

Expenses

The driver and the school will determine what expenses will be covered prior to the special event. The school may provide the driver with meals. If not, the driver can claim them on the *Special Events Driver Expense Claim*. All hotels and additional expenses are the responsibility of the school.

Per Diem Rates

Per diem rates are set by the Board of Education as follows;

Breakfast	\$15.00
<i>Breakfast hours are pre 8:00 AM</i>	
Lunch	\$20.00
<i>Lunch hours are between 12:00 –1:00 PM</i>	
Supper	\$30.00
<i>Supper hours are between 6:00—7:00 PM</i>	

Teacher or E.A Drivers

These drivers are eligible for reimbursement for meals, driving time and standby time before/after school hours, but not during school hours (8:30 AM—3:30 PM).



Emergency Numbers

If you are in an accident which involves another vehicle, you must report the incident to the Transportation Department, the RCMP and SGI.

By law, all accidents must be reported in writing to the Transportation Department within 14 days. Accident forms are available on the NWSD website.

RCMP _____ 911

Transportation Department _____ (306) 845-2150

Meadow Lake Garage _____ (306) 236-4188

Turtleford Bus Garage _____ (306) 845-4107

Important!!

Always try to maneuver the vehicle as far off the road as possible.

Turn your hazard lights on.

Your safety comes first. If you must leave the vehicle, ensure the bus garage knows where it is.

Evacuation Procedure

Either the driver or trip chaperones must read the evacuation procedures before commencement of each special event. Instructions for this are provided in the *Bus Driver Handbook* and a laminated copy can be found in each bus.



Special Events





How to book a Special Event

The preferred method of transportation for a special event shall be by school bus. The buses are booked on a first come, first served basis. All bookings are subject to availability.

All request for buses must be sent to the Transportation Department via AppliTrack at least one week prior to the departure date. Failure to do so may result in the trip being cancelled.

Only drivers authorized by the NWSD Transportation Department may drive the bus.

- ☐ Book Bus on AppliTrack
- ☐ Give driver Special Events Driver Expense Claim form at time of departure.
- ☐ Driver completes form when trip is completed.
- ☐ School Administrator signs form and sends it to the Transportation Office.

Requesting the Bus

The following information must be provided by the school at the time of booking on AppliTrack:

- ◆ School
- ◆ Number of passengers
- ◆ Destination
- ◆ Activity
- ◆ Date & time of departure
- ◆ Date & time of return
- ◆ Driver name
- ◆ School contact person

The Special event forms can be found online via AppliTrack and must be completed by the requesting school **each time a bus is used by the school.**

Designation of a Bus Unit

The NWSD bus garage for your area will be notified via email that your school has requested a bus for your event.

Driver Expense Details

When a driver picks up the students at the school for a Special Event, the school will provide the bus driver with a Special Event Expense Claim Form. Upon completion of the special event, the bus driver will fill in the form and return it to the school for the principal's approval. The school will then submit the form to the Transportation Department. The driver must complete the following information:

- ◆ Actual departure time
- ◆ Actual return time
- ◆ Was the driver an E.A or Teacher
- ◆ In or out of community travel
- ◆ Number of trips if in town
- ◆ Unit #
- ◆ Drive time
- ◆ Standby time
- ◆ Qualifying meals
- ◆ Odometer start reading
- ◆ Odometer end reading

The above information is used to determine what the driver will be paid. It is extremely important that the Transportation Department receives this information ASAP following a special event.

Fueling the Bus

Every effort will be made to have the school buses arrive at the school for the special event clean and full of fuel.

Any fuel to be purchased for the school buses on a special event is the responsibility of the school. It is recommended that the purchase of fuel be done on a NWSD Purchasing Card or Cardlock Card.

Upon completion of the special event it is expected that the bus be refueled and cleaned. Buses can only be fueled when there are no passengers aboard.

Cleaning the Bus

It is mandatory that the bus is cleaned after a special event trip. This is the responsibility of the supervisors, students and the driver to ensure that all garbage is removed and the bus is ready for the next special event. If the bus is not cleaned and refueled after use, future use may be prohibited.

Trip Roster

A passenger list should be provided to the bus driver at the start of each special event.

Private Vehicles

All Voluntary / Parent Drivers must fill out the **AP 557** form and give it to the school. Forms can be found at the **NWSD WEBSITE**.

All volunteer / Parent drivers must carry at least 2 Million dollars liability.

A copy of the driver's license must accompany the form and a file kept by the school. The Transportation Department does not require a copy of this information.