

## Administrative Procedure 566 - Community Use of School Buses

---

### )Background

The Division endorses limited use of school buses for community oriented activities sponsored by non-profit organizations.

### Procedures

1. The Director of Transportation Services has the authority to approve requests for community use of school buses under the following conditions:
  - 1.1. Where the use of the school bus is for student or children transportation.
  - 1.2. Where the use is for adult transportation, the service is not to be in competition for a similar service offered by a private enterprise or community group.
  - 1.3. School buses shall not transport any person(s) who are or appear to be consuming or impaired by alcohol, marijuana or similar products containing tetrahydrocannabinol (THC) or illegal drugs.
  - 1.4. Alcohol, marijuana or similar products containing tetrahydrocannabinol (THC) and/or illegal drugs are not permitted on school buses unless:
    - 1.4.1 In the case of marijuana or similar products containing tetrahydrocannabinol (THC) may be allowed provided they are prescribed by a medical doctor for a medical condition and specifically approved in writing by the Associate Superintendent, Business and Finance.
  - 1.5. The organization pays the appropriate distance fee and abides by all Division transportation policies and procedures, including the storage of cargo on the school bus.
  - 1.6. The driver must be authorized by the Director of Transportation Services.
  - 1.7. Bus drivers may volunteer their time for driving such groups; however, if a wage is paid, it must be at the current Division established rate.
  - 1.8. Approval of any use is on the understanding there will be no cost to the Division.
  - 1.9. The Division reserves the right to reject any application.
  - 1.10. The user group shall be fully responsible for any damage caused to the bus for reasons deemed to be the fault of the respective group.

Reference: Section 4, 11, 33, 36, 37, 59, 59.1, 68, 197, 222, 225 Education Act  
Freedom of Information and Protection of Privacy Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
School Transportation Regulation 96/2019  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

Effective: 1996-04-24  
Amended: 2021-04-03