

Opaskwayak Educational Authority Inc.

Transportation Policy

- 1.) Bus Safety Policy
- 2.) Vehicle Policy

2014

Amended on January 21, 2014



1. TRANSPORTATION OVERVIEW

1.1 Purpose

- 1.1.1 The purpose of the “Opaskwayak Educational Authority (OEA) Transportation Policy” is to provide a guideline for the transportation of students in a safe and efficient manner.
- 1.1.2 Other purposes include the provision of transportation for field trips in direct support of curriculum.
- 1.2.3 The “OEA Transportation Policy” shall be monitored by the Director of Education.

1.2 Property

- 1.2.1 All school buses and van shall be the property of OEA.
- 1.2.1 OEA shall contract private ownership bus, such as Nursery and Kindergarten and these contracted buses shall follow this “OEA Transportation Policy” as part of their contract.
- 1.2.3 All vehicles owned by Opaskwayak Educational Authority Inc. will be insured by OEA Administration.

1.3 Transportation in Private Vehicles

- 1.3.1 Although school buses are utilized to transport students, there are occasion where employees’ vehicles are used to transport students to and from an event or of programs, see Appendix I– Student Transportation in Private Vehicles.

2. BUS DRIVERS

2. Bus Driver Qualifications

- 2.1 Every school Bus Driver employed full-time or casual must meet the following criteria:
 - a. be in possession of a valid Class 2 Manitoba Operator’s License;
 - b. be in possession of a valid Bus Driver’s Certificate as issued by the Pupil Transportation, Manitoba Education;
 - c. be in possession of a valid Manitoba Safety Council Certificate;
 - d. have a minimum of four (4) years as a licensed driver;
 - e. have a good driving record with no alcohol related charges within the past four (4) years and present a current abstract of his/her driving record;
 - f. be prepared to present medical certificate if and when requested by OEA;

- g. complete and provided a copy of a Child Abuse Registry Check (as per “OEA Personnel Policy”);
- h. complete and provide a copy of Criminal Records Check and Vulnerable Sector Screening (as per “OEA Personnel Policy”);
- i. have an even disposition and ability to manage students;
- j. ability to keep required records;
- k. demonstrate an acceptable level of knowledge and skills as per OEA development standards.

2.1.2 For more clarity on requirement for Class 2 Drivers License and Medical Tests see Appendix II-Bus Driver Examination and Training.

2.2 Bus Driver Training

2.2.1 Upon hiring of a new Bus Driver(s) and specific training is required, OEA will provide such training, where and when applicable.

2.2.2 After the Bus Driver(s) has successfully completes the training program, the trainee shall be qualified to hold a Class 2 Driver’s License from the Manitoba Transportation.

2.2.3 The Director of Education in consultation with the Transportation Supervisor shall be responsible for establishing a bus driver-training program and arrangements shall be made for Bus Drivers to receive initial and refresher training in all phases of their work.

2.2.4 Each year the Bus Drivers will:

- a. be given an eight (8) hours of instruction and training in Cardio Pulmonary Respiratory (CPR) and first aid; and
- b. to ensure that they are knowledgeable in about the location and purpose of all controls, dials, warning lights and switches; as well as being capable of driving the bus in a reasonable and proper manner.

2.3 Alcohol/Prescription Drugs

2.3.1 A Bus Driver shall not drive a school bus within twenty-four (24) hours after the consumption of alcohol.

2.3.2 A bus driver shall not drive a school bus under the influence of prescription drugs that cause drowsiness & other forms of impairment that prohibit the safe use of the bus.

2.4 Bus Drivers Disciplinary Action

2.4.1 All disciplinary action for Bus Drivers will be in accordance with the “OEA Personnel Policy”.

2.4.2. Suspension will immediately occur when there is a concern for the safety of the students being transported.

2.5 Appeals

2.5.1 A suspended Bus Driver may request an appeal of his/her suspension as per “OEA Personnel Policy”.

3. TRANSPORTATION

3.1 Transportation of Students

3.1.1 It is the policy of OEA to provide a safe efficient and economical system of transportation for their students.

3.2 Guidelines

3.2.1 The guidelines are:

- a. the Transportation Supervisor will establish routes that will allow the transportation of students to and from the schools that will not exceed one (1) hour;
- b. school bus service is provided both on reserve and public roads and shall pick up students at designated stops;
- c. for safety reasons, permission may be granted for a school bus to use private roads if there is a suitable turn around area is provided;
- d. parents/guardians are responsible for ensuring that their children are ready to board the school bus and their children are appropriately dressed;
- e. each Bus Driver will be given a route and time schedule;
- f. school buses shall stop at pick-up points at designated times, for sufficient time to load and upload passenger;
- g. students who are discipline problems on the school buses shall be reported to the Transportation Supervisor & the Principal;
- h. school buses shall arrive at the school no earlier than thirty (30) minutes prior to school starting and no later than ten (10) minutes before;
- i. fire and accident drills shall be carried out bi-annually on all school buses and school teachers are expected to reinforce “Bus Safety Rules”;
- j. Transportation Supervisor shall ensure that “Bus Safety Rules” be posted in each school bus;

- k. the Transportation Supervisor shall distribute to each student and parent any proposed major school bus route changes, during the school year.

3.2.2 From time to time there may be times where special measures are taken to ensure the safety of the students, the Bus Drivers must adhere to criteria set out in the “OEA Crisis Response Policy Manual” as part of their duties, see Appendix III –the following sections in “OEA Crisis Response Policy Manual” that relating to Transportation are: School Crisis Response In-Servicing and Mock Drills, Tabletop Planning, School Bus Hostage – Taking Incident, and Tornado/Severe Weather.

3.3 Transportation of Students in Kindergarten and Nursery Programs

3.3.1 The Bus Drivers that are transporting Kindergarten and Nursery school student shall:

- a. pick up and drop off the student as near to their home as possible;
- b. ensure that the student is safely in the care of the parent/guardian before leaving to the next drop off point;
- c. notify the proper personnel if there is no one home;
- d. if no parental contact is established, the student will be returned to the school until such time as contact is made with parent/guardian or appropriate agencies; and
- e. not drop off student(s) at any other location other than their home without confirmation from school administration.

3.4 Use of Transportation Vehicle other than OEA School Destination

3.4.1 All field trips or extra curricular activities, where school bus or van is required, must have at least one (1) certified teacher who will be responsible for the supervision of the students.

3.4.2 In case of school bus emergency, the Bus Driver shall become the person in charge of the traveling group and will supersede the teacher’s supervision.

3.4.3 Teachers must provide an itinerary to the Bus Driver along with a list of students that will be attending any field trip or extra curricular activities held out of the community.

