

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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| <b>SECTION:</b>   | 500 – BUSINESS PROCEDURES                            | <b>CODE:</b> | AP 553 |
| <b>PROCEDURE:</b> | <b>VOLUNTEER DRIVERS &amp; PRIVATE VEHICLE USAGE</b> |              |        |

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### **BACKGROUND**

The Division expects that where possible students will be transported by school bus, taxi or their parents to and from school or to and from school sponsored activities.

The Division recognizes that it is not always possible to provide bus or van rental transportation services and that private vehicles may need to be used for curricular and extracurricular activities.

The Division recognizes that the safety of students while being transported in private vehicles on curricular or extracurricular activities is a high priority and has therefore established the following procedures that are to be enforced with the strictest priority and adherence.

The following procedures are to be followed when transporting students to and from a school or a school activity conducted within an approved curricular or an extracurricular program.

### **PROCEDURES**

The Principal shall ensure that the following procedures are adhered to and that the volunteer drivers are aware of the requirements listed below:

1. The Principal or designate is responsible for the management of all student activities and for reviewing the appropriateness of each student activity, and supervision and safety of the participants.
2. The Principal shall designate a supervisor to assume overall responsibility for arrangements and supervision of the travel and activity. The supervisor would normally be the classroom teacher, coach or activity sponsor.
3. A passenger list for each vehicle must be available in the school and carried with the supervisor.
4. The Principal must give prior approval to a teacher, parent, guardian, other employee of the Board, or another adult to use their private vehicle to transport students for school related activities. The Principal:
  - 4.1 May request the volunteer driver to provide a copy of his or her current driver's license
  - 4.2 Shall ensure that the volunteer driver is at least twenty-one (21) years of age and is not a secondary student for trips where highway travel is required.

- 4.3 May approve the use of student drivers for activities within the city limits.
5. The supervisor will:
  - 5.1 Ensure that all drivers are first approved by the Principal
  - 5.2 Ensure that the number of persons being carried in a given passenger vehicle shall not exceed the normal carrying capacity of that vehicle and that there is a seat belt for each person in the vehicle;
  - 5.3 Where possible, arrange for the transportation of students using a caravan system; and
  - 5.4 In the case where bad weather is likely to cause adverse driving conditions, check with police and/or highway authorities with respect to driving conditions to determine whether to proceed with the trip or not. If still unsure the supervisor is to consult with the Principal. The decision is to be made on the side of caution.
6. Volunteer drivers:
  - 6.1 Shall ensure that the vehicle is properly licensed;
  - 6.2 Shall ensure that, to the best of his or her knowledge, the motor vehicle is in good mechanical condition;
  - 6.3 Shall ensure that the number of persons being carried in their vehicle does not exceed the normal carrying capacity and that there is a seat belt for each person in the vehicle;
  - 6.4 Shall ensure that all passengers are secured in a seat belt when travelling;
  - 6.5 Shall upon request provide a copy of his or her current driver's license to the Principal;
  - 6.6 Must not at any time during his or her performance as a volunteer driver, consume any alcoholic beverages or use any restricted substances; and
  - 6.7 Must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
7. Drivers of private vehicles must be advised by the Principal that:
  - 7.1 The Division maintains a non-owned vehicles liability insurance coverage that is over and above the owner's policy;
  - 7.2 The completion and submission of the Volunteer Automotive Driver Application Form (Form 553.1) is required. A copy of the form is included in the Forms Manual; and
  - 7.3 All drivers of students who require compensation for transportation services require the possession of a class 4, class 2, or class 1 license.

8. The Division will provide liability insurance, in excess of the vehicle owner's personal limit, for school approved activities.
9. The Division does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act  
Highways and Transportation Act  
Highway Traffic Act

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