



## Memorandum

To: Principals

From: Jacob Ritchie, Director of Operations Services

Date: September 18, 2018

Re: **Transportation of Students - Co-curricular/Extra-curricular Trips**

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School bus charter service may be requested by Principals (or designates) to facilitate transportation of students for co-curricular and extra-curricular events. Buses are booked through Stock Transportation, (for a fee charged to the school), by submitting a Field Trip Request form within Stock Transportation's tool, BusPlanner (<https://hrce.mybusplanner.ca/Workflow/Forms/HRCE>).

Note that availability of buses will depend on demand and the time of the event. Every effort will be made to accommodate the request. However, 'home to school' bus service takes priority for school bus assignments over school trips.

As referred to in the Halifax Regional Centre for Education (HRCE) **Student Transportation Policy F.005 (Procedures Section 4)**, some school employees may be requested to use their own automobiles or rent vehicles to transport students on co-curricular or extra-curricular trips. Motor Carrier Act legislation [*Clause 42A (2) (a) of the Board Public Passenger Motor Carrier Act Regulations made under subsection 27(1) of the Motor Carrier Act*] applies to the use of Privately Owned, or Board Owned, Leased Controlled or Contracted Vehicles for Co-curricular/Extra-curricular School Trips.

HRCE insurance provides the excess insurance required by legislation, over and above the coverage level currently maintained on the vehicles you will be utilizing.

Principals are required to have teacher or parent volunteer drivers complete the attached **Form J** [*Nova Scotia Utility and Review Board in the matter of the Motor Carrier Act Confirmation and Undertaking respecting Clause 42A (2)(a)*], each school year and maintain this information on file in the school.

A driver that is not less than 19 years of age and does not have the status of a *newly licensed* driver under the Motor Vehicle Act may drive themselves on these trips. However, Principals must not arrange for other students to travel in their vehicles. An "N" displayed on a driver's license would indicate that the individual is newly licensed.

Principals must also maintain a list of students who are travelling in **each vehicle**, in the school office and ensure a copy of the list is in each vehicle during the trip.

If a taxi service is utilized for the above noted trips, the Principal (or designate) must request a taxi that is approved under the Motor Carrier Act Regulations. The owner of the taxi must complete the attached **Form K** [*Nova Scotia Utility and Review Board in the matter of the Motor Carrier Act Confirmation and Undertaking respecting Clause 42A (2) (a)*] each school year and this information must be maintained on file in your school.

Upon arrival of the vehicle at your school to pick up the students, the Principal (or designate) must confirm that the vehicle meets the Motor Carrier Act Regulations as follows:

*Refer to the manufacturer's certification exhibited on every vehicle, generally found in the driver's door jam. The information will be noted either by:*

- a) serial number code using numbers and letters or
- b) manufacturer's tag indicating the vehicle was constructed as a multi-purpose passenger vehicle (MPV) or passenger car.

*You may also contact the respective dealer to clarify the vehicle type and a copy of the dealer's letter must be requested from the dealer.*

Approved vehicles include:

- Multi-purpose passenger vehicle (1994 model year or later, including sport utility vehicles and mini-vans classified as MPV) with a **designated seating capacity of ten or less**.
- The 1994 Model Chrysler Mini-Vans (Designated MPV) must be in compliance with the 1995/96 Chrysler recall notice for replacement of the rear door latch mechanism. A copy of the dealer's completed work order must be attached to the Form J.
- Passenger car with a **designated seating capacity of ten or less**.
- Trucks, 1994 model year or later, with a **designated seating capacity of ten or less**.
- A motor vehicle owned and operated by the parent/guardian of the pupil for whom the transportation service is provided and is only being operated for the purpose of providing transportation to the pupil of the parent/guardian.
- **Special transit vehicle** that has been designed and manufactured or converted to transport persons with physical disabilities (with a **designated seating capacity of 11 to 14 passengers**).

**NOTE: Convertible vehicles may not be used.** i.e. a motor vehicle designed or constructed with a roof that is completely or partially retractable or removable, excluding sunroof.

If you have any questions, please contact HRCE Student Transportation at 464-2000, ext. 2871.

## Form J

Nova Scotia Utility and Review Board In  
the matter of the Motor Carrier Act  
Confirmation and Undertaking respecting  
Clause 42A (2) (a)

The Undersigned,

Name \_\_\_\_\_ check one: Parent \_\_\_ Pupil \_\_\_ Teacher \_\_\_ Volunteer \_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone: (home) \_\_\_\_\_  
(city) (postal code) (office) \_\_\_\_\_

Motor Vehicle: Year \_\_\_\_\_ Model \_\_\_\_\_

Hereby confirms that, In respect of the above described vehicle:

- (i) the undersigned possesses a valid motor vehicle liability policy of insurance,
- (ii) the undersigned possesses a current motor vehicle inspection for the vehicle,
- (iii) the undersigned possesses a valid driver's license for the class of vehicle to be operated,
- (iv) the manufacturer's designed seating capacity will not be exceeded,
- (v) each seating position is equipped with a seat belt assembly as prescribed in the *Motor Vehicle Act*,
- (vi) where a passenger vehicle is operated, seat belts will be worn by all passengers, and
- (vii) the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the *Motor Vehicle Act*.

And hereby undertakes, in respect of the above-described vehicle:

To maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the school board to which the undersigned provides the transportation service as to any cancellation, alteration or expiry of the documents.

**Dated and Signed:** \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of person named above)

\_\_\_\_\_  
(Witness)

## Form K

Nova Scotia Utility and Review Board  
In the matter of the Motor Carrier Act Confirmation and Undertaking respecting  
Clause 42A (2) (a) for Taxi Vehicles Only

The Undersigned,

Name: \_\_\_\_\_, owner of the vehicle(s) described in Appendix K1 attached to this form, Address: \_\_\_\_\_

\_\_\_\_\_ Phone: (home) \_\_\_\_\_  
(city) (postal code) (office) \_\_\_\_\_

**hereby confirms that, in respect of the vehicles described in Appendix K1:**

- (i) the undersigned has effected and is maintaining a valid motor vehicle liability policy of insurance, insuring, in respect of any one accident, to a limit of at least \$1 000 000 inclusive, exclusive of interest and costs, against liability resulting from bodily injury to or the death of one or more persons and loss of or damage to property,
- (ii) the undersigned possesses a current motor vehicle inspection for the vehicle,
- (iii) each of the drivers of the vehicles described in Appendix K 1 is in possession of a valid driver's license for the class of vehicles to be operated,
- (iv) the manufacturer's designed seating capacity will not be exceeded,
- (v) each seating position is equipped with a seat belt assembly as prescribed in the Motor Vehicle Act,
- (vi) where a passenger vehicle is operated, seat belts will be worn by all passengers, and
- (vii) the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act,

**and hereby undertakes, in respect of the vehicles in Appendix K1:**

to maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the school board to which the undersigned provides transportation service as to any cancellation, alteration or expiry of the documents.

**Dated and Signed:** \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of person named above) (Witness)

Appendix K1-List of Taxi Vehicles

YEAR	MODEL	LICENSE NUMBER