.

- 4.5.3 Applications received after June 30. Where capacity is limited, applications will be prioritized on a furthest distance basis.
- 4.6 Registration for bus service for applications received on or after August 1 will occur as follows:
  - 4.6.1 Registrations for bus services received on or after August 1 will be processed only following the completion of registration steps 4.2 to 4.5 as outlined above.
  - 4.6.2 Applications for Priority 1, Priority 2, and Priority 3 riders will be processed and registered for service or waitlisted (where route capacity is reached) on a first come first service basis.
  - 4.6.3 Applications received on or after August 1 may not be processed prior to school start-up.
- 5. In order to establish an efficient and effective student transportation system that serves as many students as possible:
  - 5.1 Only registered riders may use the bus transportation service.
  - 5.2 Riders will be issued bus passes and will be required to produce, scan or tap them when getting on and off the bus.
  - 5.3 The bus transportation system will transport students to the bus stop assigned to the student's home address(es), or to a designated after school childcare program approved by Transportation Department. Students will not be transported to an alternate location such as for extracurricular activities.
  - 5.4 In order to maintain registration for bus service on a route that is at capacity, registered riders must ride the bus for a minimum of 35% of school days each month, except in exceptional circumstances.
  - 5.5 In order to maintain registration for bus service, registered riders must comply with the School Bus Riders Code of Conduct.
- 6. The following fee structure will apply:

**2026/27 year**

\$200 per year for each of the 1<sup>st</sup> and 2<sup>nd</sup> child in a family

\$100 per year for 3<sup>rd</sup> child in a family

Maximum \$500 per year per family

**2027/28 year and forward**

\$400 per year for each of the 1<sup>st</sup> and 2<sup>nd</sup> child in a family

\$200 per year for 3<sup>rd</sup> child in a family

Maximum \$1,000 per year per family

First Nation students living on reserve are exempt from bus fees consistent with our agreement to receive BC Tripartite Education Agreement Funding.

Students who only ride a school bus to/from offsite child care are exempt from bus fees.

7. Pro-rated bus fee refunds (less a \$30 District processing fee are available in the following scenarios after completing a refund application form and receiving approval:

7.1 When the District cannot provide services for a period extending more than one month (i.e. route cancellation, service reductions).

7.2 If families move out of District, switch to online or home schooling or withdraw from a program that required transportation. Note that refunds will only be provided up to March 31 of each school year. After that, no refunds will be provided.

7.3 If students cannot ride the bus due to a medical condition lasting more than one month.

Refunds will only be issued via electronic funds transfer. A void cheque must be submitted with refund application form.

Refunds will not be approved for families who choose to stop using the bus, temporary absences (vacation, sports events, illnesses less than one month) or behaviour related suspensions from the bus.

**Example pro-rated refund calculation:**

Annual fee of \$200

Student withdraws due to an approved reason on November 5.

Refund December to June: 7 months x \$20 per month less \$30 processing fee = \$110 refund

Late registration fees are non-refundable.

8. A late registration fee will apply to registrations received after May 31, with exceptions for Kindergarten registrations and other students enrolling in a district school for the first time. Payment of applicable fees is required prior to confirmation of ridership.
9. Transportation Assistance

When the Assistant Superintendent assigns an individual student to a school other than the school designated for their catchment area, the District may provide transportation assistance to parents who provide transportation for their children to and from school.

Reference: Sections 22, 23, 65, 85 School Act  
Policy 21 – Student Transportation

Approved: February 2024

Revised: June 2026

## **Administrative Procedure 564 – Volunteer Drivers**

### **Background**

The District values the involvement and commitment of volunteer drivers. Student transportation is the responsibility of the Principal who may designate an Educator-in-Charge to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity, or for all activities. The intent of this procedure is to minimize risk to students being transported by volunteer drivers.

This procedure applies to the curricular transportation of students by volunteer drivers during instructional time.

This procedure also applies to extracurricular transportation of students when volunteer drivers, including staff, are organized and directed by the school or school district.

This procedure does not apply when a student is transported by their parent/guardian.

### **Procedures**

1. Selection of volunteer drivers is intended to achieve safe transport by giving consideration to factors including:
  - 1.1. Volunteer suitability for the task;
  - 1.2. Driver licensing appropriate to the vehicle; and
  - 1.3. Vehicle licensing, insurance and mechanical fitness.
2. Individuals interested in becoming volunteer drivers must submit a [Volunteer Driver Application \(Form 564-1\)](#) and the required supporting documentation to the Principal, or the Vice Principal (if so delegated by the Principal).
3. Selection of volunteer drivers should include consideration of the following criteria and may include other factors the Principal and/or Vice Principal deem appropriate:
  - 3.1. Driver licensing must be in British Columbia and appropriate to the licensing of the vehicle being utilized and number of persons to be transported. Most drivers have Class 5 licenses. A Class 4 driver's license is required for student travel if the vehicle has a seating capacity of ten or more (up to 25) including the driver.
  - 3.2. The applicant must have held a valid driver's license for at least one year.
  - 3.3. The driver must be competent to drive. The applicant's driving record will be reviewed by examining a Driver's Abstract. The Driver's Abstract must include the last 5 years of driving history. Generally, two or more traffic violations or an accident involving personal injury or damage to the property of others over \$5,000 in the year preceding the date of issue of the driver's abstract, would disallow approval.

