

362 STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Background

The Division encourages the use of school buses rather than the use of privately owned vehicles to transport students to and from internal and external school related activities, however the Division recognizes that there may be a need for transporting students, on occasional or infrequent trips, in privately owned vehicles due to special circumstances. Where the Division provides transportation, volunteer vehicles will not be recognized.

Procedures

1. The preferred form of travel is by school bus, and it is expected that students will travel by school bus to the following activities provided that the number of students warrants the use of a school bus.
 - a. All athletic competitions in the Division's league.
 - b. All field trips with designations within or outside the Division.
 - c. All special events, such as music festivals, drama and theatre productions.

2. Canadian Rockies School Division does not support the practice of students driving other students to and from school sanctioned field trips, excursions, or competitions. Student drivers must acknowledge and or adhere to the following:
 - a. Our insurance provider does not sanction the practice of students driving other students to and from off-site activities.
 - b. If a student is driving themselves, they must acknowledge in writing they are not permitted to drive other students.
 - c. Students driving their own vehicles must start and finish their travel to and from the offsite activities from the school the trip originates (Unless instructed otherwise).

3. Where small numbers of students are being transported on Divisional business or to Divisional competitions or field trips, travel may be in vehicles owned by an employee or parent volunteer, providing:
 - a. The designated, authorized driver is:
 - i. at least twenty-one (21) years of age;

- ii. not a student in the school, and
 - iii. possess a current, non-restricted driver's license applicable to the vehicle being driven;
 - iv. a copy of the license, driver abstract and insurance is to be retained on file at the school;
 - v. proper insurance rider or endorsement on personal vehicle is mandatory.
 - b. The school principal approves, in writing, that the specific activity concerned is a school-sponsored activity and he recommends the use of a privately owned vehicle.
 - c. The employee or parent volunteer completes the form entitled "Volunteer Driver Authorization"
 - i. third party and passenger hazard liability insurance in an amount of not less than \$2,000,000.00 inclusive;
 - ii. accident benefits as required by law.
 - d. A copy of said signed form is to be on file with the school principal prior to the activity taking place.
 - i. The written approval for the trip is forwarded to the Transportation Office.
4. Each individual, whether an employee or parent volunteer, using their vehicle to transport students engaged in authorized activities should be advised by the school principal of the importance of securing the foregoing insurance coverage.
5. The following are requirements for volunteer driver vehicles:
- a. Valid license plates and registration.
 - b. Vehicles will be equipped with all-season or winter tires during the winter season.
 - c. All proper vehicle documents should be in the vehicle when it is in use, e.g., vehicle registration, proof of insurance, etc.
6. The cost of the driver's abstract will be reimbursed to the volunteer upon receipt of expenditure.
7. Due to safety concerns, the use of 15-passenger vans is prohibited for school sanctioned activities.
8. Care shall be taken that nothing is done to imply an employment or contractual relationship between the driver and Division or school.

Forms

[362-F Volunteer Driver Authorization Form](#)

References

Section 11,32,33,52,53,59,68,197,222,225 Education Act
Societies Act
Traffic Safety Act
School Transportation Regulation 96/2019
Use of Highway and Rules of the Road Regulation 304/2002
Section 569, Insurance Act

History

Developed: August 2003
Amended: February 2008
Amended: March 2021