



CALGARY BOARD OF EDUCATION

Administrative Regulation

3027.1 - Educational Tours: School Purchase of Buses

The Board approves the school purchase of buses when so desired by a school to provide conveyance to classes or other school groups according to current Board policy respecting educational tours, provided that all the conditions specified in the accompanying regulation are met.

The Board authorizes the Chief Superintendent of Schools, or delegate, to approve specific bus purchases by schools in accordance with the regulations pursuant to this policy.

1. With the approval of their Area Office, schools may purchase vehicles to transport pupils to and from educational settings.
2. All Provincial Acts and Regulations must be followed in the operation of these vehicles. All drivers of school vehicles, as defined by provincial government Act and Regulation, must qualify for the applicable driver's license before driving the vehicle.
3. All Board vehicles must be registered with the Maintenance Department for control purposes. Copies of the semi-annual inspection certificate must be filed with the Maintenance Department.
4. Title to a vehicle purchased out of school funds, as shown on the Motor Vehicle Registration, shall be in the name of the Calgary Board of Education.
5. All costs of purchasing, licensing, insuring, maintaining, and operating said vehicle shall be the sole responsibility of the school.

PROCEDURES

A. PURCHASING A VEHICLE - BEFORE PUTTING VEHICLE IN SERVICE

1. Before purchasing a vehicle, have it inspected and appraised by the Motor Vehicle Branch - Highway Patrol Division. This service is free and, if it is necessary, the Inspector will go to the seller's location in Calgary to perform the inspection.
2. If the vehicle is located outside Calgary, contact the Associate Superintendent of Finance for letter of insurance coverage and contact the Motor Vehicle Branch for an "In Transit Certificate" before driving the vehicle to Calgary. Be certain that a School Bus Certificate is with the vehicle.

3. Have all mechanical deficiencies and requirements, which were noted on the Inspection Certificate, corrected by a licensed mechanic. The mechanic's billing or work order must show the work that was done.
4. Report back to the Motor Vehicle Branch - Highway Patrol Division - for final inspection. The Inspection Certificate will be signed by the Inspecting Officer and "School Bus Approval Certificate" will be issued.
5. After receiving the Inspection Certificate, forward a copy of the following to the Associate Superintendent of Finance:
 - a. Area Superintendent's letter (see Regulation, item 1).
 - b. Make of vehicle.
 - c. Year of manufacture.
 - d. Body manufacturer.
 - e. Serial number (please read it carefully to ensure accuracy).
 - f. Colour of paint.
 - g. Single or dual wheels.
 - h. Seating capacity.
 - i. List of persons who, it is intended, will drive the vehicle including for each the name, address, date of birth, and driver's license number.
 - j. School Bus Mechanical Inspection Certificate - School Division copy.
 - k. School Bus Approval Certificate - School Division copy.

Upon receipt of above, a pink insurance card will be forwarded to the school.

6. Take all applicable documents together with the applicable fee to the Motor Vehicle Branch for the purchase of the vehicle license plates. The vehicle must be registered under the name "Calgary Board of Education" - VIN number 0101-80800. When the license has been purchased, advise the Associate Superintendent of Finance of the number in writing (or send a copy, clearly identifying the school).

B. OPERATING A "SCHOOL-OWNED" VEHICLE

1. At all times the Vehicle Registration Certificate, the School Bus Certificate, the pink card, and the Bus Inspection Certificate must be carried on the vehicle.
2. For security reasons, this package of documents should be removed from the vehicle

when it is not occupied.

3. Each school vehicle must be inspected by a qualified inspector twice a year. Inspection is the school's responsibility. The Maintenance Department is licensed to perform the semi-annual inspections and all Board vehicles must be registered with them for control purposes.
4. Principals of schools which own vehicles must keep current copies of provincial regulations such as the driver license handbooks (basic and Certificate Class), and the Motor Transport Act.

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