

SUPPORT STAFF OPERATION OF VEHICLES FOR EMPLOYMENT PURPOSES

Background

This Administrative procedure applies only to those employees who are employees within the Collective Agreement of CUPE Local 1825. Holy Spirit Catholic Schools recognizes circumstances where an employee may be required to transport a student as a required component of that student's educational program. Furthermore, the school division recognizes that there may be circumstances where staff members are required to engage in additional responsibilities of work that are authorized by the Principal, and requires the operation of Board or privately owned vehicles. All students should preferably be transported to and from school, or to and from school sponsored activities by school bus, taxi, or their parents. The three applications of support staff transportation addressed by this procedure includes: transporting students to and from school, in-program transportation, and errands. Procedures for the authorization of private vehicles outside the scope of this procedure are addressed in *Administrative Procedure 352: Transportation of Students by Private 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. Transporting Students to and from School

- 1.1 Parental eligibility for accessing transportation support to and from school will be reviewed annually through the development of a child's special education program plan in consultation with the Director of Support Services or designate. Funding for such services will be within the parameters of the School Act, and the fiscal framework established by the School Board.

- 1.2 Employees are not permitted to receive payment from parents who receive transportation support funding from the school division.
- 1.3 In special circumstances, where a parent who is entitled to transportation support is not available to provide transportation, other arrangements involving a school bus or taxi will be established through the Director of Support Services.

2. In – Program Transportation Services

- 2.1 Where employees are required to transport students for the purpose of fulfilling the goals of a student’s educational program plan, the following parameters shall be followed:
 - 2.1.1. Details of the employee’s personal vehicle insurance coverage and driver’s license will be filed annually by the Director of Support Services.
 - 2.1.2. In order to provide “in-program” transportation of a student, the employee will be required to have a valid driver’s license and meet the primary insurance coverage requirements stipulated within this procedure.
 - 2.1.1. Primary insurance coverage resting with the employee must by standard provide for bodily injury and property damage coverage of at least one million (\$1,000,000).
 - 2.1.2. Where the Board’s insurers require a higher standard of coverage than previously outlined, additional coverage will be the responsibility of the School Board.
 - 2.1.3. Employees engaging in transporting students through an “in – program” transportation requirement will receive the full benefits of pay normally afforded through the performance of job related duties.
 - 2.1.4. All “in-program” transportation services will be authorized by the Director of Support Services in consultation with the school Principal that supervises the student’s program.
 - 2.1.5 All employees engaging in “in-program” transportation services will receive the per kilometer travel rate that is annually approved by the Board as per Policy 18: Appendix A.

3. Errands

- 3.1 For the purpose of performing office clerical work, support staff, by consent, may engage in job related errands upon the request and prior approval of the Principal. In such instances, the per kilometer travel rate that is annually approved by the Board will apply and will be charged against the school’s operating budget.

- 3.2 Employee's authorized to perform errands will annually file their personal vehicle insurance coverage and driver's license with the Principal of school to which the employee is deployed.
- 3.3 In order to provide errands, employees will be required to have a valid driver's license and meet the primary insurance coverage requirements stipulated within this procedure.
- 3.4 Primary insurance coverage resting with the employee performing previously approved "errands" must by standard provide for bodily injury and property damage coverage of at least On Million (\$1,000,000).
- 3.5 Since conducting errands is subject to the consent of the employee, the Board will not assume additional insurance support, if such coverage, as recommended by Board