3.4.4 Those booking out of town field trips must ensure that accommodation for the Bus Driver is set up in advance and such accommodation should be at the same place as the participants or as close as possible.

3.4.5 If more information is required regarding field trips procedures, see “OEA Field Trip Policy”, for other duty and responsibilities of those going on a field trip the following sections in “OEA Field Trip Policy” that relating to Transportation are: – see Appendix IV– General Regulation Covering all Field Trips, Field Trip Guidelines, and Transportation of Student - Checklist.

3.5 Transporting Equipment

3.5.1 School buses may be used to transport equipment only when that equipment is carried and stored in such a fashion so as not to present a hazard to the occupants of the bus. When transporting sharp edges equipment, this equipment shall be appropriately covered – example: skates, ski poles, etc.

3.5.2 No equipment is to be stored in the bus alley, entry well, or driver compartment while students are being transported.

3.5.3 Buses will not transport gasoline or any type of fuel inside the vehicles regardless of whether or not the bus is loaded with passengers.

4. RULES OF CONDUCT

4.1 Regulations for Students Riding OEA School Buses

4.1.1 Students are responsible for their conduct on the school bus, however inappropriate conduct will be reported to the Transportation Supervisor and the Principal and the student will be disciplined accordingly, as per “OEA Discipline Policy”.

4.1.2 The Bus Driver, shall enforce rules in regards to student conduct on the buses, see Appendix V– Student Conduct on School Buses.

4.1.3 The right of all students to ride the OEA school buses is conditional on their good behavior and observances of the following rules and regulations:

- a. the Bus Driver is in full charge of the school bus and the students shall obey the driver promptly;
- b. students shall respect the order of monitors of patrols on duty;
- c. students shall be on time, as the school buses cannot wait for those who are not on time;
- d. students shall occupy the space designated for them by the Bus Driver when deemed necessary;
- e. students shall stand on the side of the road, out of the roadway, while waiting for the school bus;
- f. before entering the school bus, student clean their footwear;

- g. there will be no spitting on the bus, this is against health and safety rules;
- h. all paper or other rubbish shall be thrown into the garbage box, provided on the school bus;
- i. no one shall damage or deface the school bus in anyway;
- j. students shall avoid any unnecessary conversation with the Bus Driver;
- k. smoking is forbidden on all OEA buses, at all times;
- l. safety, requires that students do not lean their heads or extend their hands out of the windows of the school bus;
- m. when the school bus is in motion, students must not change seats or try to get on or off the school bus;
- n. students may not leave the school bus without the Bus Driver's consent;
- o. courtesy and respect must be shown to fellow passengers, persons along the route; and the Bus Driver;
- p. profanity on the school bus will not be tolerated;
- q. damage or vandalism to the school bus will be reported by the Bus Driver to the Transportation Supervisor;
- r. walk on the left side of the road, facing traffic, when walking to and from the school bus;
- s. students who must cross the road after getting off the school bus, should pass in front of the school bus and not behind it, in order for the Bus Drivers to see that the way is clear before the student is permitted to cross the road.

4.1.3 In the event, that students persist in violating any of these regulations outlined in section 4.1.2, the following protocol will be implemented:

- a. the Bus Driver will notify the Transportation Supervisor of any infraction;
- b. the Transportation Supervisor in consultation with the Principal shall determine the means of discipline, example such as a warning will be given or the students' privileges to ride the bus will be denied; and
- c. parents will be notified in writing as to the infraction and discipline measures taken.

4.1.4 Any complaints that are not specified in the Section 4, shall be reported to the Transportation Supervisor in writing for follow-up action to be taken in a particular matter.

4.1.5 In the event, that a students' conduct on the school bus endangers the lives and safety of others, the Bus Driver may:

- a. give warning to the student to cease;
- b. if the student does not cease, the Bus Driver will stop the school bus
 - the bus driver will try to subdue the student;
 - Principal will be contacted, along with the Transportation Supervisor;
 - the bus will remain stopped until the situation is under control;
 - arrangements will be made to pick up the student if required.
- c. Transportation Supervisor, Parent or Police will remove the student off the school bus in extreme cases as a last resort to protect the safety of other students.

4.2 Supervision of School Bus Loading and Unloading at the School(s)

4.2.1 The School Administration and teaching staff are responsible for the supervision of the students loading and unloading at the school and that the teaching staff are to ensure that the students are placed on the proper bus. The Bus Driver will report to the Transportation Supervisor any unauthorized changes.

4.2.2 The School Administration shall provide to the Transportation Supervisor a schedule of assigned Education Assistant that will be assisting in the supervision and take any discipline measures. The Bus Driver will be responsible for any disciplinary measures required for the students riding the bus.

4.2.3 The School Administration shall provide safety precautions for students getting on and off the school bus.

4.2.4 The proper traffic signs shall be in place:

- a. sign for school bus loading and unloading zone;
- b. no parking signs for other vehicles, during designated hours.

4.2.5 The procedures used while buses are stopped while loading or unloading students:

- a. activate flashing lights;
- b. activate stop arm;
- c. do not leave the school until ten (10) minutes after dismissal;
- d. report to proper authorities of any vehicle entering or leaving the loading zone area, at designated hours;
- e. be at the school or designated pick-up area at least ten (10) minutes in advance;
- f. prior to school bus moving, students must be seated.

4.3 Bus Procedures

- 4.3.1 The Bus Driver will have a seating plan with a seat for each student.
- 4.3.2 The Transportation Supervisor will monitor the lists to ensure accuracy and provide copies of the lists of the Bus Drivers.
- 4.3.3 Should a student require a bus pass, the School Administration will forward requests deemed to be legitimate to the Bus Driver and the Bus Driver will determine if space on the bus requested and advise School Administration in a timely manner whether the request can be accommodated.
- 4.3.4 The Bus Driver shall keep a daily tally of students riding the bus.
- 4.3.5 When disciplinary action is taken, the Principal shall forward information about the disciplinary action to the Transportation Supervisor. The following protocol shall be followed:
 - a. The Transportation Supervisor will inform the Bus Drivers of the disciplinary action taken by the school.
 - b. The Transportation Supervisor shall act as liaison between the Bus Driver and the Principal(s).

5. EQUIPMENT AND INSURANCE

5.1 Drivers Responsibility for School Buses

- 5.1.1 All Bus Drivers are required to make a thorough daily walk around inspection of their school bus, checking the condition and operation of equipment.
- 5.1.2 All Bus Drivers must wear their seat belt while operating a school bus, as required by Provincial Regulations.
- 5.1.3 The Transportation Supervisor is responsible for monthly school bus maintenance such as oil change, grease, etc.
- 5.1.4 Bus Drivers must report any maintenance problems to the Transportation Supervisor immediately so that arrangements can be made to have problems repaired.
- 5.1.5 Bus Drivers are not allowed to do any repairs to the school buses.
- 5.1.6 All repairs to school buses will be completed by a licensed mechanic.

