

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Background

The Division does not encourage the transportation of students in private vehicles for school activities but recognizes that from time to time emergency situations or unusual circumstances may require the use of private vehicles.

Procedures

1. Approval procedures and transportation requisition procedures are required for the use of private vehicles for Division approved field trips. For the purposes of this Administrative Procedure the Principal will be responsible for any school-based activities.
 - 1.1 All transportation of students for Division approved field trips and any emergency will be approved and authorized by the Principal.
 - 1.2 Prior to the approval by the Principal of a driver of a private vehicle that is transporting students involved in school sponsored activities, the driver will complete the Driver Information Form (Form 565-01) and the Driver's License Abstract Release Form (Form 565-02) and through such documents Principals will assure themselves that the driver has an acceptable driving record and has the required class of Driver's License.
 - 1.3 The Principal must be assured that the private vehicle meets acceptable safety standards. The means of determining the safety of a private vehicle will be determined by the Principal.
 - 1.3.1 For vans or buses owned by registered clubs or societies, the safety standards required for the operation of a school bus under the Traffic Safety Act will be the standard required. This includes registration with the Motor Transport Board for operating authority.
 - 1.3.2 Documentation that the vehicle meets the requirements will be on file with the principal prior to the use of such a vehicle to transport students.
 - 1.4 The Principal will ensure that the private vehicle being used to transport students has adequate insurance coverage.
 - 1.4.1 A minimum personal liability coverage of two million dollars (\$2,000,000.00) must be carried on each private vehicle used to transport students.
 - 1.4.2 The driver of a private vehicle will provide written proof that their insurance is in full force and effect for each year. This will be done by means of:
 - 1.4.2.1 A photocopy of the vehicle registration and/or automobile insurance policy; and
 - 1.4.2.2 A signed statement indicating that they have insurance coverage in effect to the extent required by the Division.
 - 1.4.3 The driver of a private vehicle will 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.

- 1.5 Principals may request criminal record checks or child intervention record checks as deemed appropriate.
2. The use of private vehicles for transporting students on approved, school-sponsored activities is discouraged and will be done only when Division or commercial sources of transportation are not available or not feasible.
 - 2.1 Students participating in Division approved field trips will be transported in school-approved transportation or by their own parents.
 - 2.2 Parents will advise the principal in advance if the student is not traveling to the activity with the rest of the students.
 - 2.3 Students who disregard this provision will be prohibited from participating in the activity.
3. Division safety rules as expressed in Administrative Procedure 562 – Transportation Safety are mandatory.
4. Parental approval of the use of a private vehicle to transport their child on an approved, school-sponsored activity is essential. In an emergency situation, the decision of the principal will prevail.
 - 4.1 When private vehicles are used to transport students on Division approved field trips, a parental consent form (**Form 565-03 Parental Consent**) signed by the parents must be obtained for each student.
 - 4.2 One (1) consent form could cover a series of trips.
 - 4.3 The method of transportation and the driver(s), if known, is to be indicated on the parental consent form.
5. Provision will be made within the school or at other student sites for the emergency transportation of students in private vehicles should the situation require that type of transportation as provided in Administrative Procedure 315 Appendix – Transportation of Ill or Injured Students.
 - 5.1 The Principal will make provision for and authorize one (1) or more private vehicles, on an ongoing basis, consistent with the preceding authorization procedures of this Administrative Procedure, for the emergency transport of ill or injured students to an appropriate treatment centre.
6. 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 purpose of covering expenses incurred by the driver of the private vehicle.
7. Vans or buses owned by any group registered under the Societies Act that are not registered as commercial vehicles will be considered as private vehicles if used to transport students.

Reference: Section 11,32,33,52,53,59,68,197,222,225 Education Act
Societies Act
Traffic Safety Act
School Transportation Regulation 96/2019 (amended AR 197/2000)
Use of Highway and Rules of the Road Regulation 304/2002
Section 569, Insurance Act

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