

SCHOOL-OWNED BUSES

Background

The District has authorized the purchase of buses by some middle and secondary schools in the District.

Procedures

1. All commitments to purchase such vehicles are to be made by the Purchasing Department after public tenders are called.
2. Any Purchase Order placed as a contract to purchase such a vehicle will be placed on the same basis as outlined in Administrative Procedure 514 - Purchasing.
3. Authority to purchase vehicles is granted by the District on the express understanding that:
 - 3.1 The school undertakes to pay all the operating costs, including insurance, repairs and maintenance, storage and other incidental costs. Where the District pays for any of these costs, they will be invoiced on an account receivable basis to the school by the Accounting Department.
 - 3.2 Insurance shall be placed on the vehicles each year by the Manager of Purchasing who will advise the Accounting Department of the cost for which the school is to be invoiced.
 - 3.3 Driving of the school-owned bus is to be managed by the Principal or designate(s). Before naming a driver, the Principal or designate(s) shall determine that the driver has and a valid driver's license that is appropriate for the type, size and number of passengers that school bus can transport and a recent driver's abstract (within one year). A school employee shall not be paid for this duty. If a driver is not a school district employee, the driver must have on record with the school the appropriate documents mentioned above and a current criminal record check including a vulnerable sector check.
4. When tenders are called to purchase a vehicle, it must be stipulated that the vehicle is to be supplied with a school bus permit, that it is fully certificated and licensed to operate as a school bus in the province of British Columbia. No payment to a supplier is to be made until such a vehicle is supplied with current license plates and a school bus permit from the Motor Vehicle Branch.

Reference: Section 65, 85, School Act

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