

## **TRANSPORTATION IN PRIVATE VEHICLES (FIELD & EXTRACURRICULAR TRIPS)**

### **Background**

When it becomes necessary for students to take part in school approved field trips or extracurricular trips away from the home school, the Division permits the transportation of students in privately owned vehicles.

With the exception of trips of an emergency nature, prior approval from the School Administrator(s) must be obtained for the transportation of students in privately owned vehicles.

### **Procedures**

1. Before privately owned vehicles are used to transport students, the following conditions will have been met:
  - 1.1 School bus transportation is not feasible or economical,
  - 1.2 Adequate measures are established for the safety of students,
  - 1.3 Adequate insurance coverage is in place on the vehicle in question, and
  - 1.4 Drivers who meet the required criteria are assigned.
2. Adults who are assigned as drivers must:
  - 2.1 Be over the age of 18,
  - 2.2 NOT be a student at the school,
  - 2.3 Have at least 5 years of driving experience,
  - 2.4 Not have more than 4 demerits on their Driver Abstract, and
  - 2.5 Be in possession of a valid Operator's Licence.
3. Under no circumstance are students to be transported in a 15 passenger van.
4. All volunteer drivers must submit annually to the School Administrator(s) the following:
  - 4.1 Signed Form 559-1 'Transportation in Private Vehicles' (approved by the school),
  - 4.2 Signed waiver authorizing the division to obtain a current Driver Abstract,
  - 4.3 Photocopy of their valid Operator's Licence, and
  - 4.4 Proof of public liability coverage (minimum \$2,000,000); attach to Form 559-1.
5. Approval will be required to be renewed annually.
6. School Administrator(s) must note insurance liability coverage expiry dates and ensure coverage is up-to-date prior to the driver volunteering for the field/extracurricular trip.
7. Persons registering with the school to transport students in accordance with this administrative procedure must ensure that they have informed their insurance company as to their involvement with transportation of students to determine if their private insurer requires anything special with respect to coverage or licensing.

8. Children can only be transported in a privately owned vehicle if the vehicle is equipped with a Canadian Standards Association (CSA) approved child restraint seating assembly (car seat) or seat belt assembly, suitable for each child who will be a passenger, with respect to each child and their age, weight, and height.
9. The number of students assigned to ride in a privately owned vehicle must be such that a seat belt is available for the driver and each passenger.
10. The School Administrator(s) must approve use of private vehicles and shall log a record of all such use.
11. The school may provide compensation for kilometerage and expenses incurred.
12. The Division will reimburse staff, at a Board established rate, for transportation costs when a personal vehicle is used to transport students in the event of an emergency.

Reference: Section 12, 45, 51, 52, 60, 61, 113, 117, School Act  
Traffic Safety Act  
School Bus Operation Regulation  
Student Transportation Regulation 250/98 (amended AR 197/2000)

Forms: 559-1 Transportation in Private Vehicles (Field & Extracurricular Trips)

Amended: September 2016