



**Policy Code – Version: T2 – V1**

**Policy Name: Adult Passengers on Contract Vehicles**

**Approved** by motion of Board on 18/10/2010

**Cross Reference**

H2 – Criminal Reference Checks and Offence Declaration;  
T14 – Transportation Services

**Related Forms**

**Policy Statement**

The Ottawa Student Transportation Authority shall permit adult passengers on contracted school purpose vehicles where the adult passenger has met the requirements of the OSTA's "Criminal Reference Checks and Offence Declaration" policy and is:

- a) an employee of the contracted operator travelling on the vehicle to observe, support, train, or assist the driver with discipline issues or other issues; or
- b) an employee of:
  - a. the Ottawa Student Transportation Authority, or
  - b. an Ottawa Student Transportation Authority member school board;  
or
- c) approved by the General Manager and School Principal under exceptional circumstances.

**Procedure**

1. Parents/volunteers will not be provided access to regular home to school contracted services.
2. Parents/volunteers who are acting as escorts for the purpose of excursion activities and whose participation has been approved by school Principals for this purpose will be permitted to travel on the contracted excursion vehicle for that purpose.