

1. Policy Information

Section: Charter and Field Trip Transportation
Document Type: General
Policy Name: Charter Transportation – General

2. Rationale

The Simcoe County Student Transportation Consortium (SCSTC) policy for Charter Transportation provides the guidelines used in the booking, co-ordination and general processes related to charter transportation for board approved field trip and athletics.

3. Policy Statement

It is the policy of the SCSTC to follow Member District School Boards' policies and procedures relating to charter transportation for field trips and athletics for school based activities.

4. Overview

4.1. General

- 4.1.1. Board approval for field trips shall be obtained by the school prior to arranging and paying for transportation – following the respective MDSB policy/procedure.
- 4.1.2. MDSB schools will utilize the secure SCSTC on-line booking software to book all day charters and field trips transportation that is required on school buses, school purpose vans or wheelchair accessible vehicles.
- 4.1.3. The SCSTC will obtain quotes and co-ordinate all day charter transportation (on school buses, school purpose vans or wheelchair accessible vehicles) for board approved field trips for its Member District School Boards' (MDSB) schools.
- 4.1.4. The SCSTC will co-ordinate transportation utilizing the following vehicle types from approved transportation providers:
 - 4.1.4.1. Full-Size Bus (with / without luggage compartment)
 - 4.1.4.2. Busette
 - 4.1.4.3. Minivan
 - 4.1.4.4. Wheelchair accessible vehicles
 - 4.1.4.5. Other vehicles may be explored – as requested

4.2. Bookings

- 4.2.1. Charter transportation for field trips and athletics requests are to be initiated by the school through the SCSTC's on-line booking software a minimum of ten (10) business days prior to the scheduled trip date.
 - 4.2.1.1. In the event of an urgent booking, a re-booking after a cancellation or for athletic trips that cannot be pre-scheduled, where it is not possible to initiate requests with ten (10) business days' notice, requests are to be entered through the SCSTC on-line booking software with as much advance notice as possible.
 - 4.2.1.2. In the event of same day urgent requests outside of SCSTC business hours, schools can contact approved transportation providers directly. It is the school's responsibility to enter the trip request into the SCSTC on-line booking software no later than the next business day.
- 4.2.2. The SCSTC will make every reasonable effort to complete all bookings within five (5) business days of the requested trip date so that schools can receive confirmation and the transportation providers can plan and prepare for the trip. Schools and transportation providers will be notified via email from the SCSTC of confirmed bookings.
- 4.2.3. The SCSTC will facilitate the booking confirmation and create a Service Agreement between the school and the transportation provider for each trip.
- 4.2.4. The SCSTC will notify schools within five (5) business days of the requested date if bookings cannot be completed as requested and work with schools to identify alternative options.

4.3. Booking Modifications

- 4.3.1. School requests to modify or revise confirmed bookings or trips in progress must be made through the SCSTC.
 - 4.3.1.1. In the event of same day urgent change requests outside of SCSTC business hours, schools can contact approved transportation providers directly. It is the school's responsibility to identify the trip change to the SCSTC no later than the next business day.
- 4.3.2. Additional fees may apply to school requests for changes or delays to a same day trip or a trip in progress as per the Service Agreement provided for the individual booking.

4.4. Cancellations

- 4.4.1. School initiated cancellations of bookings are to be made through the SCSTC as soon as they are known.
 - 4.4.1.1. In the event of a cancellation outside of SCSTC business hours, schools must contact transportation providers directly. It is the school's responsibility to notify the SCSTC of the school initiated cancellation no later than the next business day.
 - 4.4.1.2. Cancellation fees may apply to school initiated cancellations as per the Service Agreement provided for the individual booking.
- 4.4.2. Weather related transportation cancellation decisions are the responsibility of the individual transportation provider(s) providing the vehicle for the field trip.
 - 4.4.2.1. In general, when home-to-school transportation is cancelled for a school's weather zone, the school's charter transportation is also cancelled for that day – except in extenuating circumstances.
 - 4.4.2.2. The transportation providers will communicate their specific charter cancellations, based on local or destination road and weather conditions, directly to each school and the SCSTC on mornings when charter transportation is impacted.
 - 4.4.2.3. The deterioration of weather conditions during the course of the day may result in charter transportation services being delayed, rescheduled or cancelled. The transportation providers will communicate these decisions directly to each school and the SCSTC when charter transportation is impacted.

4.5. Accident, Incident and Delay Reporting

- 4.5.1. The transportation providers will communicate all accidents and serious transportation incidents (including service disruptions) immediately to a live contact at both the school and the SCSTC. The reporting of accidents and incidents will follow established SCSTC process.
- 4.5.2. The transportation providers will communicate all charter transportation service delays to the school.

4.5.3. The transportation providers will report all student behaviour concerns not resolved by the teacher / adult supervisor on board the charter to the school Principal following established SCSTC process.

5. References

SCDSB Policy 4430 – Field Trips

SCDSB APM A1061 – Field Trips

SCDSB APM A2620 – Field/Co-Curricular Trips – Arranging and Paying for Transportation

SMCDSB Policy LE-04 – Field Trip

Board of Directors Approved April 10, 2019