5.1.7 In cases where a school bus is in for repairs, the Transportation Supervisor will ensure that an extra school bus will be made available or bus route will be rerouted while the school bus is out of commission.

5.2 Gas Purchases

5.2.1 Fuel purchases for daily transportation, extra curricular activities and field trips will be authorized at local service station.

5.2.2 These purchases will be checked against school bus license number and Bus Driver's signature.

5.2.3 Gas Card – bus drivers going on field trips out of the community will be given the gas card by the Director of Finance. Receipts are to be returned with gas card.

5.3 Liability Insurance

5.3.1 OEA Administration shall carry adequate liability insurance in keeping with current regulations.

6. SAFETY

6.1 Emergencies and Accidents

6.1.1 A prime concern regarding the operation of a transportation program is safety. While many factors may contribute to the safe operation of a school bus, an accident may be the end result of an unsafe practice.

6.1.2 Every school bus accident pertaining to school transportation must be reported to Transportation Supervisor along with any fact, preferably at the scene of the accident.

6.1.3 The Transportation Supervisor will make a report to the Director of Education who forward such information to the OEA Board of Directors as deemed necessary.

6.1.4 It is OEA's Board's Policy that all accidents be reviewed.

6.2 Closure of Bus Routes

6.2.1 Bus routes may be cancelled after consultation with the Principal(s), Director Education and the Transportation Supervisor.

- 6.2.2 The Transportation Supervisor will inform the Bus Drivers of the situation.
- 6.2.3 In the event that a Bus Driver is unable to complete their run, every attempt will be made to contact the students and parents on their bus routes.
- 6.2.4 If a bus route is cancelled and the students are in the school, and the Principal(s) and Transportation Supervisor will decide if it is in the best interest of the students to return home early. The Transportation Supervisor will notify the Bus Drivers of early dismissal.

6.3 Procedures During Bus Route Closures

- 6.3.1 A Bus Driver shall let the student off the school bus only when the Bus Driver is satisfied as to the student's safety.
- 6.3.2 The Bus Driver should be sure that someone is at home before letting a student off the school bus, and if no one is at home:
- a. the Bus Driver will notify School Administration;
 - b. student will stay on the school bus until the route has been completed and until such time as arrangements can be made;
 - c. if no arrangements have been made, prior to completion of the route, the student will be let off at the school for administration to deal with.
- 6.3.3 If School Administration cannot make the arrangements, outside agencies may be contacted. This applies to students under the age of twelve (12) years.

6.4 Inclement Weather

- 6.4.1 A decision for cancellation of bus route or early dismissal, due to adverse weather conditions shall be made by the Director of Education, in consultation with the Principal and the Transportation Supervisor, see Appendix VI – the following section in “OEA Emergency School Closure Policy” that relates to Transportation is: Closing of School due to Very Severe Weather Conditions.
- 6.4.2 The Transportation Supervisor will notify the Bus Drivers of cancelled bus runs.
- 6.4.3 If blizzard conditions or extremely cold weather exist when Bus Drivers are returning students from school to home, the Bus Driver shall ensure that each student is delivered to his/her home and safely enters the house. Under no circumstances shall any student be allowed to disembark except at their designated drop off.

- 6.4.4 If there is no one at home the Bus Driver shall keep the student on the school bus until arrangements have been made for his/her well being.
- 6.4.5 Particular concern and consideration shall be given to the safety and well being of the students in Nursery and Kindergarten and all other younger students during cold weather.

6.5 School Bus Safety Program

- 6.5.1 The safety and welfare of student riding the school bus shall be the first consideration in all matter pertaining to transportation.
- 6.5.2 No measure shall be overlooked which will ensure the safety of students entering, being conveyed in, and leaving the school buses.
- 6.5.3 All buses used to transport students shall be maintained in such conditions as to provide a safe and efficient transportation service with a minimum of delays and disruption of service.
- 6.5.4 Emergency evacuation drills shall be held at least twice yearly.
- 6.5.5 All school bus contractors or Bus Drivers hired by contractors must be in possession of proper driver's license, and each Bus Driver shall be required to pass a medical examination, when required to do so.
- 6.5.6 No Bus Driver shall transport students in school bus which is not in a safe condition.
- 6.5.7 A Bus Driver shall not transport students in a school bus which has been involved in a collision until the school bus has been inspected by a licensed mechanic.
- 6.5.8 No school bus shall carry more than the designated number of students.
- 6.5.9 Each school bus shall be equipped with two way radio system connected to a radio system in the school office.

6.6 Procedures For Cold Weather And Storms

- 6.6.1 On occasion, weather conditions may present a safety risk for students and the following shall be considered:
 - a. during cold weather periods, particular concern and consideration must be given to the safety and well being of the students in Nursery and Kindergarten;
 - b. strict attention to the conditions, attire, and the careful supervision of outside activities is especially necessary for younger students;
 - c. transportation during times of inclement weather, the procedures outlines in the "Emergency Measures Plan", see Appendix VII – the following

- section in “OEA Emergency Measures Plan” that relating to Transportation is: Responsibilities of School Personnel, must be followed;
- d. special bus run will be made for those who don't normally ride the bus.

6.7 Emergency Measures – Missing Student

6.7.1 As soon as a student is reported missing, the following emergency measures will be implemented immediately.

6.7.2 The following steps will be undertaken:

- a. check the attendance registry to verify that the student was in school that day;
- b. if the student has been in attendance, check the sign out book, to ensure that the student had not been signed out by the parent/guardian or any other authorized person;
- c. question the teachers about which school bus the student departed on;
- d. check the school bus for a sleeping student;
- e. work with the parent to check with relatives and friends.

6.7.3 If the initial check is unsuccessful, the following must be notified;

- a. Transportation Supervisor;
- b. Principal;
- c. Director of Education;
- d. Chairperson of the OEA;
- e. OCN Fire Department (627-7095);911
- f. OCN Policing.911

6.7.4 The school shall implement the Emergency Measure Team which will include:

- a. Transportation Supervisor;
- b. Principal;
- c. OCN Fire Department;
- d. OCN Policing;
- e. School Administration.

6.7.5 These steps may occur at the same time, and such action will be coordinated by the Emergency Measures Team:

- a. school secretaries and other available personnel will begin a telephone search that will include; calling parents of the student's friends; calling parents on the students bus route and calling parents in the students neighbourhood;
- b. school Bus Driver and other available personnel will begin a bus route, homes, and road search;
- c. Maintenance and Security and other available personnel will begin a search of the school building, recreation facilities and other Opaskwayak Cree Nation public buildings;
- d. a broad area search (outside of Opaskwayak Cree Nation community) will be coordinated by the Emergency Measures Team in consultation with OCN R.C.M.P and/or The Pas R.C.M.P.

- 6.7.6 Resources that is available:
- a. OCN Fire Department (627-7095);
 - b. school secretary for phone numbers of Bus Drivers, students and parents;
 - c. school secretary for bus route information;
 - d. radio equipment and vehicles.

7. BUS DRIVER'S REGULATION - GENERAL OPERATIONS

7.1 Bus Driver's Regulation

7.1.1 It is the responsibility of the individual Bus Driver to become acquainted with the status and regulation of the *Manitoba Highway Traffic Act* and the OEA Transportation Policy.

7.1.2 In terms of the operation of the school bus, the Bus Driver shall comply with the following regulations:

- a. transport only those students who are eligible;
- b. keep the school bus in a clean and sanitary condition;
- c. confirm with the Principal that new students requesting school bus transportation are enrolled in one of the OEA schools;
- d. maintain a current copy of the list of eligible passenger to be transported in the form of a seating plan;
- e. ensure the Bus Safety Rules are posted in the school bus;
- f. ensure that all lights and markings identifying the school bus, in particular the rear of the bus are clear of dirt, mud or snow at the beginning of each trip;
- g. ensure that all safety equipment such as fire extinguishers, flares, first aid kit, are in the school bus and in proper condition (it should be noted that the Bus Driver is liable for prosecution if the above noted are not maintained in operational conditions);
- h. have the school bus at the school boarding zone, warmed and prepared for loading, ten (10) minutes prior to school dismissal time;
- i. bring the school bus to a full stop in the right most lane at a point not less than five (5) meters and no more than fifteen (15) meters from the nearest rail of a railway crossing (whether it is controlled or uncontrolled and/or whether or not the bus is carrying passengers or not), the Bus Driver shall activate the flashers during this procedure;
- j. discipline the student in the same manner that would be exercised by a responsible parent;
- k. after establishing the bus route, times will become as consistent to that time as possible;
- l. under no circumstances refuse to transport a student back to his/her regular drop off point unless the student is serving a suspension;
- m. will not leave the school until ten (10) minutes after the students have been dismissed from school;

- n. turn headlights and all running lights on at all times when operating the school bus;
- o. Bus Drivers are required to report to the Transportation Supervisor all incidents, moving violations or any other traffic violations which have occurred while they were operating a school bus;
- p. in the event that a bus catches on fire, or is suspected of being on fire, the first priority after safely parking the school bus is:
 - to evacuate all passengers through the safest exit;
 - relocate them to a safe location at a minimum of 30 metres/100 feet away from the school bus; and
 - then proceed to extinguish the fire, if it is safe.

7.1.3 Further to section 7.1.2 the Bus Driver will:

- a. not use tobacco, in any form or manner while transporting students;
- b. not consume substance which will impair driving ability for at least twenty-four (24) hours prior to bus run;
- c. refrain from the use of profane language while on duty;
- d. fuel up school bus before taking on passengers;
- e. not use a radio in such a manner that may distract from the safe operation of the school bus;
- f. be courteous on the radio at all time;
- g. not use any cell phones or electronic devices while driving.

7.1.4 Any violation of the Bus Driver Regulation may result in disciplinary action, in accordance with "OEA Personnel Policy".

7.2 School Bus Log

7.2.1 Every school bus will be equipped with a School Bus log book.

7.2.2 The Bus Driver shall determine the safe condition of their assigned school bus by daily inspection and shall immediately report any defect of the school bus to the Transportation Supervisor.

7.2.3 When transporting students, prior to operating the school bus, the Bus Driver shall:

- a. inspect the bus;
- b. record the date;
- c. record odometer reading;
- d. check for defects; and
- e. if applicable, state person's name and title and list the type of communication used when reporting a defect.

7.2.4 When defects are found that could interfere with the safe operation of the bus, or are in violation of the *Highway Traffic Act*, the vehicle cannot be operated for the purpose of transporting students until repairs are completed and the log is signed and dated by the certified mechanic completing the repairs.

7.3 Roads and Driveways

- 7.3.1 It is the responsibility of each Bus Driver to report to the Transportation Supervisor, in person or by phone, any roads or driveways which require improvement on the bus route.
- 7.3.2 The Transportation Supervisor shall notify Opaskwayak Cree Nation Administration (Community Works and Operations) regarding any potentially dangerous road maintenance that may be required to transport the students safely to their destination within Opaskwayak Cree Nation lands.
- 7.3.3 School buses are not allowed to back out onto roadways until the safety issue has been addressed.
- 7.3.4 Where a school bus is required to turn around in a person's driveway, the driveway will be required to be cleared and free from obstruction; in some cases, there may be a requirement for a designated turn around area be created.

7.4 School Bus Scheduling and Routing

- 7.4.1 The Transportation Supervisor shall review the bus route to provide the safest and shortest routes for the full use of school buses.
- 7.4.2 All bus routes shall be designated as to allow the student the shortest time on the school bus.
- 7.4.3 Any changes in the bus routes must be approved by the Transportation Supervisor and such changes must take into consideration safety, practical time saving and economical means of transferring from one bus to another and bus route.
- 7.4.4 No bus route shall overlap another one, unless it is absolutely necessary.
- 7.4.5 In situations where it is necessary for the school bus to enter private property, good road conditions and proper turn around must exist; therefore subject to the above, the following situations are eligible for yard pick-up, if requested and approved by the Transportation Supervisor and Principal, in advance:
 - a. Nursery and Kindergarten students, where appropriate; and
 - b. students with medical problems, upon receipt of medical certificate.
- 7.4.6 The Bus Drivers are granted permission to enter onto private property; make additional stops; and/or extend bus routes to ensure the safety of the students by allowing for yard pick-up and drop-off when extenuating circumstances exist, such as a blizzard.

8 Students/Teachers/Supervisors

- 8.1.1 All field trips or extracurricular activities must have at least one (1) supervisor for the students.
- 8.1.2 Supervisor of the students must provide an itinerary to the Bus Driver along with a list of students that will be attending any trip out of town.

9. USE OF SCHOOL BUSES OTHER THAN SCHOOL PURPOSES

9.1 Special Use of School Buses

- 9.1.1 From time to time, request to use the school bus for other activities other than school purposes; therefore the following authorization is required prior to use:
 - a. Transportation Supervisor can approve those existing users groups previously approved by the OEA Board of Directors in the past continue such as requests for school bus for wakes/funerals, bible camp, existing summer camp, etc;
 - b. Director of Education can approve for youth recreations use, cultural camps, special programs for the youth, emergencies measures situation;
 - c. OEA Board may approve any other use that is not directly related to those listed in 9.1.1 a. and b.
- 9.1.2 OEA is not responsible for the cost of the gas, driver or any other cost.

9.2 Personal Use of School Buses

- 9.2.1 There will be no personal use of school buses.
- 9.2.2 If there are reported incidents the bus driver will be required to park his/her school bus in a designated place, instructed by the Transportation Supervisor.

10. BUS STORAGE FACILITY

10.1 Maintenance Within the Facility

- 10.1.1 The Jake Constant Bus Facility will be used for the storage of school buses.
- 10.1.2 The cleaning of the facility inside the building will be maintained by the Transportation Supervisor and staff;
- 10.1.3 Mechanical, structural and outdoor maintenance will be the responsibility of the OEA Operation & Maintenance Supervisor.

10.1.3 At no time shall any private vehicles be repaired, stored or cleaned within the facility.

10.2 Other Users of the Facility

10.2.1 For special events, use of facility shall be approved in accordance to the OEA Board of Directors Facility Policy.

10.2.3 See Appendix VIII - Facility Use Policy. As pertaining to the Jake Constant Bus Facility, Page 6, Section 5.3.2 and Section 7.2.2.

10.2.4 See Appendix IX Jake Constant Bus Facility Rental Agreement.

APPENDIX I

Student Transportation in Private Vehicles

The OEA Board of Directors defines any vehicle used to transport students, other than a school owned or chartered bus, as a private vehicle or “non-owned vehicle.”

Although school buses are utilized to transport students on school-sponsored activities such as field trips, Kumon, outdoor education projects or sports activities, occasionally employees’ vehicles are used to transport students to and from such events.

In recognition of the above, the OEA authorizes the use of private vehicles for the transportation of students on school-sponsored activities subject to the following:

1. OEA shall carry “non-owned vehicle” liability insurance as a provision of its general liability insurance coverage.
2. Any owner of a private vehicle used for transportation of student shall have Basic Autopac Insurance coverage, copy of such insurance to be provided to OEA Administration Office.
3. Employees operating a private vehicle for transporting of school students shall operate the vehicle in accordance with the *Highway Traffic Act*.
4. Employees operating private vehicles may transport students only with the express knowledge and permission of the Principal or designate.
5. Written permission of parents is required for students traveling in private vehicles.

APPENDIX II

Bus Driver Examination and Training

Every OEA Bus Driver shall have their Class 2 Drivers Licenses on their person at all times.

In the event, a Bus Driver's license is removed from the person, a report is to be made to the Transportation Supervisor.

Medical Test Prior to Employment:

Before an application for the position of a Bus Driver is considered, the applicant must obtain a medical certificate from a physician, declaring them medically and physically fit to drive a school bus.

The physician may be appointed by OEA and OEA will pay the cost of the medical examination which it authorizes, only.

Further Examinations while Employed:

1. After a Bus Driver has been employed for more than one (1) year, they shall be required to provide authorization to OEA to obtain a driving abstract annually.
2. OEA has adopted the medical form mentioned in the *Highway Traffic Act* Regulation 61/75, section 8(2).
3. It is the policy of OEA that holders of a license in Classes 1 and 2, shall file a medical report, on a form furnished by OEA and the Motor Vehicle Branch, upon initial application and annually thereafter.
4. It will be noted that this policy covers and adds to the requirements of Regulation 61/75, section 8(2) of the *Highway Traffic Act*.
5. On this form is provision for the medical examiner to request a medical as they deem necessary.

APPENDIX III

School Crisis Response In-Servicing, Tabletop Planning and Mock Drills

Section from Crisis Response Policy Manual (page 5)

The School Crisis Response Plan shall be reviewed at the beginning of each school year with all staff including teachers, secretaries, teaching assistants, clinical staff, custodians, maintenance, and bus drivers. Methods will also be found to convey key information included in the plan to substitute teachers, parent volunteers, transient professionals working in the school, etc. Joe A. Ross School and Oscar Lathlin Collegiate are encouraged to provide in-servicing, tabletop planning and mock drills on a number of specific actions included in this plan.

At a minimum, schools are expected to carry out the following mock drills on an annual basis:

- i) Bus evacuation drills (2 per year);
- ii) Fire drills (10 per year);
- iii) School evacuation drills (can be doubled up as fire drills);
- iv) Code Red drills (2 per year);
- v) Lock down drills (2 per year);
- vi) Severe weather drills (1 per year);
- vii) Voice and hand signal drills (2 per year, minimum)

NOTE: The School Crisis Response Plan will also be shared with the Student Council and Parent Council. Peer Helpers are also important group to involve in crisis planning activities.

School Bus Hostage - Taking Incident

Section from Crisis Response Policy Manual(pages 49)

Consideration must also be given to the possibility of a hostage-taking incident occurring on a school bus operated by Opaskwayak Educational Authority Inc. If such an incident occurs, the following procedures should be implemented.

Bus Driver: The bus driver must assume a position of heightened responsibility for the welfare of the students on the bus as well as his/her own safety. Sound judgement, good decision making, knowledge of school and police procedure in handling such incidents and training are the items that will be of greatest assistance to the bus driver should they become a victim. Students must be made aware of the behaviours that will be required of them so they will be safe and do not inflame an already volatile situation.

The bus driver should accomplish the following tasks if they can be done in a safe manner:

1. Disable the bus or throw the keys away from the bus. This will eliminate the need to move the bus and will be helpful to the RCMP who will respond to the scene as soon as the location has been established.
2. If the armed intruder enters the bus, the bus driver should above all else, try to keep both themselves and their student passengers **CALM?**
3. If possible, notify the school or their designate providing as much information as possible regarding your bus number, location and the situation. If allowed to maintain radio contact, do so.
4. If not able to directly communicate, try to turn on the bus radio system in an unobtrusive manner so as to allow school personnel and possibly the RCMP to hear any ongoing interaction.
5. If possible, evacuate as many students as possible from the bus and direct them to move to a position out of sight of the bus. If possible, have a student runner take a message to a nearby home or building.

School Bus Hostage - Taking Incident

Section from Crisis Response Policy Manual (page51)

6. Do as the person with weapon demands:
 - Do not make any sudden moves that could frighten the person
 - Ask permission if you wish to move and when moving, go slowly
 - Never argue or resist
 - Do not attempt to use physical force unless someone's life is in imminent and certain danger.

