



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: O-3 Conveyance by Sea Bus

Date: January 11, 2000 Updated: November 30, 2018

1. Definitions

- 1.1. School Sea Bus - is defined by directive and regulations issued by Marine Safety Transportation Canada.
- 1.2. Supervisor - is a person who exercises Board authority in accordance with approved Board Policies or directives for a specific activity.

2. School Sea Bus Service (Charter - Owned)

- 2.1. Charter vessels used must conform to Coast Guard Safety Vessel regulations.
- 2.2. Current passenger and route lists shall be maintained.
- 2.3. A minimum of Two Million Dollars liability insurance coverage should be maintained for each vessel.
- 2.4. Vessels will be operated on approved routes only. This is a private charter, therefore no other persons other than those approved by head teacher are allowed on this charter.
- 2.5. Vessel Captain & Charter Company are responsible for ensuring that loading, transportation of and unloading of vessels is carried out in a safe and orderly manner.
 - 2.5.1. The sea bus driver shall have paramount responsibility for the safe loading, transportation and unloading of students.
 - 2.5.2. The critical factor in sea bus loading and unloading practice shall be the safety of the child. In this regard the driver shall consider such factors as, wind and water conditions and unexpected hazards which shall dictate the safest method of loading and unloading.
 - 2.5.3. students must remain at the top of the ramp until the captain approves for them to come to the boat.
 - 2.5.4. students must remain on the dock or in their seat until the boat is safely docked and tied to the floats.

- 2.5.5. students must have a C.G. approved PFD on at all times.
- 2.5.6. all students are to be seated before the boat leaves the dock and students are to remain seated at all times.
- 2.5.7. No students are to be allowed in the wheelhouse.
- 2.5.8. Students who do not follow safe loading/ unloading practices shall be reported to the parent through the current discipline report.

3. Student Behavior Expectations

- 3.1. All pupils transported on school sea buses are subject to school discipline in accordance with District Policy and procedures.
- 3.2. Parents shall be advised of all cases of misbehavior by the student.
- 3.3. Students and their parents will be held responsible for willful damage to the school sea bus.
- 3.4. The vessel operator shall have authority to maintain order on the sea bus and take such actions and issue such directives as he considers necessary for the safe transportation of pupils.
- 3.5. The Sea School Bus Captain may suspend the pupil for cause from the privilege of riding a boat by following the Sea School Bus Discipline Report.
- 3.6. Sea bus drivers will generally not remove any pupil at point other than the normal point of disembarkation. The driver may refuse to allow a pupil to board the sea bus at either the pupil's home or the school.
- 3.7. In cases where the drivers authority is directly challenged or the safety of pupils is jeopardized, these incidences shall be reported to the Principal at the earliest practical time.
- 3.8. School sea bus regulations covering safety, proper loading/ unloading, safe sea bus evacuation procedure and student deportment shall be brought to the attention of the pupils and their parents through:
 - 3.8.1. at least one assembly in each school year
 - 3.8.2. in a Newsletter and/or school handbook.

4. Student Injury

- 4.1. If in the driver's judgement, there is a possibility of injury to a student the sea bus driver shall:
 - 4.1.1. call the Charter Company who will then call
 - 4.1.2. an ambulance if necessary
 - 4.1.3. notify the R.C.M.P./ Coast Guard
 - 4.1.4. notify the head teacher

4.2. The Charter Company shall:

- 4.2.1. notify the head teacher
- 4.2.2. notify the parents
- 4.2.3. notify the Principal
- 4.2.4. notify the Superintendent of Schools

4.3. If the parent removes the pupil from the scene of an accident, the bus driver shall advise the parent to obtain a medical examination of the pupil and notify the Charter Company

4.4. All reasonable steps must be taken to provide the quickest and best care available for injured persons.