

AP 553 - STUDENT TRANSPORTATION BY VOLUNTARY DRIVERS

Background

The Principal may authorize the transportation of students in privately owned vehicles. The use of private vehicles for transporting students on approved school sponsored activities should be done only when school buses or commercial sources of transportation are not available, feasible or desired.

Procedures

1. Approval
 - 1.1. The Principal should ensure school buses or commercial sources are not available, feasible, or desired for the event.
 - 1.2. The Principal shall approve student transportation in private vehicles.
 - 1.3. A parental consent form signed by the parents must be obtained for each student. One consent form could cover a series of trips. The method of transportation and the driver(s), if known, should be indicated on the parental consent form to be signed.
 - 1.4. A student representing their school at school sponsored events shall be transported in Principal approved transportation or by their own parents or by himself or herself with parental permission. Parents shall advise the Principal or supervising teacher in advance of the activity if the student is not traveling with the rest of the students. Students who disregard this provision shall be prohibited from participating in the activity.
 - 1.5. At no time shall students be approved to transport other students in private vehicles as part of the transportation arrangements for a field study/athletic travel.

2. Insurance Coverage for non Division-owned Vehicles
 - 2.1. The Principal should ensure that each private vehicle has adequate insurance coverage. A copy of the current coverage (Certificate of Insurance) shall be kept on file with the Driver Authorization Form.
 - 2.2. \$2,000,000 Third Party Auto Liability must be carried on each private vehicle used to transport students on school approved trips.
 - 2.3. No compensation in cash or in kind should be paid for the use of any private vehicle unless the insurance coverage carried indicates that such is permissible and will not make the coverage void.
 - 2.4. When there is compensation to be paid in cash or in kind, the insurance company must be notified by the owner of the vehicle prior to the trip in order that coverage may be assured.
 - 2.5. Drivers who transport students in private vehicles are to be advised that their insurance coverage is always primary or first loss insurance and they are thus advised to inform their insurance companies if they intend to occasionally transport students. *It should be noted that an additional premium may be required for this special coverage.*

3. Driver Qualifications

- 3.1. The driver who is transporting students to and from a school sponsored activity must have completed the Driver Registration form.
- 3.2. Drivers must be twenty (20) years of age or older unless the driver is a student who has parental permission to drive himself or herself only. No secondary school student, irrespective of age, may drive a private vehicle transporting other students to school-sponsored activities.

4. Safety

- 4.1. The number of persons transported in any one private vehicle shall not exceed the insured passage capacity rating of that vehicle (i.e. the number of seat belts provide in the vehicle at the time of its manufacture).
- 4.2. The Principal shall determine if an additional driver(s) or an adult supervisor in addition to the principle driver of the vehicle is necessary. Consideration will be given to the maturity of the students, to the length of the specific trip, inclusion of other children who are not participating in the school sponsored event, as well as, traffic and weather conditions. Furthermore when the driver is driving and supervising and/or coaching, consideration needs to be given to the total hours of supervision and/or coaching that may lead to driver fatigue.
- 4.3. Some students (typically ECS) require child restraints as per the Highway Traffic Act. (Any child who is under the age of six (6) years and whose weight does not exceed 18 kgs (40 lbs) must be properly secured in a child safety seat.)
- 4.4. In emergencies due to accident, illness, or special circumstances require student transportation in a private vehicle, the Principal or supervising teacher shall approve student transportation in a private vehicle driven by a Division employee or other responsible adult.
- 4.5. The Principal shall ensure that a means of communication with private vehicles is in place.
- 4.6. The Principal shall ensure that students transported in private vehicles have access to emergency medical kits.

5. Reimbursement

- 5.1. Volunteer drivers shall not be paid mileage but may be reimbursed for actual expenses, such as gasoline.