7. Be observant:
 - Make a detailed mental note of what the individual looks like and of any weapons that are visible
 - Remember what objects the person touches
 - Never touch, move or disturb any possible evidence as it is critically important to preserve the crime scene.

8. Talk to the person with the weapon
 - Learn as much as you can about the person
 - Keep the person's attention on you, rather than on the students
 - If more than one person is involved, try to keep your focus on the leader.

9. If the person with the weapon start shooting
 - Tell students to get down on the floor of the bus or try to escape
 - Take cover, if possible, either behind a seat or outside the bus, etc.
 - If possible, render assistance to those injured.
 -

10. After the incident, take direction from the School Team Leader or one of the designates regarding matters including having a replacement driver finish the run, taking part in a debriefing after the police investigative interview is completed and other follow-up activities as may be required.

School Bus Hostage - Taking Incident

Section from Crisis Response Policy Manual (pages 52)

School Personnel: When the emergency call is received from a bus driver, the following action should take place:

- They should try to quickly elicit the bus number, precise location and relevant details
- The person taking the call should have a second person, preferably a supervisor; maintain contact with the bus driver while emergency services personnel are contacted
- Contact emergency services
- Inform the Bus Driver, if it is deemed safe to do so, the emergency services help is on the way
- Contact the Principal, if not already involved
- Determine the potential list of students on the bus including parent/guardian information and the schools the students attend. Gather contact information for the family of the Bus Driver and other adults on the bus
- Work with the School Crisis Response Coordinator regarding the implementation of the School Response Plan. The school response will likely include:
 - Activation of the School Crisis Response Team
 - Establishing a re-unification centre where parents will be asked to gather in order to be updated by the RCMP and school officials (NOTE: The default site is the Gordon Lathlin Memorial Centre, which will also be the inquiry/information site)
 - Deciding how families of students, the Bus Driver and any other adults will be contacted and what they will be told
 - Liaising with the police regarding the attendance of one or more crisis personnel at the RCMP command centre
 - Have a bus, a Bus Driver, a member of the Administration Team and Support Services on standby to be available as required at the crisis site by the RCMP

School Bus Hostage - Taking Incident

Section from Crisis Response Policy Manual (page 53)

- Working with the media to provide clear and accurate information in a timely and sensitive manner. A media inquire site may also need to be established outside the incident perimeter establish by the RCMP
- A systematic de-mobilization after the incident including personal support for the victims and their families

RCMP:

- Be prepared to wait as the resolution of hostage situation traditionally takes time
- the RCMP Crisis Negotiator(s) will contact the hostage taker(s) and begin the process of negotiating an end to the situation. If requested to talk to the negotiator, the staff person should do so. Answer all questions as fully as possible. At this point, the negotiator has the major responsibility to successfully end the situation
- At the conclusion of the situation, the RCMP will request to you talk at some length with a police officer so that all pertinent information can be recorded.

Tornado/Severe Weather

Section from Crisis Response Policy Manual (page 55)

Principal

1. Advise teachers and staff of the tornado warning.
2. Advise all teachers to escort classes to their pre-designated areas of shelter.

Tornado/Severe Weather

Section from Crisis Response Policy Manual (pages 55)

3. Notify pre-designated staff to keep a look out in order to 'spot' tornado funnels. Depending on their position, these staff may need a means to make immediate contact with the Principal if a funnel cloud is sighted.
4. Be prepared to give a 'drop and tuck' command via the P.A. system if danger is imminent. Occupants may need to 'drop and tuck' under desks if they have not yet been moved to areas of shelter in the school.
5. Delay bus departures.
6. Parents picking up students should be advised of the tornado warning and persuade to stay with their child.
7. Have immediate access to the contents of the 'Emergency Management Kit' and distribute flashlights as necessary.

Bus Drivers

1. Drive at a ninety-degree angle from the funnel cloud and seek shelter in the closest building if there is time.
2. If no building is nearby, evacuate the bus and escort the students to a low area such as a ditch, culvert, ravine or other low area. Make sure the bus is parked downwind so it will not be blown back to your position.
3. Have students lie down with hands covering their heads.
4. Report of the office as soon as danger has passed.

APPENDIX IV

General Regulations Covering all Field Trips

Section from Field Trip Policy (pages 6 & 7)

1. Wherever the Principal, Director of Education or Board determines that dangerous conditions exist which may affect the health, safety or welfare of students travelling on any field trip, the Principal, Director of Education or the Board may withdraw approval of the trip.
2. Field trips are lawful school activities and applicable rules and regulations with respect to student conduct, supervision and safety must be in force. Parents and student must understand that a prompt return home at parents' expense is a consequence of a student's inability to accept responsibility in this matter. Procedures shall be in place to accommodate this.
3. Students on trips shall always be under the supervision of a teacher. There is to be NO unsupervised time. Opaskwayak Educational Authority Discipline policies regarding student conduct (ie: alcohol, drugs, behavioral expectations) shall apply on all field trips/excursions. The use of alcohol by chaperones and staff is prohibited on all OEA field trips/excursion. For out of the community field trips, a behavioral contract which includes major and minor infractions must be developed for each field trip. In addition to the school's discipline, violation of the behavioral contract will result in suspension from the participation in any out-of-town trips for one year.
4. The Board will require a criminal record check on all chaperones.
5. Extreme Weather Policy for Field trips travelling out of town. In the event of hazardous weather, or other emergencies, which present threats to the safety of students, the field trip will be cancelled if the weather is in excess of -35 Degrees. OEA school buses will not run at temperature in excess of -35 Degrees, with or without wind-chill. As defined by Environment Canada (The Pas Airport).

General Regulations Covering all Field Trips

Section from Field Trip Policy (pages 9 & 10)

1. The Principal will name a supervisor to exercise Board authority and to carry overall responsibility for the arrangements and supervision of travel and the curricular or extracurricular activity.
2. The 'supervisor' would normally be the classroom teacher; however, a supervisor may be recommended that is a mature and responsible adult with a specific skill/attribute to coach and/or supervise.
3. The Board is not responsible for any expense incurred during or after the field trip has been completed. Any financial contributions shall be authorized prior to the trip taking place.
4. Only staff and chaperones authorized by the Board or designate shall be allowed on the field trip.

Field Trip Guidelines

Year-End Trip application and reports MUST be submitted by October 31st of each school year.

Field trips must be planned to minimize unnecessary disruption to bus schedules and class schedules and return time should be no later than 10:00 p.m., if possible. As well, unnecessary stops should not be made except those listed on the field trip form.

Field trip application and Transportation Request must be submitted to administration for approval and authorized one week in advance.

