



Policy Section: **School Administration**

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Policy Name: **Use of Privately-Owned Vehicles by Parents, Volunteers and/or Staff to Transport Students**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board to permit the use of privately-owned automobiles for transporting students as outlined in the following guidelines.

Rationale

Occasionally it becomes necessary or advantageous to the Board for employees, parents or volunteers to transport students in privately-owned automobiles.

Guidelines

1. The Board cannot provide primary insurance on vehicles owned by private individuals. It shall be the responsibility of each principal to ensure that any person transporting students on authorized business of the board complies with the following:
 - a) uses a properly licensed and equipped motor vehicle including the appropriate car or booster seat as prescribed by law;
 - b) provides evidence of liability insurance of the type and amount required by the applicable Provincial Acts and Regulations. The Board encourages anyone transporting students to discuss the adequacy of their liability limits with their insurance agent or broker.
 - c) holds a valid driver's licence other than a graduated probationary licence of the classification required for the size of vehicle being used;
 - d) agrees to sign a Declaration verifying the above.
2. Subject to the limits and terms and conditions of its non-owned automobile insurance policy, the Board assumes liability for bodily injury to or the death of any person or damage to property of others imposed by law upon persons operating an automobile on authorized business of the Board.

This assumption of liability is for amounts in excess of the limit of insurance carried by the automobile owner and is subject to the following:

- a) the limit of insurance carried by the Board;
- b) the automobile owner having liability insurance in force;
- c) the continued assumption of this liability by the Board.



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Principals shall ensure that persons transporting students on school sponsored activities are aware of this coverage.

3. Insurance on Personal Vehicles Used for School Trips

If the use of a personal vehicle to transport students to school activities is infrequent or occasional, the personal automobile insurance policy automatically extends coverage to the vehicle owner and authorized drivers.

If the personal vehicle is used regularly to transport students, then the vehicle owner should notify his agent, broker or insurer and ask that a rider be added to the policy to extend coverage for such usage.

4. Vehicle owners and drivers must be advised by the principal or designate that the Ministry of Transportation licensing and inspection requirements for school purposes vehicles apply to the following situations when vehicles are used to transport students to school activities:

- a) the vehicle contains more than 10 seats (including the driver's seat);
- b) the vehicle contains more than 6 seats (including the driver's seat) and the driver receives a mileage payment or other compensation. (Seven-passenger minivans are not subject to school purposes vehicles licensing when no compensation is received by the owner or driver. If compensation is paid, the school purposes vehicles requirements can be avoided by removing one seat.);
- c) the vehicle is leased or rented in the name of the school or school board.

5. Manufacturer's rated capacities will be adhered to with respect to the number of children traveling in each vehicle. The drivers of the vehicles will ensure that each child is wearing a seat belt.

6. Students shall utilize board-provided transportation, if any, on curricular and extra-curricular trips, unless an exception is granted by the adult supervisor in charge of the activity. Students electing to drive personal vehicles in lieu of utilizing board-provided transportation may transport other students only on the written authorization of the school principal or designate.