

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
NON-INSTRUCTIONAL TRANSPORTATION: SCHOOLS, FAMILY CENTRES, AND COMMUNITY PROGRAMS	EEAG

I. POLICY

Through its schools, family centres, and community programs, the Louis Riel School Division provides valuable services and supports that are not related to instructional or co-curricular programming and activities.

When such services and supports involve transportation, the Division will strive to ensure the safety of those transported as outlined in the **GUIDELINES** and **PROCEDURES** below:

II. GUIDELINES

- A. Schools, family centres, and community programs arrange for delivery of services through staff and volunteers which includes assisting families with transportation, when deemed necessary.
- B. The school Principal is responsible for approving such transportation.
- C. Employee and volunteer drivers shall act responsibly to ensure the safety of those transported.

III. PROCEDURES

A. Types of Transportation

1. Schools, family centres, and community programs shall attempt to use divisional transportation whenever possible, with public or chartered transportation as preferable alternatives.
2. When the use of private vehicles for transporting children, students and families is necessary, schools shall follow the [Administrative Protocol](#) connected to this policy to guide practice.

B. Approval of Transportation

The Principal must approve off-site trips by following procedures found in [Policy IHC – Extended Instructional Programs/Activities](#).

C. Authorization to Transport

Divisional staff, parents, students or volunteers who drive family centre children, students or families will complete and comply with the [Employee/Volunteer Driver Form](#).

Adopted:	April 16, 2019	Legal References:
Revised:		