

# **School District No. 22 (Vernon)**

# **PROCEDURE**

**Please file in By-Laws, Policy & Procedure Manual**

**No. PR 9.8.1**

Adopted: 20 Feb. 2007

## **STUDENT TRAVEL**

### **Use of Private Vehicles**

1. The school principal is authorized to approve the use of privately owned motor vehicles for the conveyance of students to and from activities associated with curricular and extra-curricular education programs that have been approved in accordance with School Board Policy. NO privately owned motor vehicle might be used to transport students unless the school principal has given such approval.
2. The school principal shall first be satisfied that:
  - a. The driver is a responsible adult holding a valid license to drive the particular vehicle being used. An adult person is one not less than nineteen (19) years of age who is not a student in the public or independent school system and who has provided both a criminal record check and the driver's license search during the current school year.
  - b. The vehicle must be insured with a minimum of one million dollars (\$1,000,000) of liability insurance.
  - c. The vehicle must be of safe operating condition with adequate seat belts.
  - d. A passenger list must be left with the school office.
  - e. Students travelling by private vehicle must return in the same vehicle, unless picked up a parent or guardian.
3. The school principal shall obtain, in writing, the consent of the parent or guardian of each student being transported, except in circumstances in which the time available makes it impossible to obtain this consent.
4. Subject to the availability of funds in the school's budget allocation for the appropriate transportation account, the school principal may approve payment of a mileage allowance for the use of the privately owned motor vehicle in accordance with the School Board Policy governing the payment of such allowances to employees. Approval may also be given if the school undertakes to reimburse the School District from school funds.
5. When an employee or volunteer driver is authorized to use their own or borrowed vehicle for a school authorized filed trip, the employee or volunteer driver is required to have a minimum of \$1,000,000 of liability coverage. When the field trip is school

authorized and the employee or volunteer driver is authorized to use their own or borrowed vehicle, the Schools Protection Program will provide liability coverage in excess of \$1,000,000.

This insurance is excess to the limits of liability set out in the Owner's Certificate of Insurance issued by the Insurance Corporation of British Columbia and any other valid insurance certificate or policy issued in respect of the motor vehicle owned and operated by the administrator, teacher, other employee, parent or volunteer who is afforded indemnity by this excess insurance.

There are two possible circumstances, which will disqualify the driver and/or vehicle owner under the Program.

1. Where the vehicle is used for a purpose other than what it is insured for under ICBC.
2. When the vehicle is operated in violation of any motor vehicle regulation or section of the criminal code.

Note (a): Personal belongings contained within a vehicle are neither insured by ICBC nor the Program. The driver should look to their homeowners/ tenants insurance for this coverage.

Note (b): What happens if there is physical damage to an employee's or volunteer's owned or borrowed vehicle?

The Program does not provide any insurance for physical damage to employees' or volunteers' owned or borrowed vehicles. It is the responsibility of the vehicle owner to insure physical damage directly with an insurer.

6. The use of student volunteer drivers is not recommended and is not a preferred practice. School administrators must review with the Secretary-Treasurer requirements where students may be considered as volunteer drivers.
7. Students who travel to and from school or work experience in their own vehicles are not covered by the *School Protection Plan* insurance. It is the responsibility of the student to be insured.
8. ALL volunteer drivers must fill out the Volunteer Driver's and Vehicle Owner's Declaration (attached).

**School District #22 (Vernon)**

**VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATION**

School:	_____	School Year:	_____
Driver's Name:	_____	Driver's License No.:	_____
Address:	_____		
Telephone (home):	_____	Telephone (work):	_____
Vehicle to be Used:	_____	Capacity (seatbelts):	_____
License Plate No.:	_____	Owner's Name	_____

**Regulations**

In volunteering to transport students, I confirm my awareness of the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with Third Party Liability insurance. The driver must produce the vehicle registration and insurance documentation. (The school will make a photocopy.)
2. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secure when travelling.
3. 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 the loss of use.
4. The volunteer driver and owner should ensure that the motor vehicle used for student transportation is in good mechanical condition and properly equipped for winter driving conditions.
5. Only the volunteer driver noted above, who must be at least nineteen (19) years of age and in good health, will drive the registered vehicle.
6. The driver must be accident free for at least three years and cannot be a secondary school student. The driver must provide his/her current driver's license to the school. (The school will make a photocopy.) The driver must not be suspended or prohibited from driving anywhere in North America.
7. For all safety and health reasons, smoking is not permitted while transporting students.

In agreeing to be a volunteer driver, I agree to the following conditions:

1. That I will not permit a child less than thirteen (13) years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag.
2. To operate the vehicle in a safe and legal manner.
3. I authorize a Criminal Record Check.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal's Signature

Attached:     Photocopy of vehicle registration and insurance documentation.