



## **700.3.1 Use of Private Vehicles and Volunteer Drivers**

1. The principal or designate is responsible for approving each Volunteer Driver Authorization Form (700.3.1) in advance. One copy should be provided to the volunteer driver, and the other is to be kept on file.
2. Authorizations of volunteer drivers expire at the end of each school year. New authorizations shall be completed at the beginning of each new school year.
3. The onus is on the driver to complete the form accurately. The principal or designate is not responsible if the driver chooses to falsify his/her statement.
4. The principal or designate must sign the completed driver authorization form in advance of the use of the private vehicle.
5. Authorization of a volunteer driver shall be denied if the driver indicates that, during the last three years, he/she:
  - 5.1. has had a suspension of his/her license;
  - 5.2. has involvement in an accident as a driver at fault; or
  - 5.3. has a conviction under the Traffic Safety Act, or for any motor vehicle-related offence under the Criminal Code of Canada indicating that the driver does not have a sufficiently safe driving record.
6. Volunteer drivers must maintain, at all times, insurance in an amount of not less than \$1,000,000 in respect to liability or injury or death of any students or employees who are passengers in the vehicle the volunteer is operating.
7. In the case of the authorization of a driver who is also a student, parent permission shall be obtained from:
  - 7.1. the parent(s)/guardian(s) of the student(s) who will be passengers in the vehicle; and
  - 7.2. the parent(s)/guardian(s) of the student(s) who will be drivers.
8. Student volunteer drivers shall not transport other students outside of city limits.
9. Any employee who is using their private vehicle to transport students should advise their insurance company.