



ADMINISTRATIVE PROCEDURE 552

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Background

The Division does not encourage the transportation of students in private vehicles for school activities but recognizes that from time to time emergency situations or unusual circumstances may require the use of private vehicles.

Procedures

1. Approval procedures and transportation requisition procedures are required for the use of private vehicles for Division approved field trips. For the purposes of this administrative procedure the Principal shall be responsible for any school-based activities.
 - 1.1 All transportation of students for Division approved field trips and any emergency shall be approved and authorized by the Principal.
 - 1.2 Prior to the approval by the Principal of a driver of a private vehicle that is transporting students involved in school sponsored activities, the driver shall complete the Driver Information Form (Form 552-01) and the Driver's License Abstract Release Form (Form 552-02) and through such documents Principals shall assure themselves that the driver has an acceptable driving record and has the required class of Driver's License.
 - 1.3 The Principal must be assured that the private vehicle meets acceptable safety standards. The means of determining the safety of a private vehicle shall be determined by the Principal. For vans or buses owned by registered clubs or societies, the safety standards required for the operation of a school bus under the Traffic Safety Act shall be the standard required. This includes registration with the Motor Transport Board for operating authority. Documentation that the vehicle meets the requirements shall be on file with the Principal prior to the use of such a vehicle to transport students.
 - 1.4 The Principal shall ensure that the private vehicle being used to transport students has adequate insurance coverage.
 - 1.4.1 A minimum personal liability coverage of \$1,000,000.00 must be carried on each private vehicle used to transport students.
 - 1.4.2 The driver of a private vehicle shall provide written proof that their insurance is in full force and effect for each year. This shall be done by means of:

- 1.4.2.1 A photocopy of the driver's pink card and/or automobile insurance policy; and
 - 1.4.2.2 A signed statement indicating that they have insurance coverage in effect to the extent required by the Division.
 - 1.4.3 The driver of a private vehicle shall provide written proof that their Insurance company has been advised that they will be using their vehicle for business, that is, they will be receiving an honorarium, a mileage fee, or other payment for the service provided. This is required to ensure that the acceptance of an honorarium, mileage fee or other payment does not constitute a "Material Change of Risk" to the insurance company and thereby render the insurance policy void.
 - 1.5 No person who is 67 years of age or older shall drive a vehicle transporting Grande Yellowhead Public School Division students while on a co-curricular or an extra-curricular field trip.
2. The use of private vehicles for transporting students on approved, school-sponsored activities is discouraged and shall be done only when Division or commercial sources of transportation are not available or not feasible.
 - 2.1 Students participating in Division approved field trips shall be transported in school-approved transportation or by their own parents. Parents shall advise the Principal in advance if the student is not traveling to the activity with the rest of the students. Students who disregard this provision shall be prohibited from participating in the activity.
3. Division safety rules as expressed in Administrative Procedure 550 - Transportation Safety are mandatory.
 4. Parental approval of the use of a private vehicle to transport their child on an approved, school-sponsored activity is essential. In an emergency situation, the decision of the Principal shall prevail.
 - 4.1 When private vehicles are used to transport students on Division approved field trips, a parental consent form signed by the parents or guardians must be obtained for each student. One consent form could cover a series of trips. The method of transportation and the driver(s), if known, should be indicated on the parental consent form.
5. Provision shall be made within the school or at other student sites for the emergency transportation of students in private vehicles should the situation require that type of transportation as provided in Administrative Procedure 553 - Transportation of Ill or Injured Students.
 - 5.1 The Principal shall make provision for and authorize one or more private vehicles, on an ongoing basis, consistent with the preceding authorization procedures of this administrative procedure, for the emergency transport of ill or injured students to an appropriate treatment centre.

6. It is understood that any honorarium, mileage fee, or other payment for service provided under conditions described in this administrative procedure is only for the purpose of covering expenses incurred by the driver of the private vehicle.
7. Vans or buses owned by any group registered under the Societies Act that are not registered as commercial vehicles will be considered as private vehicles if used to transport students.

Reference: Section 51, 60, 61, 113 School Act
Traffic Safety Act

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