

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

### **Background**

Ideally, students are to 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.

Responsible adults are authorized to transport of students in privately owned vehicles in special circumstances. Prior to any responsible adult transporting students, Form 552-1 Volunteer Driver Declaration and Authorization must be completed in full and submitted to the Principal.

### **Procedures**

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 twenty-one (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 are to be filed with the Principal;
  - 2.3 Owners of private vehicles used for school-related field trips must have their vehicle insured. The Division recommends a liability insurance limit of two million dollars (\$2,000,000.00) be placed on vehicles used for school trips.
    - 2.3.1 Proof of insurance must be presented to the supervising teacher prior to the field trip.
3. Owners of private vehicles in excess of thirteen (13) passengers must have public vehicle insurance and the necessary licensing coverage.
4. Owners of private vehicles used for field trips will be responsible for any liability claims that may result from such use.

5. 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.
6. 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).
7. 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.
8. Only in exceptional circumstances are students to be sent on errands that require the use of a private vehicle.
  - 8.1 Before granting permission, proof of proper insurance endorsement (i.e., coverage for a young driver) must be provided.
  - 8.2 Where permission is granted, student passengers shall not be allowed.
  - 8.3 Form 552-1 Volunteer Driver Declaration and Authorization must be kept on file at the school.

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended A.R. 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009