

551 - STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation to or from school-sponsored events should occur in Division owned and operated vehicles whenever possible. However, circumstances may arise where private vehicles may or must be used to transport a limited number of students. Principals are authorized to establish regulations governing the use and parking of motor vehicles by students on or adjacent to, school premises during regular school hours and school-sponsored activities. Such regulations must comply with existing legislative and insurance requirements.

General

1. All drivers shall have their own third party liability insurance in effect for a minimum of \$1,000,000, although \$2,000,000 is recommended. (see Notes below)
2. All drivers must have a satisfactory driving record, substantiated by a current driver's abstract (within 12 months). Drivers with more than 6 demerits shall be disqualified from driving on school sponsored activities.
3. Drivers must comply with all applicable laws and regulations at all times.
4. Students shall not drive on school-sponsored activities except in cases of emergency.
3. Schools shall maintain thorough records including, but not limited to, names of operators and passengers, dates, times, destinations, insurance confirmation, driver's abstract, etc. For each trip, a copy of the vehicle registration, insurance, itinerary and list of passengers shall be maintained in the vehicle.
4. Permission slips should be signed by parents of all participants. Students themselves shall sign waiver forms.
5. Principals have the right to refuse any private transportation request where, in their opinion, it is in the best interests of the student or school to do so.
6. Principals and/or teachers shall acquaint private transportation drivers with all rule, regulations and procedures prior to the trip.

Notes

1. **The division's general liability policy provides non-owned automobile basis only on an excess basis. In the event of accident, the volunteer driver's own**

policy would be the primary coverage, and the Division's policy would only respond once the primary policy limits were exhausted.

2. Drivers should advise their own insurance companies of volunteer use of their vehicles.
3. Routes should be predetermined.
4. Accidents or violations should be reviewed by a Review Board, members consisting of the Transportation Supervisor, staff and students.

Reference: Section 60, 61, School Act