



**MOOSONEE DISTRICT  
SCHOOL AREA BOARD**

<b>ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 550</b>	
Effective	May 24, 2016
Last Revised	August 18, 2023
Last Reviewed	August 18, 2023

**BOARD STUDENT TRANSPORTATION: SCHOOL VAN**

**PURPOSE**

The Moosonee District School Area Board is committed to providing eligible students with transportation that is safe and efficient. The Board also takes measures to ensure the security of all Board property.

This administrative procedure describes Board expectations for the use of the school van for student transportation.

**PROCEDURES**

**1. Board Expectations**

- 1.1 The school van is the responsibility of the facilities manager and the school principal.
- 1.2 The school van is to be used primarily for the transportation of students. When not being used for the transportation of students between the hours of 8:00 a.m. and 5:00 p.m., the principal may authorize the use of the van for school or Board- related business.
- 1.3 The person authorized to use the school van must sign a log which will be kept in the principal’s office, indicating the activity for which the van is being used and the approximate time the van will be returned.
- 1.4 The maximum number of occupants in the vehicle at any time shall not exceed passenger seating available.
- 1.5 The principal will ensure that all staff transporting students in wheelchairs have successfully completed mandatory safety training.
- 1.6 All drivers of the school van must have a valid Ontario driver’s licence, a copy of which is to be kept in the insurance file in the Board office.
- 1.7 Personal use of the van is not allowed.

## REFERENCE DOCUMENTS

### ***Legal:***

Education Act, Section 190 Powers of Boards: Transportation of Pupils

Education Act, Section 265 Duties of Principal: Care of Property

Education Act: Section 286 Duties of Supervisory Officers: *Supervise Business Functions the Insurance Act*

### ***Board:***

Board Policy GOV-24 Student Transportation

Administrative Procedure 307 School Bus Safety

Administrative Procedure 540 Safety and Security of Board Buildings and Property