

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 552 – Use of Passenger Van</b>	
Related LCSDF AP's	AP 132 – Inclement Weather AP 260 – Student Travel	
Form(s)	F 260.2 – Application for Automobile Driver Authorization F 260.3 – Voluntary Driver Registration F 552.1 – Division Vehicle Request	
References:	<i>The Education Act, 1995</i> section 85, 87, 175 Saskatchewan School Boards Association <i>The Traffic Safety Act</i> Federal Hours of Service Regulations	
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## Background

15 passenger vans are a higher risk vehicle because of difficulty with handling at highway speeds, weight and balance problems, lack of proper driver instruction, and an increased propensity for rollover accidents.

## Procedures

1. The following operational procedures shall be followed when using 15 passenger vans:
  - 1.1 The driver shall not exceed traffic speed limits;
  - 1.2 The driver / supervisor shall ensure 10 passengers or less are seated ahead of rear wheels;
  - 1.3 The van shall not exceed a total of 15 passengers;
  - 1.4 All passengers shall use seat belts at all seating positions;
  - 1.5 All luggage and sports gear must be secured inside of the van;
  - 1.6 Ensure all of the passenger and cargo weight is well balanced from front to back preventing the weight from being only in the back;
  - 1.7 Student accident insurance shall be in place for all occupants of the vehicle;
  - 1.8 Cell-phone is required in the vehicle; and,
  - 1.9 The driver(s) shall not exceed 14 consecutive hours of “on-duty” service in a day. “On-duty” includes time spent driving as well as time spent coaching/supervising.
  
2. The Principal shall designate and approve the driver(s) of the van before departure.
  - 2.1 F 552.1 – Division Vehicle Request needs to be submitted to the Transportation Supervisor two weeks prior to departure.
  - 2.2 Drivers shall have the experience and skills to handle a large van therefore LCSDF employees or volunteer drivers must meet at least one or more of the criteria:
    - 2.2.1 The driver is 25 years of age or older;
    - 2.2.2 The driver has a Professional A certificate and is an employed teacher; or
    - 2.2.3 The driver has presented a clear Drivers abstract for five years.
  - 2.3 The school board’s general liability insurance will cover the driver.

- 2.4 Criteria for approval shall include:
  - 2.4.1 Students shall not operate the van at any time.
  - 2.4.2 The driver(s) are required to provide a copy of a valid driver's license to the Transportation Supervisor.
  
- 3. The LCSD van may be used to transport students for the following:
  - 3.1 The Principal shall determine if an additional driver(s) or an adult supervisor in addition to the principle driver of the vehicle is necessary. Consideration will be given to the maturity of the students, to the length of the specific trip, inclusion of other children who are not participating in the school sponsored event, as well as, traffic and weather conditions. Furthermore, when the driver is driving and supervising and/or coaching, consideration needs to be given to the total hours of supervision and/or coaching that may violate the "on-duty" hours of service as per 1.9 above.
  - 3.2 The use of the van will follow the same weather and road condition procedures defined in AP 132 – Inclement Weather.