

Policy Name	Transportation Policy
Policy Number	
Date Created	January 2025
Date Revised	
Date of Implementation	January 2025

OneSchool Global owns a number of small vans. This policy guides the use and care of those vans. OneSchool Global Vancouver, we seek to steward these transportation resources well, manage student safety, and ensure full compliance with government regulations regarding student busing.

Purpose:

To ensure that procedures are in place to ensure students' safety when traveling on school buses or in personal vehicle.

1. Policy

(a) OneSchool Global will maintain a small fleet of vans for the exclusive use of OneSchool Global and its sanctioned activities.

(b) This policy seeks to maintain compliance with: The Highway Traffic Act, Motor Vehicle Act Regulations, Dangerous Goods Transportation Act, National Safety Code, Environment Protection act and the Ministry of Transportation's Commercial Vehicle Safety Enforcement (CVSE) and the Ministry of Education. Should new requirements be created by any of these regulatory bodies, those requirements will be incorporated into this policy.

2. Drivers

(a) All drivers must have a minimum class 4 license. Drivers from outside OneSchool Global must be approved by the campus principal and submit a photocopy of their driver's license.

(b) The driver is ALWAYS responsible to conduct a pre-trip inspection of the vehicle before taking students on any trip. The driver is responsible to deem the bus safe to drive based on the pre-trip inspection. In the case of any noted repairs, the driver completing the inspection is responsible to notify the Board of needed repairs AND to document both the needed repair and the notification in the inspection binder.

(c) The driver is responsible to ensure the bus is cleaned out after each use (floor swept and garbage emptied). When staff members are using a driver that is not employed by OneSchool Global that staff member is responsible to ensure this cleaning is done.

(d) The driver is responsible to ensure they leave the bus with a minimum of a half tank of gas for the next driver. When staff members are using a driver that is not employed by OneSchool Global that staff member is responsible to ensure this responsibility is fulfilled.

(e) The driver will ensure they are medically fit to drive.

3. Students:

(a) Students **MUST** wear those seat belts. The driver is responsible to ensure compliance in this regard.

(b) The driver is in full charge of the van and his/her directions regarding safety must be obeyed.

(c) The driver may assign specific seats to specific students.

(d) While the van is in motion students must not extend parts of their body out of the windows, try to get off the van, or move about within the van. All students must stay seated while the van is moving.

(f) Students who cannot stay in their seat or keep their seat belt on (if applicable) may be asked to leave the van and be driven by their own parent.

4. Vans:

(a) All vans will be inspected annually by an authorized mechanic, or similarly licensed and authorized inspector.

5. Safety:

(a) A responsible adult on the bus must carry student emergency medical information (hard copy or digitally) with them on any off-campus trip. This is the responsibility of the teacher in charge of the off campus activity.

(b) In case of an accident or collision the driver must contact their campus principal immediately after contacting 911 (if necessary).

6. Van evacuation drills & procedures:

(a) All licensed drivers, staff, students and volunteers using vans will conduct annual safety and evacuation training. (b) Prior to departure, staff and/or driver(s) responsible for safe transport will conduct a review of evacuation and safety procedures with all passengers.

Include each of the following:

6.b.1. Evacuation procedures and exits

6.b.2. Location and use of safety equipment

6.b.3. Incident communication procedures

There will be van/bus evacuations held twice a year. One in the first quarter, the other in the second quarter.

Reference(s):	Approved by: Board of Directors Date Approved:
Cross-reference(s):	Date(s) revised: