Administrative Procedure 557

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Belief

Ensuring the safe transportation of students is a priority; therefore, the use of school buses is to be encouraged rather than the use of privately owned vehicles to transport students to and from Division sponsored activities.

Guidelines

1. It is expected that students will travel by school bus to the following activities provided that the number of students warrant the use of a school bus:
   1.1 All athletic competitions within the Division;
   1.2 All field trips with destinations within or outside the Division, and
   1.3 All special events such as music festivals, drama and theatre productions.

2. The Division recognizes that in special circumstances there may be a need to transport students in privately owned vehicles.

3. Where a small number of students require transportation to a Division sponsored activity, travel may be in vehicles owned by a volunteer, providing that the following conditions are met:
   3.1 All volunteer drivers must verify their accumulated demerit points.
   3.2 All volunteer drivers will be required to provide and/or release the required information relative to their driving records annually or as requested by the Transportation Manager.
   3.3 The Principal must provide prior written approval that the specific activity concerned is a Division sponsored activity and recommends the use of a privately owned vehicle;
   3.4 The volunteer must carry third party and passenger hazard liability insurance in an amount of not less than $2,000,000.00 per occurrence; and
   3.5 The vehicle owner must ensure that proper and adequate licensing, maintenance and repair of the transporting vehicle are in place and undertaken.

Procedures

4. Volunteers must:
   4.1 Conduct themselves in accordance with the Highway Traffic Act and related regulations, their vehicle classification and registration regulations;
   4.2 Obtain the prior written approval of the Principal to transport students in a private vehicle and must fulfill all conditions described within this procedure;
   4.3 Provide a copy of their insurance policy, driver’s license and current driver abstract, prior to the activity-taking place;
4.4 Advise his or her insurer of the use of the automobile in order for the insurer to determine the nature of the exposure. Prior to the activity taking place, a copy of the volunteer’s letter to the insurer and any response from the insurer must be provided;

4.5 Ensure that proper and adequate licensing, maintenance and repair of the transporting vehicle are at all times in place and undertaken; and

4.6 Provide a fully complete Automobile Authorization Form as provided in Forms 557-1 Employee/Volunteer Automobile Owner and Driver Authorization, or Form 557-2 Student Automobile Authorization.

5. In all cases, the volunteer’s automobile insurance coverage will be considered the primary or first loss insurance coverage and the volunteer shall indemnify and save harmless the Division from all liabilities, damages, costs, claims, suits or actions.

6. Students driving themselves to any school sponsored activity, including field trips or work experience engagements, may not transport other students, and prior written permission must be provided by the parent or guardian to the respective Principal for students to drive themselves. Refer to: Form 557-2 Student Automobile Driver Authorization.

7. The school will:

7.1 Retain all written documentation pertaining to transportation of students in private vehicles for at least one school year;

7.2 Advise each volunteer of the importance of securing the foregoing insurance coverage, and provide a copy of this procedure for the volunteer’s review;

7.3 Ensure that the maximum payable to any volunteer for transporting students on Division sponsored activity is in accordance with Section 3 of Form 7-1 Expense Rate Schedule;

7.4 Approve the automobile authorization (Form 557-1 Employee/Volunteer Automobile Owner and Driver Authorization) if:

7.4.1 A minimum of $2,000,000 Public Liability and Public Damage Insurance is carried on the vehicle;

7.4.2 The volunteer holds an appropriate driver’s license;

7.4.3 The volunteer’s driver’s abstract does not include a single conviction resulting in the assignment of five or more demerit points; and

7.4.4 The volunteer’s driver’s abstract does not indicate more than six demerit points as a result of traffic violations;

7.5 Ensure an approved authorization form is completed for each trip, with one copy retained at the school and one copy provided to the volunteer.

Reference:

Section 60, 61, School Act
Traffic Safety Act