

## **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLES**

### **Background**

Students should preferably be transported to and from school, or to and from school sponsored activities, by school bus, taxi, ACCESS-A-Ride or their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles.

### **Value and Core Commitment Link**

"Our Collaborative Community"

"We share the responsibility of education with our students, parents, teachers and the parish community."

"We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools."

"Stewardship"

"We ensure our resources and efforts best serve the educational needs of all our students."

"We are accountable to our supporters and will operate in a fiscally responsible manner."

### **Procedure**

1. The Secretary Treasurer will authorize in writing the use of private vehicles to transport students provided that:
  - 1.1 Responsible adults are assigned as drivers.
  - 1.2 The driver(s) is in possession of a valid driver's license with no more than 7 demerit points. Drivers with a graduated driver's license (GDL) will not be accepted.
  - 1.3 School bus, taxi or parental transport of the student is not appropriate.
  - 1.4 Adequate measures are established to ensure student safety.
2. When private vehicles are being used to transport students, the following conditions must be adhered to:
  - 2.1 Details of the vehicle insurance coverage, a five-year driver abstract, and an original Police Information Check with vulnerable sector search must be filed with the Secretary Treasurer.
  - 2.2 Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least Two Million (\$2,000,000) Dollars.

- 2.3 The Secretary Treasurer shall advise drivers who transport students that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students they shall so advise their insurance company.
- 2.4 The division-owned vehicle liability insurance provides coverage over and above the owner's policy. This secondary coverage covers the driver only while transporting students and/or approved supervisors on authorized school trips and applies only to claims advanced on behalf of the student(s) and/or approved supervisor(s).

### 3. Students

- 3.1 Students will not be authorized by the Secretary Treasurer or School Principal to transport other students en route to the school or to an off-site activity.
- 3.2 All students on Division-approved field trips or attending off-site activities shall use the transportation that has been arranged for the trip.
- 3.3 For before and after-hour activities where students are required to arrange their own transportation, this becomes a parental responsibility, with no involvement from the school.