



**Students being transported in a private vehicle by an employee or volunteer**

Transportation is approved when the following guidelines have been met:

1. Permission has been granted in writing by the Principal.
2. Written permission has been provided by the parents of the students being transported. (Does not apply to independent students.)
3. The driver of the vehicle is a minimum of twenty-one years of age and holds a valid Class 5 (or equivalent) driving license.
4. There is written proof the vehicle is covered by a minimum \$1,000,000.00 third party liability insurance and that the insurance company has been informed of the intended use.
5. Privately owned 15-passenger vans will not be used to transport students.
6. Any vehicle being used to transport a student who is under six years of age or less than 18 kilograms weight, must have an appropriately installed car seat and tether system. The driver must correctly secure the student in the car seat.

Drivers must drive safely in accordance with the requirements of the Traffic Safety Act and Municipal Traffic Bylaws and must advise the Principal of any suspensions of their licenses, if they have more than six (6) demerit points on their abstract, or changes in the status of their insurance coverage.

**PARENT PERMISSION**

I have read the preceding information and I hereby give my permission for \_\_\_\_\_ to be transported to any school-related activity in a private vehicle driven by an employee or volunteer.

I understand that approval in writing must also be given by the Principal.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Daytime Telephone Number*