

Administrative Procedure 602 TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

As a Catholic school community, East Central Alberta Catholic Schools shares responsibility for the safety and well-being of students with parents, staff, parish, and the wider community. 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. Where private vehicles are used, the safety of students remains the Division's first priority.

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, is a minimum of twenty-one (21) years of age, and possesses a valid driver's license appropriate to the vehicle being operated. Drivers holding a Graduated Driver's License (GDL) shall not be permitted to transport students;
 - 1.3 The driver provides a driver's abstract dated within the past twelve (12) months, which is reviewed by the Principal to confirm the driver has a satisfactory driving record and is kept on file at the school;
 - 1.4 Volunteer drivers provide a Criminal Record Check with Vulnerable Sector Check, dated within six (6) months of the start of their volunteer placement. This check remains valid for three (3) years from its date of issue, after which a new check must be obtained;
 - 1.5 Adequate insurance coverage on the vehicle is maintained and the details of the coverage are filed with the Principal;
 - 1.6 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 third-party liability;
 - 2.2 Drivers who transport students must be aware that their insurance coverage is always primary or first loss insurance, and that they must advise their insurance company that they will occasionally be transporting students;
 - 2.3 The vehicle must be reliable and roadworthy, in good mechanical condition, with no known issues that could affect its safe operation.
 - 2.4 Any damage to the vehicle, including the owner's, is the responsibility of the vehicle owner and not the Division;

- 2.5 The completion and submission of Form 433-3 Volunteer Driver Authorization to the Principal, together with proof of insurance, is required prior to the trip. Authorization must be renewed annually, with an updated driver's abstract provided at each renewal. The Criminal Record Check with Vulnerable Sector Check remains valid for three (3) years from its date of issue and must be renewed upon expiry.
3. Parents/guardians shall be notified in writing prior to a student being transported in a private vehicle, including the name of the driver, except in emergency situations.
 4. Students shall not be permitted to transport other students in a private vehicle to or from any school-sponsored or school-related activity, except where the parents/guardians of siblings participating in the same activity have completed a Sibling Self-Transportation Agreement on file with the Principal.
 5. The use of 15-passenger vans is prohibited for the transportation of students on any school-related activity.
 6. A Class 5 License may be considered for staff, parents or volunteers for the transportation of students on an occasional basis when:
 - 6.1 Payment is made on a per-kilometer basis at a rate not exceeding the tax-exempt allowance paid to employees who are coaching and/or supervising;
 - 6.2 Reimbursement is for out-of-pocket expenses only; or
 - 6.3 The operator is 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, in which case compensation will be provided for transportation only to those persons.
 7. Where 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.
 8. In the case of exceptional circumstances, and at the discretion of the Principal, a student may use a private vehicle to attend a co-curricular or extra-curricular activity, provided written parental permission has been obtained in advance.
 9. The Principal is responsible for providing information to parents and students regarding the mode of transportation, including the use of private vehicles, for any school-related activity.
 10. Passenger loads, including the driver, shall not exceed the insured passenger capacity rating of the vehicle (i.e., the number of seat belts available in the vehicle) and shall not exceed those permitted by law and by insurance for the specific vehicle involved.
 11. Any student who is under six (6) years of age or weighs less than eighteen (18) kilograms (40 lbs.) must be secured in an appropriately installed child safety seat in accordance with the Traffic Safety Act.
 12. Staff, parents or volunteers driving with a Class 5 license may not drive a vehicle with a seating capacity of more than fifteen (15) passengers, as indicated in the Class 5 license specification.

13. When a rental vehicle is used to transport students, the driver must possess the correct class of license required to legally operate that vehicle.
14. Drivers transporting students have final responsibility in their decision as to whether to drive when weather or road conditions are dangerous.
15. Any accident involving the transportation of students in a private vehicle must be reported immediately to the Principal, who shall in turn notify the Superintendent.
16. The Principal shall maintain a record of all private vehicle use for student transportation, including driver authorization forms, proof of insurance, and driver's abstracts/Criminal Record Checks, on file at the school for a minimum of three (3) years following the activity, unless a specific incident or litigation requires a longer retention period.

Reviewed/Revised: September 2016, April 2020, June 2026

Reference:

Section 11, 33, 52, 53, 59, 59.1, 197, 222, 225, 232 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation AR 121/2009
Student Transportation Regulation 96/2019 (Amended AR 76/2022)
Use of Highway and Rules of the Road Regulation 304/2002 (Amended AR 212/2020)
Vehicle Equipment Regulation 122/2009 (Amended AR 168/2022)

Forms:

433-3 Volunteer Driver Authorization
Sibling Self-Transportation Agreement