

Administrative Procedure 551

SCHOOL-PURCHASED VEHICLES

Background

The Division recognizes the desire on the part of schools to provide adequate transportation for extracurricular activities. The Division requires that the provision of such transportation is to be regulated to ensure legal compliance, student safety and appropriate responsibility.

Procedures

1. General Purchasing, Insurance And Registration Procedures
 - 1.1 Schools may purchase vehicles for their own use. Such vehicles must not accommodate more than 15 passengers, excluding the driver. Any such purchase must not incur a financial liability to the Division.
 - 1.2 The vehicle shall be insured under the Division's insurance policy and arranged through Financial Services.
 - 1.3 Registration of vehicles purchased by schools shall be in the name of the Division and shall be made through Financial Services. To register a vehicle and issue license plates, the Motor Vehicles Branch requires an Application for Vehicle Registration completed and Proof of Insurance Coverage. Proof of Insurance (or pink card) can be obtained from Financial Services. After registering the vehicle, a copy of the registration must be sent to Financial Services for record keeping.
 - 1.4 All costs associated with the purchase, licensing, maintenance, repair, insurance, and operation of any such vehicle shall be the sole responsibility of the school.
2. Additional Procedures For Purchasing And Registering School-Purchased Vehicles
 - 2.1 Prior to purchase, vehicles shall be inspected by an authorized mechanic to ensure they meet safety requirements.
 - 2.2 A copy of the Vehicle Inspection form and the mechanic's report indicating that an inspection has been carried out and that the necessary repairs and replacements have been completed shall be kept on file at the school.
3. Operation Of School Purchased Vehicles
 - 3.1 Only authorized drivers in possession of valid "Class 1" or "Class 2" Operator's Certificates shall be permitted to drive school buses owned by the Division.
 - 3.2 In the event that a school-purchased vehicle is not registered as a school bus, it is recommended that operator be in possession of a Class 4 Operator's Certificate. Operators must be at least 21 years of age.



- 3.3 In the event that a driver holding a Class 5 Operator's Certificate is required to drive a school-purchased vehicle, operators must be at least 21 years of age.
 - 3.4 School-purchased vehicles shall only be made available to agencies outside the Division for use in youth-related activities, and shall not be rented or used by individuals for any personal or business purpose.
 - 3.5 All accidents involving school-owned vehicles shall be reported immediately to Financial Services. A written statement by the driver involved shall accompany the accident report.
 - 3.6 In the event that the Division maintenance staff is required to deal with a call regarding a school-purchased vehicle, the call-out cost will be charged to the school.
4. Use of 15-Passenger Vans
- 4.1 15-passenger vans are not to be used for transportation of passengers on any out-of-town trips. This includes school trips or trips by groups who wish to rent the van.
 - 4.2 15-passenger vans may be used for transporting students to job sites within the Medicine Hat area (e.g. Redcliff and Dunmore).
 - 4.3 Care should be taken by the driver to ensure the load is evenly distributed and kept as low as possible to the floor.
5. Gasoline Excise Tax Rebate
- 5.1 A single consolidated claim shall be made for all qualifying vehicles owned by the Division.
 - 5.2 Schools wishing to participate in the Division claim shall follow the procedures indicated below.
 - 5.3 The appropriate portion of the refund shall be forwarded to each participating school when the refund is received. The refund does not apply to diesel or propane fuel.
 - 5.4 Procedures:
 - 5.4.1 On the last week of school before each of the Christmas and summer recesses, schools shall forward to revenue accounting, all original bills for gasoline purchases together with the appropriate claim form. To meet Federal Government requirements, each bill must show:
 - 5.4.1.1 Name of school
 - 5.4.1.2 Date of purchase
 - 5.4.1.3 License number of bus
 - 5.4.1.4 Number of liters purchased
 - 5.4.1.5 Total price
 - 5.4.1.6 Signature of driver purchasing gasoline
 - 5.4.1.7 Proof of use

Proof of use shall be established by the principal's signature on a statement provided by revenue accounting.



5.5 Financial Services shall retain original gasoline bills for federal government audit purposes.

Reference: Section 18, 20, 45, 60, 61, 113 School Act
Traffic Safety Act
School Bus Operation Regulation 437/86
National Safety Code
Government of Alberta Transportation at
<http://www.transportation.alberta.ca/Content/docType41/Production/15passengervan.pdf>
National Highway Traffic Safety Administration (NHTSA) at
<http://www-nrd.nhtsa.dot.gov/Pubs/811143.pdf>
Transport Canada webpage with links to safety issues at
<http://www.tc.gc.ca/eng/roadsafety/tp-tp2436-rs200808-menu-202.htm>

