



Cascade Christian School Society

Board Policy Manual

Policy No. 7090

Subject: Transportation of Students, Volunteer and Teaching Staff

Date: September 3, 2025

The CASCADe Board of Directors approves of curricular activities and in order to enhance these activities will provide transportation to such activities within the financial resources available. The following procedures are to be followed:

1. All requests for transporting students on curricular and/or extra-curricular activities will be forwarded to and determined by the principal.
2. The following procedures will be observed for supervision of students on buses used for field trips, tours or other school sponsored activities:
 - a. Each bus used will have at least one staff member on it.
 - b. A list of all students on each bus will be made and be available to the adult supervisor. The student list must be checked at each point of departure to ensure that all students are present at departure time.
 - c. If any student is not present at the scheduled departure time, the supervisor will not permit the bus to leave until assurance is received that suitable alternate arrangements for transit of that student have been made.
3. Prior to the use of a school owned or chartered bus is used for transportation of students. The following procedures will be observed:
 - a. Pre-trip safety inspections are completed and logged by the driver.
 - b. Students will practice bus evacuation at the beginning of each school year and if a new vehicle is being used. The driver will also identify to the students the location of the fire extinguisher, first aid kit and exit points (in the ceiling, windows and rear doorway).

USE OF PRIVATELY-OWNED MOTOR VEHICLES FOR CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

1. When the use of a school owned or charter buses is not feasible, privately owned motor vehicles may be used to transport students to or from curricular and/or extra-curricular activities within an approved educational program, subject to the following conditions and regulations:
2. The school principal is authorized to approve the use of privately-owned motor vehicles for the conveyance of students to or from activities associated with intra-curricular and extra-curricular education programs that have been approved in accordance with the Field Trip and Extra-Curricular Activities Policy. No privately-owned vehicle may be used to transport students unless such approval has been given by the school Principal in writing.
3. Whenever private vehicles are used for student conveyance, the school Principal will first be satisfied that the driver is a responsible person and the driver and vehicle are properly licensed and insured. Drivers must complete a Volunteer Application Form, Volunteer Driver Form and have a valid Criminal Record Check on file.
4. Cascade will provide Excess Third-Party Legal Liability insurance providing excess indemnity for no-fault accident benefits and third-party legal liability to:
 - a. each officer or teacher employed by the Board, or
 - b. each parent who has a student enrolled in the CASCADE, or
 - c. each volunteer person not described in (a) or (b) who uses his/her motor vehicle with the approval of the school Principal to transport a student or students to or from a school or a school activity conducted within an approved intra-curricular or extra-curricular educational program. This insurance is excess to the limits of liability set out in the Owner's Certificate of Insurance issued by the Insurance Corporation of British Columbia, and any other valid insurance certificate or policy issued in respect of the motor vehicle owned and operated by the officer, teacher, parent or volunteer who is afforded indemnity by this excess insurance. The coverage will not be effective if at the date of occurrence or loss the motor vehicle driver is in breach of the terms or conditions of any other policy issued in respect of the vehicle involved in the accident.
5. Other than the mileage reimbursement paid no other compensation for losses falling outside the terms of ICBC and the excess indemnity insurance will be paid by the Board.