

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

TRANSPORTATION OF STUDENTS FOR CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	PROCEDURES
EFFECTIVE: 2000 12 01 / 2004 09 01 / 2007 04 24 / 2016 10 25	

ADMINISTRATIVE PROCEDURES:

DEFINITIONS

A “trip driver” is any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

RESPONSIBILITIES

1. The Principal will:

- Ensure that all staff are aware of the requirements of this policy and procedure and review the procedure on a yearly basis with staff.
- Approve each volunteer adult driver. Principals must adhere to Section D – Staff and Volunteers Volunteer Policy.
- Ensure that adult volunteers, teachers and other employees who use their personal vehicles for transporting students carry Third Party Liability Insurance, as recommended by OSBIE, and hold a valid Ontario Driver’s License.
- Ensure that the Adult Volunteer Driver – Authorization To Transport Students form (Appendix A), is completed by all drivers using personal vehicles to transport students. **Administrators shall retain the forms for a period not less than one year.**
- Ensure that all rented vehicles meet the requirements of this policy and its procedures.

2. The sponsor/coach of the activity or event will:

- Ensure that all volunteer drivers have completed the appropriate forms.
- Keep a list of volunteer drivers with the passengers assigned to each for each event or activity.
- Ensure that parents/guardians are aware that volunteer drivers will be used to transport students to/from the event or activity and that the required permission forms are signed.

EXPECTATIONS

1. A volunteer driver:

- Must be twenty-one (21) years of age or older and should be a parent or guardian or family member of a student participating in the activity, or a Board employee.
- Will, during the performance of their duties, be subject to the terms and conditions of Board Policies and other pertinent legislation.
- Volunteer drivers are subject to the same due diligence regarding student safety and supervision as employees.
- Volunteer drivers must adhere to the Volunteer Policy Section D and are prohibited from the use of tobacco and alcohol while acting as a volunteer driver.
- Must have:
 - a. completed, signed “Authorization Form”
 - b. a valid Province of Ontario Driver’s Licence

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- c. a minimum of \$1,000,000.00 liability insurance coverage (Drivers must ensure that they are covered for travel in the United States if applicable.)
 - ❑ Will not be financially compensated by the Board or by individual schools to for their participation as a volunteer driver.
 - ❑ Must inform the Principal or his/her designate immediately should a vehicle become disabled or involved in an accident during transport.
2. Students possessing a valid Province of Ontario Driver's Licence will:
 - ❑ Be permitted to drive a private vehicle to a school activity unaccompanied by other students with appropriate signed permission from parent or guardian.Appropriate signed permission:
 - ❑ Students under the age of 18 must have signed permission by parent/guardian who is registered owner of the vehicle.
 - ❑ Students over 18 years of age may sign the permission form, but must have signed permission from the owner of the vehicle if they are not the registered owner.

Transportation of Early Years and Primary Divisions Students

1. Transportation of Early Years and Primary Divisions students whenever possible should be provided by bus.
2. Transportation of Early Years and Primary Division students by Volunteer Drivers:
 - ❑ Booster seats are required for children who weigh 18 kg or more but less than 36 kg (approximately 40–80 pounds), and have a standing height of less than 145 cm (4'9"), and are under 8 years of age (a booster seat is not mandatory for a child after turning 8 years of age).
 - ❑ No child (under 12) travels in a seat where an airbag might deploy; and
 - ❑ Each child must be secured by an appropriate seatbelt.

Rental Vehicles

1. Authorized staff members only are allowed to rent vehicles on behalf of the school, for the purpose of transporting students for extra-curricular activities. Vehicles must be rented in the name of the School Board - not the school or the individual.
2. Rented vehicles such as vans are to be driven by authorized staff members only.
THE USE OF 15 SEAT VANS IS PROHIBITED
3. Students are not authorized to rent vehicles.
4. Public liability and property damage insurance must be taken from the rental agency at the time of rental and is part of the cost of rental.
5. Seating capacity is the key determinant for driver licensing requirements, not the number of passengers actually being carried.
6. The cost of rental vehicles shall be the responsibility of the individual school, unless otherwise authorized by a Superintendent, for charging against the school field trip budget.

Board-Owned Vehicles

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1. Schools must have Board approval to purchase and operate a vehicle.
2. Schools with Board owned vehicles must comply with Vehicle Requirements per the Highway Traffic Act including Safety Inspection Stickers and Log Books.
3. Only authorized staff members or principal approved volunteers shall operate Board-owned vehicles.

Students are not authorized to drive Board-owned vehicles.

Licensing and Vehicle Requirements Chart

THE USE OF 15 SEAT VANS IS PROHIBITED

Status of Vehicles	Passenger Capacity	Minimum Driver Licence	School Purpose Vehicle Requirements as per Highway Traffic Act
Rental vehicle, Owned by Board, Operated under Contract	1 to 5	G	- NONE
Rental Vehicle, Owned by Board, Operated Under Contract	6 to 9	G	- Safety Inspection Sticker - Log Book - Other Regulations per Reg. 483 (611)
Rental Vehicle. Owned by Board, Operated under Contract	10 to 24	E	- As per School Purpose Bus regulations under the Highway Traffic Act
Volunteers, Teachers, Employees	1 to 5	G	- NONE
Volunteers, Teachers, Employees, NO CONTRACT	6 to 11	G	- NONE
Volunteers, Teachers, Employees, NO CONTRACT	12 to 24	F	- As per Highway Traffic Act "f" or this type of vehicle

ADDITIONAL INFORMATION

Employees of the Board who volunteer to transport students in their private vehicles will be subject to the same terms and conditions as non-employee volunteers.

The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

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APPENDIX A

**ADULT VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS
Part A**

This will authorize _____
(Name of teacher or other adult volunteer driver)

1. To transport students participating in the events listed on the attached school schedule,
OR
2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENSE # _____

NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation
- B) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business
- C) Be aware that the Board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted
- D) Be aware that any damage to the adult volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance
- E) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

N.B. A "trip driver" is any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario and my vehicle is insured by a valid automobile liability insurance as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I declare that I have read and understand the Transportation of Students for Curricular and Extra Curricular Activities.

Signature

Date

DECLARATION TO BE SIGNED BY THE OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare that the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

Date

School Name

Principal's Signature

See Part B
(on back)

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Adult Volunteer Driver – Authorization to Transport Students continued.

Part B

SUMMARY OF INSURANCE

1. Volunteer Supervisor on Premises

The Board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

2. Adult Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by an adult volunteer or any other Board employee for approved school activities, the Board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the Board's insurance for damage to an adult volunteer's or employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3. Personal Automobile Insurance Coverage

For the personal protection of adult volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Adult volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier. Drivers must ensure that they are covered for travel in the United States if applicable.