



4601 TRANSPORTATION SAFETY PROCEDURES POLICY

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 11 2019
Revisions: 10 2021

Langley Christian School owns a number of small (32 passenger or less) buses and vans. This policy guides the use and care of those buses but does not extend to the contracted-out services of the Combined Christian School Transportation Association (CCSTA) who oversee the before and after school bus route services.

At LCS we seek to steward these transportation resources well, manage student safety, and ensure full compliance with government regulations regarding student busing.

1. POLICY

- (a) LCS will maintain a small fleet of vans and buses for the exclusive use of LCS 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 LCS 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 CCSTA 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 LCS 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 LCS that staff member is responsible to ensure this responsibility is fulfilled.
- (e) The driver will ensure they are medically fit to drive and will not drive the bus within 12 hours after consuming alcohol or marijuana.

3. Students:

- (a) In buses that include seat belts, 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 bus and his/her directions regarding safety must be obeyed.
- (c) The driver may assign specific seats to specific students.
- (d) While the bus is in motion students must not extend parts of their body out of the windows, try to get off the bus, or move about within the bus. All students must stay seated while the bus is moving.
- (e) Eating on the bus is at the driver's discretion (but implies greater cleaning responsibilities).
- (f) Students who cannot stay in their seat or keep their seat belt on (if applicable) may be asked to leave the bus and be driven by their own parent.
- (g) Note that no items are allowed to be stored in the isles while the bus is underway.

4. Buses:

- (a) All buses will be inspected annually by the CVSE and biannually by a CVSE 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 the case of a necessary evacuation the follow procedures (see appendix 1) adopted by the CCSTA will be followed.
- (c) In case of an accident or collision the driver must contact their campus principal immediately after contacting 911 (if necessary).

6. Bus evacuation drills & procedures:

- (a) All licensed drivers, staff and volunteers using LCS buses or 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

RELATED POLICIES

2009 FIELD TRIPS & OFF-CAMPUS ACTIVITIES POLICY

4207 VOLUNTEER POLICY

4602 VOLUNTEER & PARENT DRIVER POLICY

Reviewed: 05 2025