

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 552
PROCEDURE:	FIFTEEN PASSENGER VANS		

BACKGROUND

The Division allows the acquisition or rental of fifteen-passenger vans for transportation.

The Division allows the acquisition or rental of fifteen-passenger vans for transportation. In January 2013, the Canadian Council of Motor Transport Administrators (CCMTA-CCATM) stated, “Fifteen-passenger vans were generally found to be as safe as any other highway vehicles and to provide an economical alternative to school buses” (p. ix).

However, as fifteen-passenger vans may pose a higher risk under certain circumstances, specific procedures are in effect.

The operation of fifteen-passenger vans shall come under the general supervision of the Chief Financial Officer.

PROCEDURES

1. The principal of the school is responsible to approve the use of a fifteen passenger van and drivers to transport students, staff members, and volunteers to an authorized school or school division events. Under no circumstances shall a student be approved as a driver.
2. The principal is responsible for monitoring the completion of pre-trip inspection forms and driver daily logs (where required). The principal shall ensure that the month-end forms are submitted to the Chief Financial Officer within one week.
3. Maintenance
 - 3.1 The principal shall promptly inform the Chief Financial Officer when maintenance is required.
 - 3.2 Formal inspections shall be conducted twice a year (suggested times: summer and February break) and copies of reports from the inspections shall be provided to the Chief Financial Officer within one (1) week of the issuance of such reports.
4. Any fifteen-passenger van, whether rented or acquired by a school, will be operated in compliance with all regulations and requirements under the Highway Traffic Act or any other applicable statute.

5. Any driver operating a fifteen-passenger van will comply with the provisions of this administrative procedure and any regulations and requirements under the Highway Traffic Act or any other applicable statute.
6. The principal of the school shall collect a copy of the driver's license and driver's license abstract for all drivers of fifteen passenger vans and submit a copy of the driver's license to the Chief Financial Officer prior to the driver assuming any driving duties. The driver's qualifications and driver's license abstract shall comply with the provisions of the Highway Traffic Act and any other applicable statute. The Principal shall keep copies of these documents.
7. All drivers shall have taken a course approved by the Chief Financial Officer in order to provide all drivers with the skills to handle a large van safely in various driving circumstances.
8. The driver of a fifteen-passenger van shall inform the Principal of their respective school, and also inform the Chief Financial Officer, of any and all driving infractions as they occur.
 - 8.1 The driver shall supply a copy of any infraction offence to the Principal of their respective school, and also must supply a copy to the Chief Financial Officer.
 - 8.2 If a driver has been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the preceding three years the driver must obtain, at his/her own expense, a driver's license abstract and a copy of this form shall be supplied to the Principal of the respective school, and also to the Chief Financial Officer.
9. A *15 Passenger Van Pre-Trip Inspection Report* shall be completed for all trips. Inspection reports shall be forwarded to the principal, and subsequently forwarded to the Chief Financial Officer.

10. Driver's Daily Log

- 10.1 The driver of a fifteen passenger van shall maintain the division *Driver's Daily Log: 15 Passenger Van*. Single day trips, within a 160 km radius, do not require the driver to complete a daily log if the trip is less than 15 hours in duration.
- 10.2 The driver of a fifteen-passenger van shall ensure that his/her hours of service meet the National Safety Code. No driver shall accumulate more than thirteen (13) hours of service within a twenty-four (24) hour period. These hours of service shall include both teaching time in the case of a teacher, the hours of work by any other Division employee, or the hours of work of any other person acting as a driver, and the time operating the van.

11. Safety

- 11.1 When the van is not full, passengers and cargo should be loaded in front of the rear axle.
- 11.2 The front passenger seats should be filled first and then cargo should be put in empty seats or on the floor to the front of the vehicle or distributed evenly throughout the vehicle.

- 11.3 Seat belts shall be used at all seating positions.
 - 11.4 Roof racks and rear cargo boxes should be avoided as they will negatively affect the handling and control of the vehicle.
 - 11.5 Special care must be taken to travel at acceptable speeds, with consideration for driving and road conditions.
 - 11.6 All school division fifteen passenger vans will be equipped with all-season tires.
 - 11.7 A cell phone or other communication device is recommended in the van for out-of-town trips.
12. Any fifteen-passenger van acquired by a school shall be covered under the Division insurance program and will be insured to the fullest extent required by law or regulation.
- 12.1 It is recommended that students traveling in fifteen-passenger vans purchase the voluntary student accident insurance.
 - 12.2 In the event of an accident, the reporting procedures established by the Chief Financial Officer in Administrative Procedure 555 – Bus and Auto Accidents shall be followed.
13. Any driver operating a fifteen-passenger van for the purpose of a field trip or excursion will comply with the provisions of Administrative Procedure 261 – Field Trips and Excursions.
- 13.1 In the event of questionable weather or road conditions, drivers are asked to refer to Section 2.1.13 for severe weather guidelines.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197, Education Act
Highway Traffic Act
National Safety Code

Date Issued: November 21, 2007

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