

Section Transportation	Number of pages 3
Title Transportation for charter trips	Effective date August 28, 2018

<p>Statement</p>	<p>CTSE provides a vehicle charter service for school activities and programs.</p> <p>This service is offered to CTSE member boards and is not mandatory. CTSE offers a competitive service purchase process. In order to ensure the safety of the students and only uses the services of the operators under contract with the CTSE.</p> <p>The school's code of conduct and all CTSE regulations apply on charter trips.</p> <p>When school transportation is cancelled due to bad weather, charter trips are also.</p>
<p>Method-Procedures</p>	<p>Any request must be submitted using the electronic form available on the website www.ctse.ca.</p> <p>CTSE requires a minimum of 3 working days to comply with the competitive service purchase process.</p> <p>Any modification to the original application also requires a minimum of 3 working days :</p> <ul style="list-style-type: none"> • A change in vehicle capacity; • a significant schedule change; • a significant change to the route that will change the hours of the other stops or the location of the stops. <p>The bid is valid for 30 days. Beyond that, the process will have to be restarted.</p> <p>It is prohibited to disclose the prices received by CTSE to other operators for the purpose of obtaining a better price elsewhere.</p> <p>For any long-term and/or long-distance trips, the <u>hours of service requirements</u> of the Ontario Ministry of Transportation may apply. The applicant must indicate in advance whether the bus will be used once at destination. The cost of lodging and accommodation of the driver will be included in the total price.</p>
<p>Responsibilities of the applicant</p>	<p>The itinerary must be confirmed by the applicant as soon as possible to ensure the reservation of the vehicle.</p> <p>Any changes must be submitted by email to CTSE. No arrangement directly with the operator will be considered.</p>

<p>Responsibilities of the applicant (next)</p>	<p>In case of emergency, a list of students and the telephone number of the attendant or contact person must be provided to CTSE.</p> <p>The itinerary provided by CTSE must be given to the person in charge.</p> <p>The person in charge must inform CTSE of any problems or delays as soon as possible.</p> <p>If the activity requires the transportation of specialized equipment, the vehicle must be equipped with a dedicated trunk for this purpose.</p> <p>The persons in charge of the group must ensure that the students are ready for boarding. The time of departure indicated on the itinerary is the time when the bus must leave the school. CTSE and the operator cannot be held liable for a delay at the destination or other school which would result from the delay at one of the schools.</p> <p>Cancellation fees are applicable if the activity or route is cancelled less than 48 hours prior to the date of the activity. The full amount will be charged if there is a cancellation on the same day. Except, for outdoor activities that require good weather and for which dates of resumption have been entered in the contract.</p>
<p>Operator responsibilities</p>	<p>The operator must not make any arrangements with the schools, all modifications must be made through CTSE.</p> <p>The operator is responsible for providing clear instructions to the driver including: hours, addresses, maps, calendar, student list or other to ensure the transportation requested.</p> <p>The operator must inform CTSE of any problems or delays as soon as possible.</p> <p>The operator will not be held liable for delays caused by a situation beyond its control. In other cases, CTSE may claim a partial or full credit to the amount of the agreement.</p>
<p>Student responsibilities</p>	<p>The student must adhere to the school's code of conduct and all CTSE regulations governing school transportation, particularly the CTSE004 – Student responsibilities.</p>
<p>CTSE responsibilities</p>	<p>CTSE organizes transportation fairly and within a reasonable time.</p> <p>Once the request is received, CTSE takes care of all stages of the process, from the creation of the routes to the billing of the boards and the payment of the operators.</p>

Review dates;
January 30, 2012
May 2, 2018