Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Transportation Service Agreements with External Organizations			
Procedure Type:	Transportation	**Implementation Date:**	NOV 20, 2015
Procedure Number:	8.09	**Last Revision Date:**	MAR 5, 2025
AP Owner:	Transportation Coordinator	**Last Review Date:**	JUL 26, 2026
Legal Reference(s):			

Background

Living Sky School Division (LSKYSD) may enter into agreements with external organizations, such as First Nations and other school divisions, in which LSKYSD provides safe and reliable transportation for students of other organizations. This procedure outlines the requirements of these agreements.

Scope

This procedure applies to agreements in which LSKYSD agrees to provide transportation to students either attending non-LSKYSD schools or being brought to LSKYSD schools.

Definitions

Agreements refer to legally binding contracts for service whereby LSKYSD is providing transportation for students of external organizations

External organizations refer to any organization, agency, or entity that contracts LSKYSD to provide transportation of students

Roles & Responsibilities

Superintendent of Business

- is accountable for the financial feasibility of proposed agreements and is responsible for signing agreements

Transportation Coordinator

- is responsible for determining whether agreements are operationally feasible before they are signed and is accountable for the successful implementation of the agreements that are signed

Procedures

1. Any agreement must include details about:
   a. conditions of the agreement;
   b. processes in place to ensure proper implementation of the agreement; and
   c. clear expectations of roles and accountabilities of both parties to the agreement.

2. Fees shall be set based on actual costs to the Division. These costs can include, but are not limited to:
   a. operating costs of busses;
   b. maintenance and servicing of busses;
   c. direct and indirect personnel costs;
   d. training and professional development of drivers; and
   e. administrative costs.