



701.20AP Transporting Students for Hire

APPROVED: 2003.09.17
REVISED: 2017.11.29
REVIEWED: 2017.11.27

LEGAL REFERENCE:

- Highway Traffic Act
- National Safety Code (Transport Canada);
- Alberta Transportation & Infrastructure;
- Canadian Standards Association D250-D27

CROSS REFERENCE:

- [701BP Student Transportation Services](#)
 - [701.22AP Designated Means of Transportation: Parent/Agent Provided Admin Procedures](#)
 - [701.4AP Student Transportation for Curricular or Extra-Curricular Trips](#)
-

PROCEDURES:

1. Any vehicle owned, leased, or rented by a school to transport students must be driven by a driver with a Class 4, 2, or 1 License. This would include borrowing community owned vans.
2. Taxi's, Agents (i.e. FCSS, CSS, third party) or Instructional Assistants under contract with BTPS to transport students to and from school or to a curricular program must have a Class 4, 2 or 1 License, the Insurance Coverage Form completed by their insurance company and first aid as per 701.22AP Designated Means of Transportation: Parent/Agent Provided Admin Procedure. Their insurance company will determine if they require the 6A Endorsement.
3. Teachers, support staff, parents or volunteer drivers being reimbursed at the Board approved rate per kilometer for using their personal vehicle to transporting students to extra-curricular or school related events (i.e. work experience, field trips) in private vehicles do not have to have a Class 4 License. They must follow [701.4AP Student Transportation for Curricular or Extra-Curricular Trips](#).
4. If the school is compensating a driver (i.e. teacher, support staff, volunteer driver) at a rate higher than the Board approved reimbursement rate, they would be considered "for hire" and would require the commercial insurance and the Class 4, 2 or 1 license.
5. Parents driving their own children for compensation under contract with BTPS do not have to have a Class 4 License; however, they must have their insurance company sign the Insurance Coverage Form (701.22AP Exhibit 1).