

Administrative Procedure 602 TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

Students are usually transported by school bus, taxi or their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles.

Procedures

1. The Principal may authorize in writing the use of private vehicles to transport students under the following conditions:
 - 1.1 School bus, taxi or parental transport is not feasible nor available for the particular activity;
 - 1.2 The driver of the vehicle is a responsible adult and possesses a valid driver's license;
 - 1.3 Adequate Insurance coverage on the vehicle is maintained and the details of the coverage are filed with the Principal.
 - 1.4 Adequate measures are established to ensure student safety.
2. Drivers of private vehicles must be advised by the Principal that:
 - 2.1 Primary insurance coverage must provide a minimum of \$2,000,000 in liability;
 - 2.2 Drivers who transport students are aware that their insurance coverage is always primary or first loss insurance. Drivers must also advise their insurance company they will occasionally be transporting students;
 - 2.3 The completion and submission of Form 433-3 Volunteer Driver Authorization to the Principal is required.
3. A Class 5 License may be considered for staff, parents or volunteers for the transportation of students on an occasional basis when:
 - 3.1 Payment on a per-kilometer basis at a rate not exceeding the tax exempt allowance paid to employees;
 - 3.2 Reimbursement for out of pocket expenses; or
 - 3.3 In the case where the operator is a party to an agreement to provide transportation only to the operator's family members, members of the operator's household, or persons for whom the operator is a legal guardian, compensation will provided for transportation only to those persons.
4. Whereby job duties include transporting students, staff members are required to

possess a valid Class 1, Class 2 or Class 4 license in order to transport students in their private vehicle.

5. In the case of exceptional circumstance, a student may use a private vehicle to attend a co / extra-curricular activity, at the discretion of the principal.
6. The principal is responsible to provide information to parents and students regarding the transportation of students in private vehicles.
7. Passenger loads shall not exceed those permitted by law and by insurance for the specific vehicle involved and shall carry no more than the number of passengers for which seat belts are required.
8. Staff, parents or volunteers driving with a Class 5 license, may not drive a vehicle that has a seating capacity of more than 15 passengers, as indicated in the Class 5 license specification.
9. Drivers transporting students have final responsibility in their decision as to driving when weather or road conditions are dangerous.

Reviewed/Revised: September 2016 April 2020

Reference: Section 197, 59, 59.1, 53, 52, 232 Education Act
 Traffic Safety Act
 Commercial Vehicle Safety Regulation AR 78/13
 Student Transportation Regulation 250/98 (Amended AR 125/05)
 Use of Highway and Rules of the Road Regulation 304/02
 Vehicle Equipment Regulation 122/09