Please refer to the field trip calendar when planning date of your trip as two or more trips will not be permitted on the same date, this especially applies to the trip that are longer than five (5) days.

Approved field trip applications will then be marked on the field trip calendar.

Transportation of Students - Checklist

Section from Field Trip Policy (pages 12)

1. Transportation is arranged by the trip supervisor well in advance of the trip.
2. There is adequate seating for all trip participants. On buses, secondary (Grades 7 – 12) shall sit two to a seat and elementary (N – Grade 6) can sit three to a seat. The rate capacity of the vehicle is not to be exceeded.
3. The trip we are planning has the appropriate approval and deadlines for approvals has been met.
4. The vehicle we are using meets or exceeds the requirements of policy and the Highway Traffic Act.
5. A supervisory person has been named to exercise Board authority and to carry overall responsibility for the arrangements and supervision of the travel and the activity.
6. Motor Vehicle regulatory requirements are met and transportation is in accordance with the contract and Board policy.
7. Passenger manifests and vehicle loading lists are available in the school office and with the trip supervisor on the bus.
8. The vehicle used carries basic coverage to at least \$1,000,000 in the case of chaperone vehicles and \$2,000,000 for buses.
9. Drives transporting children have a Driver's Abstract on file.
10. Chaperone, drivers and supervisors have a current criminal records check on file.
11. All articles such as luggage, etc., are securely tied down. Roof racks must not be overloaded.
12. You are aware of road and weather conditions, potential travel risks, and have thought through any potential hazards.
13. You plan to leave early so that there is no need to make up time on the highway. If you leave late, plan on arriving late, safely.
14. You are a confident, capable, qualified driver who possesses and exercises good judgement.

APPENDIX V

Student Conduct on School Buses:

The goal of OEA is to transport students safely and efficiently in accordance with the Public Schools Act and Opaskwayak Educational Authority Transportation Policy.

While school bus safety is everyone's responsibility, it is especially important that the students comply with safe bus riding practices on a daily basis.

A school bus is an extension of the school and as such students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behaviour.

The Principal of the school(s) whose students are being transported in the school bus has the same disciplinary authority over the conduct of the students during the period in which they are in, entering upon, or leaving from the school bus.

Should a student exhibit behaviour that violates the expected standards necessary for the safety and welfare of others riding the bus, the misbehavior will be addressed through the OEA Code of Conduct for Safe and Caring School policy.

OEA Transportation Policy outlines for all stakeholders as to each other responsibilities. In the event that a disciplinary action is required for a student the OEA Discipline Policy shall apply. NOTE: Special Needs Students will be disciplined in accordance with the student's behaviour plan.

1. Minor Infraction on the School Bus:

Minor infraction on the bus may be, but not limited to, the following:

- Frequently out of seat
- Loud talking/yelling
- Eating/drinking
- Putting arms/head out window
- Swearing at other students
- Horseplay/roughhousing
- Tampering with window
- Throwing objects out of bus
- Other

Discipline procedure can include, but not limited to, the following:

- When a student's conduct becomes unacceptable, the driver will speak to the student as he/she exits the bus and will outline the concern and inform the student that they are being warned. THIS WILL BE DOCUMENTED
- The driver will maintain a log on all student (any verbal warning will be documented with the date and a numerical code indicating the infractions)
- Once it has been determined that administrative involvement is required, a Bus Misconduct Report along with appropriate documentation will be forwarded to the appropriate school

Minor Infractions:

For those students that are bus students, if there is a violation, the administrator may impose consequences using the following guidelines:

- 1st violation warning (parent contact were appropriate)
- 2nd violation parental contact
- 3rd violation suspension of bus privileges (minimum - 1 day)
- Repeated violation suspension of bus privileges (of progressive length)

For those students that use the bus for school events and are not considered to be as normal bus students, if there is a violation, the administrator may impose a consequences using the following guidelines:

- 1st violation parental contact
- 2nd violation parental contact
- 3rd violation suspension of bus privileges (minimum - 5 day) and meeting with parent, Transportation Supervisor
- 4th violation suspension of bus privileges

- It is expected that administrators will follow the above guidelines and also consider the frequency and severity of the problem(s) when determining the appropriate consequence for a violation.

Major Infractions:

The following are examples, but not limited to, of major infraction:

- Fighting
- Threatening and assaulting driver
- smoking and/or chewing smokeless tobacco
- Vandalism
- Swearing at driver
- Serious disrespect and defiance
- Drug and alcohol abuse
- other

Discipline procedure can include, but not limited to, the following:

- When a major infraction is committed, the student will be automatically referred to School Administration;
- Once it has been determined that referral to School Administration involvement is required, a "Bus Misconduct Report" along with appropriate documentation, are forwarded to the appropriate school. The Administrator will enforce the OEA Discipline Policy for such major infractions.

Major Infractions:

Those students that are bus students, upon receipt of report, the administrator will impose the following consequence:

Students using the bus for school events and are not considered to required transportation as bus student, if there is a violation, the administrator may impose the following consequences:

- It is expected that administration will consider the frequency and severity of the problem(s) when determining the appropriate length of suspension;
- although vandalism is considered a major infraction, the normal consequence is restitution/parental contact as opposed to suspension

APPENDIX IV

Bus Misconduct Report

Date/time of misconduct: _____

Student Name: _____

Bus Driver: _____ Route Number

The conduct of the above is hereby reported as being in violation of the expected standards required for the safety and welfare of students riding the bus. The infraction(s) has been checked below:

Minor Infraction on the Bus:

- Frequently out of seat
- Loud talking/yelling
- Eating/Drinking
- Failing to obey driver
- Putting arms/head out of window
- Swearing at other students
- Horseplay/Roughhousing
- Littering/Spitting
- Tampering with windows
- Throwing objects out of bus
- Other

Major Infraction on the Bus:

- Fighting
- Threatening/Assaulting driver
- Smoking/Chewing smokeless tobacco
- Endangering the safety of others
- Lighting matches/lighter
- Swearing at driver
- Serious disrespect/defiance
- Drug/alcohol abuse
- Vandalism
- Other

Explanation:

DISPOSITION BY ADMINISTRATOR

Administrative Action:

Administrators Signature

Date

** Misconduct report with completed disposition to be faxed to the Director of Transportation at 623-2952

APPENDIX VI

Closing of School Due to Very Severe Weather Conditions:

Section from Emergency School Closure Policy (pages 2, 3 & 4)

2. b. **CLOSING OF BUILDING BECAUSE OF HAZARDOUS CONDITIONS (WEATHER, WATER-MAIN BREAK, AND POWER OUTAGE) WHICH DO NOT REQUIRE AN EVACUATION**
 - Transportation Supervisor who is in charge of student transportation is notified of required changes.
- a. **CLOSING OF SCHOOL DUE TO VERY SEVERE WEATHER CONDITIONS**
 - The decision to close will be made by the Director of Education, in consultation with the Transportation Supervisor, and Principals.
- b. **CANCELLATION OF BUSES ONLY**
 - OEA buses will not run at temperatures in excess of -45, as defined by Environment Canada (The Pas Airport).
 - The decision as to whether to operate the buses for the whole day will be made at 7:30 a.m.
 - Parents will be advised via media that attendance will be at their discretion.
3. **Procedures for School Closure**
 - a. The School Principals and Transportation Supervisor shall confer and made the decision as soon as possible.
4. **EMPLOYEES ISSUES PERTAINING TO CLOSURE**
 - a. **BUSES ROUTE CHANGES**

Transportation Supervisor shall notify school administration to contact parents of those students whose bus route has been changed.

