

Administrative Procedure 352

Last revised: June 2012

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.

Procedures

1. The school Principal may 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.
 - 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 criminal record check with vulnerable sector search must be filed with the Secretary Treasurer. The Principal may retain a copy of the documents at the school.
 - 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 Principal 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. Volunteer drivers must not be paid mileage, but can be paid gas expenses (upon submission of receipts).
4. In the case of exceptional circumstances that require a student to use a private vehicle to complete an errand, proof of proper insurance endorsement must be provided and no other students will be permitted to accompany the driver.