

Policy No. 22/2006

Policy Title: FCSS – Program Grants Involving Transportation

Date Adopted:

August 15, 2006.

Purpose:

To establish clear guidelines and procedures wherein FCSS is funding any or all of a program, part of which involves transportation of participants.

Policy Statement:

FCSS must ensure every precaution is taken where participants of a program will be transported.

The following items must be in place:

1. Communication – a cell phone must be accessible.
2. An individual must be present with current First Aid/CPR, and in the case of children under the age of 2, Infant Child First Aid.
3. All participants must be in seatbelts. Children must be in appropriate car seats or booster seats that meet current regulations.

Attachment #1 Alberta Regulation 322/2002 Traffic Safety Act Vehicle Equipment Regulation.

Attachment #2 Transport Canada Child Restrain Information

4. A list of all participants with emergency contact numbers must be kept. One copy for the program and one left with FCSS.
5. Where the Community Van is utilized as transportation, it is the responsibility of the user to ensure the van is vacuumed, free of garbage, washed and refueled.
6. Where the Bentley School is utilizing their own buses for transportation, Wolf Creeks School Division guidelines will apply.
7. Where participants are utilizing their own vehicles to transport other participants, proof of insurance for additional riders is required.
8. The driver of each vehicle is responsible for ensuring the policy is followed.
9. Each driver will sign an acknowledgment that they have read and understand this policy.

See Attachment #3



Chief Elected Official



Chief Administrative Officer

ATTACHMENT #1

Alberta Regulation 322/2003
Traffic Safety Act
Vehicle Equipment Regulation

Seat belts required

78(1) A person shall not drive or operate a motor vehicle in which a child who weighs 18 kilograms or less is a passenger unless

- (a) the motor vehicle is equipped with a child seating assembly,
- (b) the child seating assembly is properly installed, and
- (c) the child is properly secured in the child seating assembly.

(2) If a motor vehicle is being driven and it has a seat belt assembly

- (a) in the driver's seat position, the driver shall wear the complete seat belt assembly, and
- (b) in the passenger seat position, the passenger shall wear the complete seat belt assembly.

(3) A person shall not drive or operate a motor vehicle that has a seat belt assembly in the passenger seat position unless the passenger in the seat is wearing the complete seat belt assembly if the passenger

- (a) is 6 years old or older but under the age of 16 years, or
- (b) is a child who weighs more than 18 kilograms.

(4) A person who is required to wear a seat belt assembly under subsection (2) or (3) shall wear the seat belt assembly properly adjusted and securely fastened.

(5) A person shall not, with respect to a seat belt assembly in a motor vehicle, remove it, render it partly or wholly inoperative or modify it so as to reduce its effectiveness if the motor vehicle was equipped with the seat belt assembly at the time it was manufactured as required by the *Motor Vehicle Safety Act* (Canada) and the regulations under that Act.

(6) A person shall not drive or operate a motor vehicle that was equipped with a seat belt assembly at the time it was manufactured as required by the *Motor Vehicle Safety Act* (Canada) and the regulations under that Act if the seat belt assembly has been removed, rendered partly or wholly inoperative or modified so as to reduce its effectiveness.

(7) A person shall not drive or operate a motor vehicle in which a seat belt assembly that was installed at the time it was manufactured has been replaced unless the replacement meets the standards required by the *Motor Vehicle Safety Act* (Canada) and the regulations under that Act.

Seat belt installation

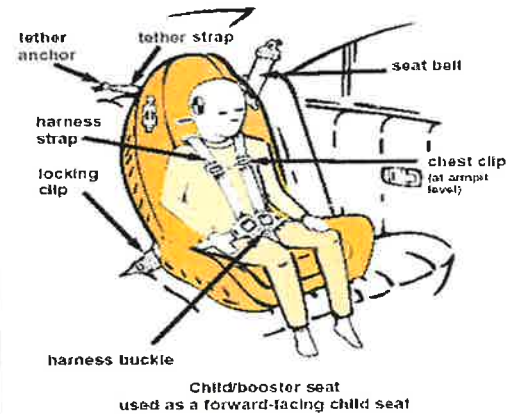
79 A person must install seat belts or seat belt systems in a motor vehicle in such a way that they and their installation comply with the requirements for seat belts and their installation under the *Motor Vehicle Safety Act* (Canada) and the regulations under that Act.

Installing a forward-facing child seat

- Read the car seat instructions and the instructions in the vehicle owner's manual to learn how to install a forward-facing child seat.
- **Install a forward-facing child seat in the back seat of the vehicle. Children 12 and under need to ride in the back seat away from the front-seat air bags.**

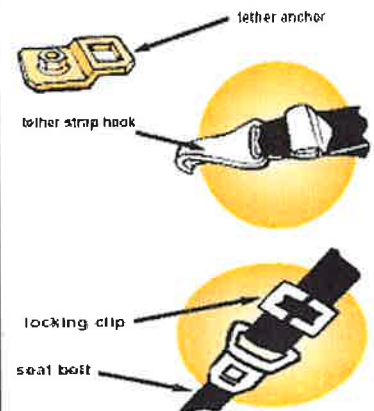
If your vehicle has side air bags, see the Transport Canada fact sheet on [How to Protect Children in Vehicles with Side Air Bags](#).

- Install a child seat using a tether strap and a seat belt or using a tether strap and the Universal Anchorage System



Installing with a seat belt

- Thread the seat belt webbing through the child seat as shown in the instructions.
- Buckle the seat belt and make sure it is tight. The seat belt keeps your child seat in place in the vehicle. When you install the child seat, use your knee to push down on the child seat at the same time you tighten the seat belt.
- Attach the tether strap to hold the top of the child seat in place and tighten the strap.
- The child seat should not move more than 2.5 cm (1 inch) from side to side or forward.



The tether strap

- A top tether strap must be used on all forward-facing child seats.
- The tether strap hook must be attached to a tether anchor.
- You will need one tether anchor for each child seat used in the vehicle.
- If your vehicle does not have a tether anchor, ask your vehicle dealer to install one.

With some vehicles, you will need to use a locking clip with the seat belt to install a forward-facing child seat securely in place. Read the vehicle instructions for installing car seats.

When to use a booster seat:

- Only use a booster seat for children who weigh 18 kg (40 pounds) or more.

Always put the shoulder belt over the shoulder and across the chest. **Never** put the shoulder belt behind the child's back or under the arm. This could cause a serious injury if there is a crash.

Always put the lap belt low and snug across the hips. **Never** let the lap belt ride up over the child's stomach. This could cause a serious injury if there is a crash.

Once your child is over 27 kg (60 pounds), and about 8 years of age, they have grown enough to use the seat belt (if the belts fit correctly).

Keep the lap belt low and snug across the hips. **Never** put the lap belt across the stomach. This could injure your child in a crash.

Put the shoulder belt over the shoulder and across the chest. **Never** put the shoulder belt behind the child's back or under the arm. This could injure your child in a crash.

FCSS

Policy Acknowledgement Form

Transportation

Date: _____

Event: _____

Driver: _____

Vehicle: _____

I have read and understand and agree to comply with Policy # _____

Driver

Witness