



Administrative Procedure 8115

Use of School Buses for School Field Trips

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[School Bus Requisition Form](#)

Legal/Regulatory Reference:

[The Highway Traffic Act](#)

Date Adopted: October 2011

Amended: May 2019

Booking of Field Trips

The Brandon School Division approves the use of Brandon School Division school buses during field trips, that is, for other than transporting students from home to school and vice versa and other curriculum programs.

It is understood that Division buses are to be used whenever possible but that, in the event that a school bus is not available, as determined by the Supervisor of Transportation, alternate means of transportation may be used and charged against the field trip budget, provided that this alternate supplier of transportation carries a valid safety fitness certificate in accordance with [The Manitoba Highway Traffic Act](#).

School Leaders will be responsible for justifying to the Superintendent/CEO or designate, the educational value of a field trip taken by their individual schools.

The Division shall provide an annual budget to each elementary school to be used for field trip expenses. Salary and expenses paid to school bus drivers taking extracurricular activity (field) trips shall be charged against this budget. Rates for the purpose of making charges against the field trip budget and for bus operating costs shall be set by the Division from time to time. (Exception – for field trip charge purposes for Alexander School and O’Kelly School for field trips to the City of Brandon.)

Requests for funding of field trips in excess of the school’s field trip budget shall be made in writing to the Secretary-Treasurer.

Requests for school buses for field trip use shall be made on requisition forms provided and are to be submitted to the Supervisor of Transportation. Bus requests, which must be made by the Monday of the week prior to the week in which the trip occurs, will be fulfilled only if a bus and driver are available and only when the bus is not required for regularly assigned trips. Schools shall be required to provide the driver with a list of students and supervisors participating in the field trip.

It shall be the responsibility of the supervising teacher(s) to ensure that all student passengers are aware of the bus rider rules and regulations with respect to conduct and student safety.

Cancellation of Field Trips

The Division shall accept partial financial responsibility for extra costs incurred by a school in taking an all-day field trip under the following circumstances and conditions:

- that the field trip is cancelled by the Supervisor of Transportation on less than forty-eight (48) hours notice due to bus(es) and/or driver(s) not being available due to vehicle break-downs or driver absences.
- that the field trip was previously approved and booked by the Supervisor of Transportation on the understanding that bus(es) and/or driver(s) would be available.
- that the school proceeds with the trip as scheduled using alternate authorized transportation.
- that the amount of financial support by the Brandon School Division for said trips will be up to 50% of the extra transportation costs to a maximum cost to the Division of \$500.00 per trip.