

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 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. Every off-school site program or activity for which students are to be transported by school bus (divisional or externally-contracted) shall be preceded by a review of on-board safety equipment, school bus rules, and evacuation procedures established by the Transportation Department.
- B. 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 school bus driver.
- C. The School Principal shall ensure that responsible adult supervision is provided where students are to be transported by school bus for field trips, extra-curricular events, or other activities.
- D. The supervising teacher/adult is responsible for:
 - responding to student behaviour in accordance with [Policy JK – Supporting Student Behaviour](#);
 - ensuring that students are dressed appropriately for cold weather.
- E. All bus drivers (divisional/contractor school-buses, transit buses, or motor-coaches) are authorized to terminate a trip at any time, if any behaviour or condition jeopardizes passenger safety or the safe operation of the vehicle.
- F. Teachers must ensure field trip group is on time for return trip to school.
- G. School must have an ability to communicate with the Field Trip Group.

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

III. PROCEDURES

- A copy of the school office’s passenger manifest for the trip must be provided to the driver before any students board the bus.
- 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.](#)

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