

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
STUDENT TRANSPORTATION: SAFETY PROCEDURES TO PREPARE FOR FIELD TRIPS	EEAE

I. POLICY

The Louis Riel School Division (LRSD) strives to ensure that students are appropriately prepared for contingencies that may arise during transportation to off-site learning activities. Such preparation defines roles and responsibilities of adults involved in the transportation and supervision of the students.

II. GUIDELINES

A. For the purposes of this policy, the following definitions from [The Highway Traffic Act](#) apply:

- "bus" means a motor vehicle designed to carry 11 or more persons including the driver; "bus" includes but is not limited to "school bus";
- "school bus" means a vehicle that is designed and classified by the manufacturer as a school bus and used to transport pupils and other authorized persons to or from school or to or from approved school related activities.

Note that [Policy IHC – Extended Instructional Programs/Activities: Off-School Site Education](#) prohibits the use of passenger vans designed for 14-15 occupants when transporting LRSD students or staff.

- B. Every off-school site program or activity for which students are to be transported by bus (divisional or externally contracted) shall be preceded by a review of on-board safety equipment, bus rules, and evacuation procedures.
- C. This safety review shall occur inside the bus before departure from the school and be conducted by the teacher or adult supervisor accompanying the students, with visual assistance provided by the bus driver.
- D. The School Principal shall ensure that responsible adult supervision is provided where students are to be transported by bus for field trips, extra-curricular events, or other activities.
- E. The supervising teacher/adult is responsible for:

Adopted:	June 29, 2004	Legal References: The Highway Traffic Act (Manitoba) ; School Buses Regulation (Manitoba) 465/88
Revised:	February 5, 2019; February 21, 2023; December 5, 2023	

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- responding to student behaviour in accordance with [Policy JK – Supporting Student Behaviour](#);
 - ensuring that students are dressed appropriately for cold weather;
 - emergency preparedness planning.
- F. Where the bus driver (divisional or externally contracted) deems it unsafe to proceed on a field trip due to road conditions, weather conditions, or student behaviour, the bus driver shall stop the bus in a safe location and contact their dispatcher for further direction and support. The supervising adult/teacher shall contact the school Principal who shall inform the Superintendent of Schools (or designate).
- G. The supervising teacher/adult must ensure that the field trip group is on time for the return trip to school.
- H. The school must have an ability to communicate with the supervising teacher/adult.

III. PROCEDURES

- A. A copy of the school office's passenger manifest for the trip must be provided to the driver before any students board the bus.
- B. For trips by school bus:
1. All carry-on items must fit inside the student's personal school bags or instrument cases (*maximum size - 25" x 12" x 8"*) (63cm x 31cm x 20cm), which in turn must be fully storable under the student's school bus seat. Refer to [LRSD Admin Protocol – Guideline for Transporting Musical Instruments on School Buses](#).
 2. Each classroom teacher is allowed one container which is to remain closed and always stowed under the seat.
 3. Consistent with section 4(k) of [The School Buses Regulation](#) (M.R. 465/88R) – no school bus, while transporting pupils, shall be used to carry any animal, firearm, explosive, flammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers.

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