

700.3.1 Use of Private Vehicles and Volunteer Drivers

Policy

The Board authorizes the use of private vehicles and volunteer drivers, including employees, parents/ guardians or other volunteers, when this method of transportation is the only or best option.

Regulations

1. When other options are not available, private vehicles may be used to transport a sick or injured student or employee from the school or school activity to their homes or for medical attention when the situation demands immediate transportation as long as the vehicle and the driver are properly licensed and insured.
2. The principal may authorize the use of private vehicles to transport students on field trips, excursions or community based activities, providing that:
 - 2.1. the driver has an appropriate driver's license for the vehicle to be used;
 - 2.2. the documentation provided indicates that the driver has a sufficiently safe driving record;
 - 2.3. an Employee or Volunteer Driver's Authorization form is completed on an annual basis (Form 700.3.1);
 - 2.4. the driver is notified that they require a minimum level of third party liability insurance;
 - 2.5. proof of insurance is collected (e.g., driver's declaration or submission of copy of pink slip);
 - 2.6. the driver is directed to notify their insurer of intent to drive students on an occasional basis;
 - 2.7. the driver is notified that their auto liability insurance is primary; the Board's insurance only applies to cover an amount in excess of the limit of the driver's policy;
 - 2.8. the driver agrees to follow the *Traffic Safety Act*;
 - 2.9. the driver confirms that the vehicle is operating safely;
 - 2.10. the driver agrees to report driving suspensions / convictions;
 - 2.11. the driver agrees to report license / insurance changes and/or accidents where they are at fault;
 - 2.12. the driver agrees to refrain from smoking or vaping while students are in the vehicle;
 - 2.13. the driver agrees to enforce seatbelt use;

- 2.14. the driver agrees to limit the number of passengers to the number of seat belts;
- 2.15. the driver agrees to ensure that all children are transported according to **Alberta Infrastructure and Transportation guidelines**.
3. Employees shall inform parents/guardians in writing of the mode of transportation to be used. They should also advise volunteer drivers of their responsibilities.
 - 3.1. Written permission of a parent/guardian is required before a student may be authorized to ride in private vehicles.
 - 3.2. In the case of drivers who are students, written consent shall be secured from:
 - 3.2.1. the parents/guardians of the student(s) who will be passengers in the vehicle;
 - 3.2.2. the parents/guardians of the student(s) who will be drivers.
4. In the case of drivers who are students enrolled in the District:
 - 4.1. students are required to fill out a volunteer driver (Form 700.3.1 Volunteer Authorization Form);
 - 4.2. written consent shall be secured from the parents/guardians of the student(s) who will be drivers;
 - 4.3. written consent shall be secured from the parents/guardians of the student(s) who will be passengers in the vehicle.
5. It is the responsibility of the teacher-in charge of any field trip, excursion or community based activity to:
 - 5.1. report to the principal any instance of a volunteer driver's apparent incapacity to drive in a competent and safe manner;
 - 5.2. make alternate arrangements for transporting students at the time of the incident.
6. The use of private vehicles and volunteer drivers shall adhere to the guidelines in the Division Licence Protocol (Exhibit 700.3.5).

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta Education Act:	52
District Policies:	502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 503.5 Student Activities, 604.2 Off-Campus Education, 607.1 Field Trips, Off-Campus Activities and Student Travel
Other Statutes:	Traffic Safety Act
Other:	Form 700.3.1 – Employee or Volunteer Driver Authorization, Exhibit 700.3.5 – Driver License Protocol