

## TRANSPORTATION OF EQUIPMENT ON BUSES

Operational Guideline. This Guideline supports the requirements of the Motor Vehicle Act Regulations to keep our students safe, both to and from school.

1. Any equipment or items smaller than 30 inches (77cm) may be transported if they are kept on the student's lap without impeding the seat of another student, and if carried in an appropriate case.

Examples: a. Musical Instrument (in appropriate case)  
b. Ice Skates (in protective canvas bag)  
c. Roller Blades (in protective canvas bag)  
d. Skateboards and Scooters (in protective canvas bag or backpack)

Note: Hockey sticks, skis, poles, snowboards, longboards, large musical instruments, etc. will not be transported inside the school bus.

2. Larger items (over 30 inches) used for approved school programs may only be transported after receiving prior approval from the Transportation Office. These items will need to be transported in the exterior luggage compartment under the bus. A pre-approved "safe" bus stop is required in order for this equipment to be safely loaded in the exterior luggage compartment. These items should be in a protective waterproof case. Transportation will not be responsible for damage to equipment.

Examples: a. Hockey gear  
b. Large musical instruments (ex. trombone, guitar, saxophone, etc.)  
c. Snow boards  
d. Skis, poles and hockey sticks

Note: if a student rides a different bus home which does not meet the above requirements, the items will not be transported. Not all buses are equipped with an exterior luggage compartment.

3. There are a number of unusual items that will require pre-approval from the Transportation Office in order to be transported on the school bus.

Examples: a. Pumpkins – small pumpkins may be transported if they are contained within a sturdy canvas bag or backpack. Students need to be able to hold onto the bag/backpack during the trip and safely manage the article while getting on and off the bus.  
b. Class projects - some of these projects are large and difficult to manage safely while getting on and off the bus.

4. The following items will not be transported on a school bus: laser pointers, booster seats, weapons, animals, drugs & alcohol, as per Motor Vehicle Act Regulations and District Policy.

# TRANSPORTATION OF LARGE EQUIPMENT APPLICATION

Transportation of large equipment may be granted to those students who complete the form below.

Instructions for transportation of **large equipment** (see reverse Guideline no. 5.3.1).

1. Principal to complete form below and forward to Operations Manager.
2. Operations Manager to approve request and contact student/guardian and principal.

Student's Name & Home Phone No.	School Attending	Grade	Description of Large Equipment	Bus Stop Location
Start Date:			End Date:	

\_\_\_\_\_  
 Principal Signature                      Student/Guardian Signature                      Date

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Office Use Only

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 Operations Manager Signature                      Date

Approved  
 Not Approved

Comments:

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## OPERATIONAL GUIDELINES

<b>TITLE: Transportation of Equipment, Musical Equipment &amp; Misc Items</b>	<b>N0. 5.3.1</b>
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**GUIDELINE:** This guideline defines the safe transportation of equipment and other misc items on a school bus.

**APPLIES TO:** All School District Transportation Employees.

**POLICY:** It is School District Transportation Policy that all equipment and miscellaneous items be transported in a safe manner on a school bus.

**PROCEDURE:**

1. Small musical instruments may be transported in musical instrument cases only and shall be kept on the student’s lap without impeding the seat of another student. Larger items may only be transported after receiving approval from the District Transportation Office.
2. Skateboards & scooters (not measuring over 30 inches or 77 cm), rollerblades, etc. may be transported if they are enclosed in a zipper type duffel bag or back pack.  
\*Note – Ice skates shall have the blades protected with guards or be enclosed in a suitable equipment bag. Plastic shopping bags are not acceptable.
3. Hockey sticks, skis, poles, snowboards, longboards, large musical instruments, etc. **will not** be transported inside the school bus. If the bus has an exterior luggage compartment and the bus is stopped in a safe location, approved school program equipment may be loaded into the compartment only after receiving authorization from the Transportation Office. Note: if the student rides a different bus home which can not meet the above requirements, the items will not be transported.
4. The following items **may not** be transported on a school bus: laser pointers, booster seats, weapons, animals, drugs & alcohol.
5. Small pumpkins **may be** transported if they are carried in a durable bag and have received approval from the Operations Department.

It is the parents/guardians responsibility to transport any items which are deemed unsafe to be transported on a school bus.

**REFERENCE:**

<b>EFFECTIVE DATE:</b> May 26, 2017	<b>ISSUED BY:</b> TRANSPORTATION	<b>APPROVED BY:</b> T. BETTCHER	<b>REPLACES NO.</b>	<b>PAGE 1 OF 1</b>
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