



## Administrative Procedure 8110

### *Use of School Buses by Outside Organizations*

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**Board Governance Policy Cross Reference:** [1](#), [13](#), [15](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Manitoba Public Insurance](#)

[The Highway Traffic Act](#)

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**Date Adopted:** August 1985

**Amended:** May 2019

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The Brandon School Division approves the use of Division school buses by non-profit outside organizations excluding the transport of students to/from home and school and for school related activities such as extra-curricular or field trips.

Approval for such use may be granted by the Secretary-Treasurer subject to:

- school bus(es) being available;
- the bus(es) being driven by bus driver(s) employed by the Division and the driver(s) being available;
- approval of the use being received from Manitoba Public Insurance;
- conditions for the use of a school bus as “other than a school bus” in The Highway Traffic Act are met;
- approval of the use being received from any other authorities, such as the City of Brandon, if applicable and as required;
- the Division being reimbursed by the outside organization for the costs of driver’s salary, employee benefits and operating expenses of the bus(es) at rates as established by the Division.