

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Administrative Directive

The use of private vehicles for transporting students on approved school-sponsored trips should be considered only when division or commercial transportation is not available or feasible.

Procedures

1. The Principal shall ensure that each vehicle carries a minimum of \$2,000,000 Third Party Auto Liability coverage.
2. No student, irrespective of age, may drive a private vehicle transporting other students on an approved school-sponsored activity.
3. The number of persons transported in any one private vehicle may not exceed the passenger capacity rating of that vehicle (i.e. the number of seat belts provided in the vehicle.)
4. The private vehicle's liability insurance shall be primary or first loss insurance.
5. The Division will provide insurance coverage in excess of the primary or first loss insurance.
6. To the extent reasonably possible, the Principal will ensure that the parent or adult driving is a responsible and careful driver.
7. The driver of a private vehicle shall provide written proof that their insurance is in full force and effect for each year. This shall be done through a Certificate of Insurance from their insurance company that specifies the insurance coverage and ensures that there exists a provision of notice to the Division from the Insurer in the event of the cancellation of coverage or other material change in coverage.
8. It is understood that any honorarium, mileage fee or other payment for service provided under conditions described in this administrative procedure is only for the purposes of covering expenses incurred by the driver of a private vehicle. The driver of a private vehicle shall provide written proof that their Insurance company has been advised that they will be using their vehicle for business, that is, they will be receiving an honorarium, a mileage fee, or other payment for the service provided. This is required to ensure that the acceptance of an honorarium, mileage fee or other payment does not constitute a "Material Change of Risk" to the insurance company and thereby render the insurance policy void. Employees transporting students in their private vehicle as part of their regular job assignment must have a Class 4 operator's license.

9. The Principal must inform the parents of the mode of transportation to be used.

Reference: Section 60, School Act

Adopted: August 2004

Revised: August 2009