



TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Background

Students are to be transported to and from school or to and from school-sponsored activities by school bus, taxi, or their parents/guardians. Occasionally, however, extraordinary circumstances do warrant Division employees transporting students in privately-owned vehicles.

The Division authorizes the transportation of students in privately-owned vehicles in special circumstances as authorized by the Principal.

Procedures

1. The Principal may authorize the use of private vehicles to transport students subject to the following conditions:
 - 1.1 The driver be in possession of a valid driver's license;
 - 1.2 School bus, taxi or parent/guardian transport of the student is not feasible;
 - 1.3 Adequate measures are established to ensure student safety;
 - 1.4 Adequate insurance coverage on the vehicle is maintained; and
 - 1.5 Responsible adults are assigned as drivers.
2. When private vehicles are being used to transport students during school hours, the following conditions must be adhered to in advance:
 - 2.1 The Principal or designate must authorize the use of a private vehicle, in writing. (Use Form 551-1 Transportation of Student/Private Vehicles Declaration)
 - 2.2 No staff/students shall be transported in a fifteen (15) passenger van for any Division activities;
 - 2.3 Details of the vehicle insurance coverage must be filed with the Principal;
 - 2.4 Division employees transporting students must hold a current Class IV license;
 - 2.5 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 dollars (\$2,000,000);
 - 2.6 Drivers who transport students are to be advised 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.



- 2.7 The Division's non-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).
- 2.8 Use of tobacco products, alcohol, illegal drugs, or legal drugs, which adversely affect ability to safely operate a vehicle, is prohibited during transportation of Division students and staff.
3. Travel expenses, if claimed by Division employees, are to be reimbursed by the Division at the current Divisional rate per kilometer, upon submission of the claim.
4. Except where otherwise previously agreed to in writing by the Division, the Division will not be responsible for the transportation of students to or from extra curricular activities and the following will apply:
 - 4.1 Parents must make their own arrangements and accept full responsibility for the transportation of their child(ren) to and from extra curricular activities.
 - 4.2 Division employees will not be involved in arranging or coordinating the transportation of students to or from extra curricular activities.
 - 4.3 Division employees are not permitted to transport students to or from extra curricular activities.
 - 4.4 The Division will not be liable for any accident or injury that may occur during the transportation of students to or from extra curricular activities.
 - 4.5 The Division's student accident insurance does not apply during the transportation portions of the trip to or from the extra curricular activity. The student is only covered from when he/she arrives at the school sponsored off-site activity, until he/she leaves the off-site activity.

Reference: Section 11, 32, 33, 52, 53, 59, 68, 197, 222, 225 Education Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)