

STUDENT TRANSPORTATION – PRIVATE VEHICLES

Background

The Division believes that students are to be transported to and from school or to and from school-sponsored activities by school bus, taxi or their parents. Occasionally, however, special circumstances do warrant Division employees transporting students in privately owned vehicles. For the purpose of this procedure, a “private” vehicle will refer to any vehicle not owned by the Division, including rented vehicles.

The Division authorizes the transportation of students in privately owned vehicles in special circumstances.

Procedures

1. The preferred form of travel is by school bus, and it is expected that students will travel by school bus to the following activities provided that the number of students warrants the use of a school bus:
 - 1.1 All athletic competitions with the Division;
 - 1.2 All field trips with destinations within or outside of the Division; and
 - 1.3 All special events (i.e.: festivals, drama and theatre productions).
2. Where small numbers of students are being transported on Division business, for the purpose of Division competition or field trips travel may be in vehicles owned and operated by an employee or volunteer, providing that the following conditions are met:
 - 2.1 The principal provides his or her prior written approval that the specific activity is a school-sponsored activity and recommends the use of a privately owned vehicle.
 - 2.2 The employee or volunteer shall carry:
 - 2.2.1 Third party and passenger hazard liability insurance in an amount of not less than \$2,000,000 per occurrence; and
 - 2.2.2 Accident benefits insurance of not less than one million dollars.
3. The principal may authorize the use of private vehicles to transport students subject to the following conditions:
 - 3.1 The driver is in possession of a valid driver’s license;
 - 3.2 School bus, taxi or parental transport of the student is not feasible;
 - 3.3 Adequate measures are established to ensure student safety;
 - 3.4 Adequate insurance coverage on the vehicle is maintained; and
 - 3.5 Responsible adults are assigned as drivers.

4. In cases where a principal approves the rental of a private vehicle to transport children, a copy of the rental agreement must be faxed to Division office in order to receive confirmation of coverage by the Division insurer.
5. A copy of the following shall be provided to the principal and placed in the appropriate school file prior to the activity taking place:
 - 5.1 A copy of the employee's or volunteer's drivers licence; and
 - 5.2 A copy of the employee's and volunteer's insurance policy or a declaration form confirming at the time that the volunteer does have \$2,000,000 coverage, name of their insurer or agent and expiry date of the policy.
6. In all cases, the individual's insurance must provide for primary or first loss insurance.
7. The principal shall require any employee or volunteer wishing to provide transportation through a private automobile to fully complete, execute and return to the principal an automobile driver authorization; and a consent and waiver form (Form 551-1 and 551-2).
8. In all cases, the individual must provide to the principal a current copy of his or her licence for the school year in question.
9. All documentation described within this procedure must be retained on file at the school by the principal.
10. Each individual, whether an employee or a volunteer, using his/her own vehicle to transport students engaged in authorized activities must be advised by the principal of the importance of securing the foregoing insurance coverage, and be provided with a copy of this procedure for their review.
11. Any person transporting students in accordance with this policy must be aware of provincial licensing requirements (AP 551 Appendix A) and the procedures to employ in the event of an accident (Administrative Procedure 550, Appendices A and B).
12. Only in exceptional circumstances are students to be permitted to operate a private vehicle for a Division related activity. This will only be authorized after all information required in this procedure as well as proof of proper insurance endorsement (i.e. coverage for a young driver) and parental permission (where applicable) is provided. Where permission is granted by a principal, student passengers shall not be allowed to go along.
13. Travel expenses, if claimed by the driver, are to be reimbursed from the school budget at a rate mutually agreed upon to a maximum of the Division's per kilometre rate.

Reference: Section 12, 45, 51, 52, 60, 61, 79, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)