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**Board Governance Policy Cross Reference:** [1](#), [12](#), [14](#), [16](#)

**Administrative Procedures Cross Reference:**

[Offsite Programs and Activities](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[The Highway Traffic Act \(137\)](#)

[The Public Schools Act \(School Buses Regulation \(M.R. 465/88R\)\)](#)

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The primary function of school bus transportation within the Interlake School Division (ISD) is to transport students safely and efficiently according to the appropriate sections of [The Public Schools Act](#), [The Highway Traffic Act](#) and in accordance with [Manitoba Regulation 465/88R](#).

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- f) If conflicts arise, or cancellations are necessary, the Transportation Supervisor will notify schools.
- g) Responsibilities of Teacher-Supervisor(s):
  - i. Accompany students on all off-site activities.
  - ii. Be in possession of a cell phone and ensure the number is listed on the bus requisition.
  - iii. Review all plans and expectations with any accompanying adults and shall seat themselves strategically throughout the bus to provide maximum supervision.
  - iv. Review bus ridership expectations with students prior to leaving school.
  - v. Ensure an accurate passenger list has been completed and is provided to the Bus Driver (in case of an emergency) and has been left with the school office for emailing to the Transportation Department.
  - vi. Ensure that all students and accompanying adults are aware of departure times for the return to school and should any problems arise, shall contact the school.
  - vii. Teacher- Supervisor on the bus, is responsible for managing the behaviour of students in their care.
  - viii. Responsible for sharing any concerns with School Administrators upon return to the school.

## 2. Non-Profit Outside Organizations

- a) Requests for the use of ISD school buses from non-profit outside organizations must come in writing to the Transportation Supervisor.
- b) Decisions regarding the use of school buses and any remuneration will be established on a case-by-case basis.
- c) All requirements in [Manitoba Regulation 465/88R](#) and [The Highway Traffic Act](#) must be adhered to.
- d) The Finance Department will invoice the appropriate organizations for the established remuneration.