
ELK ISLAND CATHOLIC S.R.D. NO. 41

LEGAL REFERENCES: *School Act*, Section 44

CROSS REFERENCE: EI, Insurance

CODE: EEAE-Policy

TITLE: Student Transportation in
Private Vehicles

ADOPTION DATE: February 7, 2001

REVISION DATE:

The Board believes that students should be transported to and from school or to and from school sponsored activities by school bus, taxi or their parents. Occasionally, however, special circumstances do warrant Division employees transporting students in privately owned vehicles.

The Board authorizes the transportation of students in privately owned vehicles in special circumstances.

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LEGAL REFERENCES: <i>School Act</i> , Section 44	TITLE: Student Transportation in Private Vehicles (Page 1 of 2)
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	REVISION DATE: December 3, 2008

1. The principal may authorize the use of private vehicles to transport students provided:
 - 1.1 School bus, taxi or parental transport of the student is not feasible;
 - 1.2 Adequate measures are established to ensure student safety;
 - 1.3 Adequate insurance coverage on the vehicle is maintained;
 - 1.4 Responsible persons over 21 years of age are assigned as drivers; and
 - 1.5 Drivers shall not be paid for their services.

2. When private vehicles are being used to transport students, the following conditions must be adhered to:
 - 2.1 The principal or designate of the school must authorize the use of a private vehicle, in writing;
 - 2.2 Details of the vehicle insurance coverage should be filed with the principal;
 - 2.3 Owners of private vehicles used for school-related field trips must have their vehicle insured. The Board recommends a liability insurance limit of two million (\$2,000,000.00) be placed on vehicles used for school trips. Proof of insurance must be presented to the supervising teacher prior to the field trip.

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- 2.1 Owners of private vehicles in excess of 13 passengers must have public vehicle insurance and the necessary licensing coverage.
- 2.2 Owners of private vehicles used for field trips will be responsible for any liability claims that may result from such use.
- 2.3 Drivers who transport students are to be advised that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students they shall so advise their insurance company.
- 2.4 Division non-owned vehicle liability insurance shall provide coverage over and above the owner's policy. This secondary coverage covers the driver only while transporting students and/or approved supervisors on authorized school trips and applies only to claims advanced on behalf of the student(s) and/or approved supervisor(s).
- 2.5 Parents shall be notified in writing that a private vehicle will be used to transport their child and will be given the name of the driver.
- 2.6 Only in exceptional circumstances should students be sent on errands that require the use of a private vehicle. Before granting permission, proof of proper insurance endorsement (i.e., coverage for a young driver) must be provided. Where permission is granted, student passengers shall not be allowed. The form in Exhibit 1 shall be completed prior to the trip and kept on file at the school.

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES: <i>School Act</i>, Section 44</p> <p>CROSS REFERENCE:</p>	<p>CODE: EEA-Exhibit 1</p> <p>TITLE: Student Transportation in Private Vehicles</p> <p>ADOPTION DATE: February 7, 2001</p> <p>REVISION DATE: December 3, 2008</p>
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Elk Island Catholic Separate Regional School Division # 41

I, _____ of the City/Town of _____, in the Province of Alberta confirm to the Board of Elk Island Catholic Schools that:

1. I possess a valid Alberta drivers license.
2. The vehicle that I use to transport students from time to time will be properly maintained and will meet all requirements of all laws respecting motor vehicles in force in the Province of Alberta.
3. That the vehicle is insured with the _____ insurance company in the amount of TWO MILLION (\$2,000,000.00) DOLLARS for Public Liability and Property Damage Insurance per occurrence.
4. I have advised my insurance company of my volunteer driving and I agree to provide a copy of my letter to the insurers notifying them of this, which will be attached to this document. I have at least five (5) years driving experience.
5. I will not transport more students than there are placed in the vehicle equipped with seat belts.
6. I will require passengers to wear seat belts in a proper manner at all time.
7. That I will convey students to and from any activities as may be agreed in a safe manner.

I make the foregoing declarations knowing they are of the same force and effect as if made under the provisions of the Canada and Alberta *Evidence Acts*

Signature of Volunteer Driver

Date

ELK ISLAND CATHOLIC S.R.D. NO. 41	CODE: EEAE-Exhibit 2
LEGAL REFERENCES: <i>School Act</i> , Section 44	TITLE: Student Transportation in Private Vehicles
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Gentlemen:

RE: INSURANCE POLICY NO.

Please file with the Principal a certificate of insurance showing the amount of carried public liability (or a copy of insurance policy) under the above mentioned policy, and confirmation that the policy is fully in effect.

I understand that there will be no fee or charge for this service, and that I cannot cancel this policy nor have it expire without prior notice having been sent to the Division.

Please send this information to:

Yours truly,

Policy Holder