

## **School Bus Mileage Allocation to Schools**

Section E: Support Services Code: EDB

## **POLICY**

The Hanover School Division Board of Trustees recognizes that there is an educational value for students who participate in a properly organized and well-planned off-site extra-curricular activity, program or field trip. The transportation of school classes, groups, or teams participating in extra-curricular school activities to and from event locations will be done using divisional transportation (unless unavailable).

## **GUIDELINES**

Divisional allocation to schools of mileage will be done as follows:

- 1. On September 30<sup>th</sup>, the estimated enrolment figures will be used for formula mileage calculations. Allocations of mileage will then be communicated to schools.
- 2. Schools may not carry over more than 25% of the original allotment from the previous year.
- 3. Deficits will be subtracted from the allotment for the next school year.
- 4. Schools may choose to use their allotted extra-curricular mileage or pay for the extra-curricular trip with school funds or activity fees. In this case a fee of \$2.00 per km, with a minimum \$75.00 charge would apply.
- 5. Mileage allotments for schools and programs are reviewed annually. Double runs are assumed and are included in the formula. Schools will be charged for both loaded and empty kilometres.
  - Grades K 4 allotments 5.5 km per student.
  - Grades 5 & 6 mileage allotment is based on # of home room classes.
  - Grades 7 9 sports bussing allotment is 700 km for sports bussing per volleyball and basketball season (700 x 2).
  - Grades 10 12 sports bussing allotment is 1000 km for sports bussing per volleyball and basketball season (1000 x 2). Schools with multiple teams may receive additional mileage.
- 6. Activity days have been allotted a specific mileage of 200 km per bus and are based on one trip per class. This formula is based on 41 students per bus.
- 7. Outdoor Education Programs for grades 7 9 and grades 10 12 have been allotted a specific mileage of 200 km per bus this based on one group per school year.
- 8. In the event of very small teams, schools may be asked to combine into a divisional team for transportation. Where 5 or less students are involved, schools may be asked to provide their own transportation, in which case mileage may be paid for in lieu of bus transportation.
- 9. Non-formula mileage to schools will be allocated for the following trips:
  - Grade 2 swim trips.
  - Special Needs trips.
  - I.S.C.F. trips (1 per year)
  - Music Festival (1 trip per group)
  - Bus safety evacuation drills
  - Zone finals (including wild card playoff)
  - Provincial sports finals

## Legal References:

Additional Information:

Appendixes: