



# Regina Roman Catholic Separate School Division # 81

<b>Curriculum &amp; Instruction 8742</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	November 20, 2018
	<b>References:</b>	Highways and Transportation Act Regulations Highway Traffic Act Administrative Application 7200- Criminal Record Check Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils
	<b>Status:</b>	Operational

## Application

1. All parent volunteers who transport students for curricular, co-curricular or extra-curricular activities must complete and have on file in the school's administrative office a copy of the Application for Automobile Driver Authorization (For the Current Year Only) and a Criminal Record Check (*Administrative Application 7200- Criminal Record Check*)
2. The teacher/coach must complete a *Travel Excursion Form* (school specific with names of vehicle drivers and student load sheet).
3. All staff and parent volunteers transporting students shall be provided with an information pamphlet outlining **non-contracted** elementary student transportation understandings.
4. Principals in consultation with their staff and/or parents shall be encouraged to conduct an annual review of the co-curricular and extra-curricular activities that may require non-contracted transportation.
5. Principals, in consultation with their staff and parents shall be encouraged to conduct an annual review of **non-contracted** elementary student transportation practices, expectations, number of excursions in which students will be transported in parent and/or volunteer vehicles.
6. Principals shall be encouraged to use contracted school buses, wherever possible, when transporting pre-kindergarten, kindergarten, students in Grades 1 and 2 or students who are less than forty (40) pounds unless the parents/volunteer vehicles has been out-fitted with government approved safety seats.
7. Schools are encouraged to adopt transportation fees to cover contracted bus rentals. Principals are encouraged to consult with their parents or Catholic School Community Council (CSCC) in developing transportation fees.
8. All volunteers must submit a current criminal reference check in accordance with *Administrative Application 7200 – Criminal Record Check*.