

STUDENT TRANSPORTATION BY PRIVATE VEHICLES

Background

School bus, taxi, charter buses, or parents normally provide student transportation to and from school or to and from school-sponsored activities. Occasionally, special circumstances do warrant District employees or parents transporting students in privately owned vehicles.

The transportation of students in privately owned vehicles is authorized in special circumstances and in accordance with the following procedures:

Procedures

1. The Principal may authorize the use of private vehicles to transport students provided:
 - 1.1 School bus, taxi or parental transport of the student is not feasible or available;
 - 1.2 Adequate measures are established to ensure student safety;
 - 1.3 Adequate insurance coverage on the vehicle is provided;
 - 1.4 Responsible adults over the age of 21 are assigned as drivers; and
 - 1.5 Drivers are not being paid for their services.
 - 1.6 The driver(s) is in possession of a valid driver's licence with no more than 9 demerit points.
2. When private vehicles are being used to transport students, the following conditions must be adhered to:
 - 2.1 The driver must complete the corresponding form, provide proof of insurance, and answer questions to the best of the driver's ability.
 - 2.2 Details of the vehicle insurance coverage, , will be filed with the Principal who will retain a copy for a period of one year.
 - 2.3 Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least One Million (\$1,000,000) Dollars;
 - 2.4 Drivers who transport students are to be advised by the Principal that they shall advise their insurance company if they are transporting students as a volunteer driver..
3. The District's non-owned vehicle liability insurance coverage will provide secondary insurance 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).

4. Parents shall be notified in writing that a private vehicle will be used to transport their child and will be given the name of the driver.
5. Only in exceptional circumstances will students be sent on errands that require the use of a private vehicle. Before granting permission, proof of proper insurance endorsement (i.e., coverage for a young driver) must be provided. Where permission is granted by the Principal, student passengers shall not be allowed.

Reference: Section 60, School Act

