

Subject: Extra-curricular Activity Vehicles
Effective: February 27, 2009
Revised:

1.0 PURPOSE

This document establishes the criteria for the acquisition, maintenance and operation of extra-curricular activity vehicles.

2.0 APPLICATION

This policy applies to any extra-curricular activity vehicle being acquired by a school.

This policy applies in conjunction with, or in addition to, any other transportation-related policies, guidelines and regulations already in place.

3.0 DEFINITIONS

Acquire means to purchase, receive as a gift or otherwise come into possession of.

Extra-curricular activities are optional student activities endorsed by the school administration, organized for students by persons who may or may not be employed by the school, may or may not contribute to curriculum objectives, and, normally, conducted outside the instructional day. They do not usually involve all students in a class.

Extra-curricular activity vehicle is a motor vehicle acquired by or on behalf of a school or a student council and registered in the name of the Province of New Brunswick for the purpose of transporting students to and from off-site school related extra-curricular activities. An extra-curricular activity vehicle is not considered to be a school vehicle for the purposes of the [Pupil Transportation Regulation](#).

School personnel, as defined in the [Education Act](#), means (a) superintendents, directors of education and other administrative and supervisory personnel, (b) school bus drivers, (c) building maintenance personnel, including custodians, (d) secretaries and clerks, (e) teachers, (f) persons other than teachers engaged to assist in the delivery of programs and services to pupils, and (g) other persons engaged in support areas such as social services, health services, psychology and guidance.

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4.0 LEGAL AUTHORITY

6 The Minister

(a) shall establish educational goals and standards and service goals and standards for public education in each of the education sectors established under subsection 4(1),

[...]

(b.2) may establish provincial policies and guidelines related to public education within the scope of this Act [...]

5.0 GOALS / PRINCIPLES

5.1 The Department of Education is committed to ensuring students are transported to and from extra-curricular activities in as secure a manner as possible.

6.0 REQUIREMENTS / STANDARDS

Superintendent's responsibilities

6.1 The superintendent or his/her delegate is responsible for the implementation and monitoring of this policy and [Policy 513](#) – *Transportation to and from Off-Site School-Related Extra-Curricular Activities*.

6.2 The superintendent or his/her delegate shall assign overall responsibility for the extra-curricular activity vehicles to one member of the school personnel. This person will be responsible for ensuring that these vehicles are registered, inspected, maintained and equipped in accordance with this policy.

The acquisition of an extra-curricular activity vehicle must meet the following criteria:

6.3 Prior to acquiring the vehicle, the approval of the superintendent must be received.

6.4 Prior to acquiring the vehicle, it must be inspected by a mechanic at a Department of Transportation (DOT) facility.

6.5 The newly acquired vehicle is to be registered in the name of the Province of New Brunswick.

6.6 When purchasing a vehicle with the capacity to carry ten or more passengers, the vehicle must meet Canadian Standards Association CAN/CSA D270-08 for multi-functional activity buses and conform to the [Motor Vehicle Act](#) and its regulations.

- 6.7 So as not to be confused with school buses, student extra-curricular activity vehicles cannot be painted predominantly yellow. Yellow may be used for logos and trim but shall not exceed 10% of the painted surface.
- 6.8 Schools may not acquire 15-passenger vans for the purpose of transporting students.

Funding

- 6.9 Leasing or borrowing funds to purchase an extra-curricular activity vehicle is not permitted.
- 6.10 A school district must not purchase or lease, or supplement the purchase of an extra-curricular activity vehicle, with funds from its operating budget.
- 6.11 Where school-raised funds are used for the purpose of purchasing an extra-curricular activity vehicle, the funds shall be accounted for in the same manner as any other school-raised funds.
- 6.12 School-raised funds are required to cover costs associated with the operation and maintenance of extra-curricular activity vehicles.

Registration

- 6.13 Where an extra-curricular activity vehicle has previously been registered to a person or an incorporated organization on behalf of a school, the owner shall either dispose of the vehicle or transfer the registration of the vehicle to the Province of New Brunswick.

Maintenance

- 6.14 All regular maintenance on extra-curricular activity vehicles shall be performed at a Department of Transportation or DOT-approved facility.
- 6.15 An extra-curricular activity vehicle must undergo a motor vehicle inspection every six months.
- 6.16 All defects or mechanical problems identified must be documented in the vehicle maintenance log and reported immediately to the assigned school person as per paragraph 6.2. The vehicle must be repaired promptly by a mechanic at a Department of Transportation facility.
- 6.17 School Districts will be charged on a monthly basis for maintenance as per the established fee structure.

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- 6.18 Adding or modifying a device (e.g. adding a set of lights) on a vehicle is not to be considered prior to verification with the Department of Transportation and the local Service New Brunswick office to confirm appropriateness and legality.
 - 6.19 Vehicles with the capacity to carry ten or more passengers must be equipped with a fire extinguisher and a first aid kit.
 - 6.20 Vehicles must clearly identify that students are on board. This can be achieved by inscribing the school name on the side and back of the vehicle or by use of reflective lettering to indicate “*students on board*”.

Insurance coverage

- 6.21 An extra-curricular activity vehicle is covered by the Province of New Brunswick fleet insurance.

Out-of-province travel

- 6.22 If an extra-curricular activity vehicle is to be used for out-of-province travel, the person responsible for the vehicle must ensure that its registration and insurance meet the current requirements for such travel. Information respecting such requirements and limitations can be obtained from Service New Brunswick. It is recommended that Service New Brunswick be contacted periodically to determine if any of the requirements or limitations for out-of-province travel have changed. The School District Transportation Officer and the Educational Facilities and Pupil Transportation Branch of the Department of Education may also be able to provide assistance in this regard.

7.0 GUIDELINES / RECOMMENDATIONS

N/A

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

District Education Councils may establish policy not inconsistent with the parameters of this policy and the [Education Act](#).

9.0 REFERENCES

Related legislation:

[Education Act](#) Section 53 – Conveyance and lodging of pupils
[Pupil Transportation Regulation](#) (2001-51) under the [Education Act](#)

Related Department of Education policies:

[Policy 107](#) – Purchasing

[Policy 513](#) – Transportation To and From Off-Site School-Related Extra-Curricular Activities

Related Departments

Service New Brunswick

Website – <http://www.snb.ca/e/0001e.asp>

Telephone – 1-888-762-8600

Department of Transportation

Website – <http://www2.gnb.ca/content/gnb/en/departments/dti.html>

Telephone – (506) 453-3939

10.0 CONTACTS FOR MORE INFORMATION

Educational Facilities and Pupil Transportation Branch (506) 453-2242

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