APPENDIX VII

Responsibilities of School Personnel

Section from Emergency Measures Plan (page 18)

Bus Drivers

1. Instruct students in emergency bus evacuation procedures.
2. Be prepared to give first aid.
3. Inform School Administration of changing bus routes that may be hazardous after an emergency.
4. Know alternative routes by which students could reach home, shelter or evacuation assembly points.
5. Keep emergency equipment on bus as well as phone numbers of students.
6. Keep vehicles serviced and ready to transport evacuees when emergency occurs.

APPENDIX I - Application Form

NOTE: APPLICATION FORM MUST BE SUBMITTED NO LATER THAN ONE WEEK PRIOR TO THE EVENT

Purposes of the Function: _____

Date of the Function: _____
Time (Hours) of the Function: _____
Name of Teacher in charge of Function: _____
Name of Supervisor in charge of Function if not a school related function:

Facility to be used: _____
Estimate of the Number of participants: _____
Names of Chaperone assisting in function: _____

Security Required _____

Signature of Applicant Date

Functions (especially fundraising) - Monday to Fridays – Functions may not exceed time of 10:00 p.m. to end; Weekend – Saturday & Sunday function to end by 4:00 p.m.

ADMINISTRATION RESERVES THE RIGHTS TO LIMIT FUNCTIONS

OFFICE USE:

Damage Deposit Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount <input type="checkbox"/>
	To be paid by _____ DATE		
Rental Fee Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount <input type="checkbox"/>
	To be paid prior to Function which is _____		
Security Required for the event	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Many <input type="checkbox"/>
Approval Administrator is:	_____		
Internal Use (primary/secondary) students will be participating and will benefit from this event			
External Use	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assigned Personnel to the Function	_____		

APPENDIX II APPROVAL AGREEMENT

OPASKWAYAK EDUCATIONAL AUTHORITY INC.

FACILITY USE AGREEMENT

THIS AGREEMENT made this _____ Day of _____, 20 ____

BETWEEN _____
(hereinafter referred to as "the Renter")

AND OPASKWAYAK EDUCATIONAL AUTHORITY INC.
(hereinafter referred to as "OEA")

WHEREAS Opaskwayak Educational Authority Inc. has approved Facility Use Policy, dated _____, 2013.

WHEREAS the Renter has applied to rent the Facility from OEA.

DEFINITIONS

- A. Facility – includes the buildings, grounds, and premises
- B. Terms – is the date or period in which the event(s) take place.

In consideration of the rents, Terms and Conditions contained in this Agreement are the parties covenant and agree to as follows:

1. The Terms of the Agreement shall be from _____ (a.m./p.m.) on the ____ day of _____, 20____ to _____ (a.m./p.m.) on the ____ day of _____, 20____.
2. No access to the Facility will be permitted after the Term of this Agreement expires.
3. The Renter takes full responsibility for the actions of all persons on the Facility and grounds during the rental Term:
 - a. Security Fee of \$_____ payable upon signing of this Agreement
 - b. A Damage Deposit of \$_____ is payable upon signing of this Agreement
 - c. Rent in the amount of \$_____ must be paid at least one day prior to the function, if not paid then access to the facility will be denied.
4. Payment in full must be made payable to OEA for access to the Facility as agreed above.
5. The Facility will be used for the purpose of _____ and no other use is permitted.
6. Any damages, items missing or stolen from the Facility or grounds during the Term of this Agreement, including any items left in/on the Facility or grounds from the date and time of prior access to the Facility to the actual Term of this Agreement, are the Renters responsibility.
7. Absolutely no alcohol will be allowed.
8. The Renter must leave the Facility in an acceptable condition after the event. Removal of all garbage incurred during Rental Term is the Renters responsibility.
9. Where application, Port-a-potty's are the sole responsibility of the Renter. Sufficient number of port-a-potty's agreed to by the Renter and OEA is _____. Cleanup and removal of all port-a-potty's will be the responsibility of the Renter.
10. Keep the Facility and grounds clean and clear of all obstructions.
11. Inspection of the _____ Facility prior to and after the event will be completed by the _____ or designate and a representation of the Renter.
12. The Renter assumes full responsibility for the actions of all persons attending the event. Contravention of any or all Terms and Conditions will cause the Renter to forfeit the damage deposit.

FOR NON-SCHOOL FUNCTIONS AND NON-OCN ENTITIES, #13 & 14 OF THIS AGREEMENT WILL APPLY.

13. The Renter _____ shall indemnify and save harmless Opaskwayak Educational Authority Inc. against and from all loss, costs and expense arising out of the use of the _____ facility located at ____, Waller Road, OCN Reserve 21E for the purpose of _____.
14. The Renter shall indemnify Opaskwayak Educational Authority Inc. against all claims, demands, actions, suits or other legal proceedings by whomsoever make or brought against Opaskwayak Educational Authority Inc.

THIS DOCUMENT is intended to be a complete record of the rental agreement. Both parties are to have a copy of this agreement. All promises and agreement must be included herein in writing and agreed to by both parties.

Renter

Renter's Name _____
(Please Print) Contact Number _____

Signature of Renter _____

Opaskwayak Educational Authority Inc.

Administrators Name _____
(Please Print) Contact Number _____

Signature of Renter _____

This agreement signed on _____
(Date of Signature(s))

Original to OEA
Copy to Renter
Copy to _____ Facility Administrator
Copy to O&M Supervisor

Inspection Report – to be completed after the function

Both parties have inspected the Facility on _____, 20____ and have found damages/no damages (circle one). A mutual understanding has been agreed to and the \$_____ damage deposit will be reimbursed to the Renter.

RENTER ADMINISTRATOR

DATE DATE

Damage Deposit: Cash, certified cheque or money order made payable to Opaskwayak Educational Authority Inc.