- 3.4. Use of Learner (“L”) drivers and Novice (“N”) drivers under 19 years of age as volunteer drivers is strictly prohibited, except for students with a Novice (“N”) drivers’ license, who may drive themselves and a passenger to/from school sponsored activities for trips only within the Capital Regional District (“CRD”):
    - 3.4.1. In all cases where a private vehicle is driven by a student, parents of the passenger and the driver must be notified and give consent in writing prior to the occurrence of the field trip.
    - 3.4.2. Prior to the field trip, student drivers must submit a [Volunteer Driver Application \(Form 564-1\)](#) and the required supporting documentation, and be approved as a volunteer driver (as outlined in paragraph 2).
  - 3.5. Use of Novice (“N”) drivers over 19 years of age to transport students is not precluded, but is discouraged, as there are legal restrictions on their ability to transport passengers, and they are less experienced drivers. Parents/Guardians of students being transported by Novice (“N”) drivers must be made aware of this when consenting to the participation of their child in the field trip.
  - 3.6. Vehicle fitness is to be certified by the driver. If something indicates a vehicle may not be roadworthy, it must not be utilized.
  - 3.7. Vehicle licensing must be in British Columbia.
  - 3.8. Vehicles transporting 5 or more passengers including the driver shall be considered a passenger van and must also adhere to the requirements of [Administrative Procedure 562 \(Field Trip Extracurricular Travel\)](#) where applicable. This includes that a passenger van driver must be 21 years of age or older and have a valid driver’s license (cannot be a Novice (“N”) driver).
  - 3.9. Where applicable, the requirements in [Administrative Procedure 563 \(Use of Commercial Buses\)](#) also apply to volunteer drivers.
4. The Principal retains discretionary authority to approve volunteer drivers, and a volunteer driver’s services may be terminated at the discretion of the Principal.
  5. Communication with parents/guardians:
    - 5.1. Where student activities involve transportation by volunteer drivers, parents/guardians are to be informed and must consent to the arrangements.
    - 5.2. If the volunteer driver is a Novice (“N”) driver, written consent for the use of the Novice (“N”) driver must be obtained from:
      - 5.2.1. Parents/Guardians of students to be transported; and
      - 5.2.2. For student volunteer drivers - parents/guardians of the student volunteer driver.
  6. Responsibilities of Volunteer Drivers
    - 6.1. Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is appropriately insured for the planned usage by the volunteer driver, with a minimum Third-Party Liability insurance of \$1,000,000.
      - 6.1.1. In the event of a motor vehicle accident, insurance claims are satisfied pursuant to the terms of the insurance coverage carried on the vehicle involved. The School Protection Program provides additional liability coverage above the vehicle’s insurance coverages. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

- 6.2. Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is properly equipped with seat belts for each occupant and that seat belts are secured when traveling.
  - 6.3. The volunteer driver and owner should ensure that, to the best of their knowledge, the motor vehicle used for student transportation, is in good mechanical condition, and equipped with appropriate tires to meet weather conditions.
  - 6.4. Volunteer drivers must ensure that adequate passenger restraint systems (i.e. seat belts, booster seats) are used in the vehicle used to transport students.
  - 6.5. Volunteer drivers are responsible for ensuring that all children under 13 years of age are not transported in a front passenger seat equipped with an air bag.
  - 6.6. Volunteer drivers must notify the Principal if any events occur that negatively impact on the driver's suitability to transport students as a volunteer.
  - 6.7. Volunteer drivers must maintain a smoke-free and vape-free environment while transporting students.
  - 6.8. Volunteer drivers must not, at any time during their performance as volunteer drivers, use any alcoholic beverages or use any restricted substances or use any substances that may affect their ability to safely operate a motor vehicle.
  - 6.9. Volunteer drivers must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
  - 6.10. Volunteer drivers must notify the Principal of any motor vehicle accidents that occur while transporting students.
  - 6.11. Volunteer drivers must follow all applicable school district policies and procedures. These policies and procedures apply equally to rental vehicles.
7. All Volunteers who may have unsupervised access to students, including volunteer drivers, are required to complete a criminal record review in accordance with [Administrative Procedure 400 – Appendix \(Criminal Record Reviews for Staff and Volunteers\)](#).
  8. Documentation
    - 8.1. A [Volunteer Driver Registration form](#) is provided for schools to facilitate documentation, selection and authorization of volunteer drivers. This documentation must be kept on file at the school and updated annually, or whenever the information changes.
    - 8.2 Each volunteer driver must submit an updated driver's abstract every two years, or sooner if their license expires.
    - 8.3 Separate passenger lists for each vehicle used for field trips must be prepared and retained by the trip supervision, and a copy must be retained by the school.

Reference: Motor Vehicle Act  
AP 400 – Appendix (Criminal Record Reviews for Staff and Volunteers)  
AP 562 (Field Trip Extracurricular Travel)  
AP 563 (Use of Commercial Buses)

Approved: June 2026

Revised: