



Administrative Procedure 8110

Use of School Buses by Outside Organizations

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Public Insurance](#)

[The Highway Traffic Act](#)

Date Adopted: August 1985

Amended: May 2019

The Brandon School Division approves the use of Division school buses by non-profit outside organizations excluding the transport of students to/from home and school and for school related activities such as extra-curricular or field trips.

Approval for such use may be granted by the Secretary-Treasurer subject to:

- school bus(es) being available;
- the bus(es) being driven by bus driver(s) employed by the Division and the driver(s) being available;
- approval of the use being received from Manitoba Public Insurance;
- conditions for the use of a school bus as “other than a school bus” in The Highway Traffic Act are met;
- approval of the use being received from any other authorities, such as the City of Brandon, if applicable and as required;
- the Division being reimbursed by the outside organization for the costs of driver’s salary, employee benefits and operating expenses of the bus(es) at rates as established by the Division.