

# POLICY

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No. C.1

## USE OF PRIVATE VEHICLES FOR TRANSPORTATION OF STUDENTS

*Adopted: 82-01-13  
Amended: 87-06-09  
Amended: 94-06-13  
Amended: 02-03-11  
Amended: 07-01-08  
Amended: 08-04-08  
Amended: 10-12-14  
Amended: 12-01-10  
Reviewed: 13-01-08  
Reviewed: 14-01-13  
Reviewed: 15-02-10  
Reviewed: 15-11-09  
Reviewed: 16-11-14  
Reviewed: 17-11-13*

### **Policy**

The Board of Education encourages the use of school buses to transport students to and from school related activities; however, the Board recognizes that there are occasions for transporting students in privately owned automobiles.

# REGULATION

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### Regulation

1. The Principal may designate a “supervisor” to assume overall responsibility for arrangements and supervision of the travel and activity. The “supervisor” would normally be the classroom teacher, coach, or activity sponsor. If the Principal does not designate someone else to be the supervisor, then the Principal assumes the responsibilities of the supervisor.
2. Drivers under the age of 21, or drivers without a regular Class 5 license or higher license classification, will not be authorized by the Board.
3. The driver must provide an abstract showing them to be free of at-fault accidents and have no record of dangerous or impaired driving. Each school shall maintain a roster of authorized drivers with their vehicle registration number. The Principal will ensure that the Volunteer Driver Application has been completed by each volunteer driver. The volunteer’s driver’s abstract must be considered by the Principal before a volunteer driver is approved and the abstract must remain filed at the school.  
  
The volunteer’s driver’s abstract must be considered by the Principal or "designated supervisor" before a volunteer is approved by the Principal as a volunteer driver. The volunteer’s driver’s license abstract should be a part of the application process and the volunteer is responsible for obtaining the document from the appropriate government office.
4. Vehicles used for student transportation must be rated appropriately and issued with:
  - a. third party and passenger hazard liability insurance in an amount no less than \$2,000,000;
  - b. accident benefits as required by law;
  - c. collision or upset coverage; and,
  - d. comprehensive coverage.
5. In all cases, the vehicle owner’s insurance coverage is the primary or first loss insurance. The owner must advise her/his insurer of the possible use of the automobile in order for the insurer to determine the nature of exposure.
  - a. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
6. The volunteer driver and owner should ensure that to the best of their knowledge, the motor vehicle is in good mechanical condition and is equipped with appropriate tires and safety equipment for road conditions (emergency kits to be provided by the District for extended trips).

# REGULATION

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7. Parents and employees driving on School District business or in connection with school related activities shall ensure that all passengers are wearing seat belts. No child under 13 years of age shall occupy the front passenger seat of a vehicle equipped with an airbag.  
The “supervisor” will ensure that:
  - a. the number of persons being carried in a given passenger vehicle shall not exceed the normal carrying capacity of that vehicle;
  - b. that there is a seat belt for each person in the vehicle; and,
  - c. all children under 13 years of age must ride in the back seat;
  - d. transporting of any child under the age of nine must be done in compliance with the *Motor Vehicle Act*, BC Reg 218/2007, as attached;
  - e. a passenger loading list, including home contact telephone numbers for the passengers is available in the school, carried with “the supervisor” and carried by the driver of each vehicle;
  - f. a visual check confirms that the vehicle is in good mechanical condition.
8. For safety and health reasons, volunteer drivers shall not allow smoking in their vehicles.
9. The driver must not, at any time during his/her performance as a volunteer driver, consume any alcoholic beverages, use any restricted substances or be under the influence of medication which impairs judgement.
10. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
11. Parents or other volunteers using private vehicles must comply with Board Policy D.9, *Criminal Review of Employees, Volunteers, Consultants and Contracted Workers*.
12. Travel expense reimbursement may be made from school funds up to a maximum of District travel rates.