



ADMINISTRATIVE POLICY No. 807

IMPLEMENTATION FALL 2007
with the exception of 1(c) which for
2009/2010 utilizes legacy procedures.

REVISED SPRING 2011

TRANSPORTATION IN PRIVATE VEHICLES

The Board of Education strongly favors the practice of using buses to transport students. However, the Board recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

PROCEDURES

1. *Special Events*

- a. School approved, private vehicles may be used for special activities if the numbers of students involved does not warrant the use of a school bus. The event must be school approved. If private vehicles are used, the number of students shall not exceed the number of seatbelts available in the vehicle and shall not exceed legal seating capacity.
- b. All employees, parents, guardians and other principal-approved drivers must have completed a [Volunteer Automobile Driver Authorization Form](#) and have it approved by the principal annually. They must be made aware of [Policy 805 Closure – Severe Weather and Student Transportation](#).
- c. It may be necessary, from time to time, for the in-school administrator to consider applications from individuals who have had prior driving infractions, convictions, and suspensions. Factors to consider in these instances are:
 - The nature and particulars of the incident, accident, ticket or offence.
 - The age of the individual when the events in question occurred.
 - Any extenuating circumstances as provided by the individual.

- The time that has elapsed between the incident, accident, ticket or offence and the application to be considered as a volunteer, and the activities of the individual during that interim period.
 - The frequency of the incidents, accidents, tickets or offences.
 - The relationship of the incident, accident, ticket or offence to the activity for which the person is applying.
 - In-School Administrators can request the assistance of the superintendent as required in considering applications.
- d. Only employees, parents, guardians and other drivers, who are approved by the principal, may convey students, unless as stated in Procedure Appendices. Please refer to Procedure Appendices – Prairie Spirit East (A), North (B) and West (C) (adopted October 6, 2008) for specific private vehicle transportation procedures related to school sponsored activities, work exploration and extra-curricular activities in Prairie Spirit East, West and North.
 - e. Teachers, staff, or parents authorized by the principal to use a private vehicle are strongly encouraged to carry third party liability insurance of at least two million dollars.
 - f. Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
 - g. Use of fifteen passenger vehicles is to be limited and approved by the Director of Education.
 - h. Parents and guardians using their vehicles will be informed that they may be reimbursed.

2. Work Exploration Program Reimbursement

- a. Students, in Prairie Spirit North, approved to be transporting themselves or other students, participating in Career and Work Exploration programs will receive the Ministry of Education rate of reimbursement for one way travel to their place of employment, if transportation is deemed necessary by the principal. Students may claim for a return trip if they return to school.
- b. Parents or guardians in Prairie Spirit East and North, transporting students will receive the Ministry of Education rate of reimbursement for return trip travel to the place of employment.
- c. Parents or guardians may claim for a return trip if they transport students back to the school.



Policy 807 Volunteer Automobile Driver Authorization Form

Depending on the facts of individual cases there may be insurance coverage available under Board of Education insurance policies. Volunteers are strongly encouraged to ensure that a package policy with coverage of at least \$2,000,000 be placed on any car being used by the Volunteer to drive for school purposes.

In order to provide clarity for the principal regarding who is acceptable as a volunteer driver, it is proposed that salient information be collected at the outset of a school year so that a bank of volunteer drivers' names could be maintained in the school office. That information is shown below.

A. SCHOOL NAME: _____ SCHOOL YEAR: _____

B. DRIVER INFORMATION

FAMILY NAME: _____

ADDRESS: _____

TELEPHONE: _____

DRIVER # 1 NAME: _____

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ EXPIRY DATE: _____

i. Has your driver's license been suspended in the last three years? Yes No
*(*Please see note below.)*

ii. If yes, please provide date of reinstatement: _____

iii. Have you been involved in any accidents as a driver during the last three years? Yes No
If yes, please give details:

iv. Have you been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the last three years? Yes No

If yes, please provide particulars:

DRIVER #2 NAME: _____

DRIVER'S LICENSE NUMBER: _____ CLASS: _____ EXPIRY DATE: _____

- i. Has your driver's license been suspended in the last three years? Yes No
*(*Please see note below.)*
- ii. If yes, please provide date of reinstatement: _____
- iii. Have you been involved in any accidents as a driver during the last three years? Yes No
If yes, please give details:

- iv. Have you been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the last three years? Yes No

If yes, please provide particulars:

C. VEHICLE: _____ / _____ / _____
Make Model Capacity

Plate #: _____ Plate Expiry: _____

Second Vehicle (if any): _____ / _____ / _____
Make Model Capacity

Plate #: _____ Plate Expiry: _____

Vehicle Owner's Name: _____ Telephone: _____

Vehicle Owner's Address: _____ Postal Code: _____

Insurance on Vehicle (package policy): _____

Company: _____ Policy: _____

Agent: _____ Liability Limit: \$ _____

D. COMMITMENTS:

I agree to abide by the requirements of the Highway Traffic Act and the applicable Traffic Bylaws while acting as a volunteer driver for school functions. I undertake to report to the school principal all incidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e. current school year).

I agree to operate the automobile referred to herein in a safe manner, to drive in accordance with the Highway Traffic Act, to limit the number of passengers to the number of seat belts which are usable.

I agree to comply with the directions of teachers or agents of the Board of Education with regard to travel arrangements for students.

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge:

Signature of Driver #1: _____ Date: _____

Signature of Driver #2: _____ Date: _____

Signature of Vehicle Owner: _____ Date: _____

Signature Parent/Guardian (if driver is under 18 years of age):

_____ Date: _____

** NOTE: Applications will be reviewed and may be rejected when drivers are unable to respond "no" to questions concerning infractions, convictions and suspension. Factors listed in Administrative Policy No. 807 – Procedures, Section c(i), will be considered, including the nature and severity of the incident and the frequency of incidents.*

FOR OFFICE USE ONLY:

The above named Driver #1 is authorized to drive for the school during the current school year.
The help is appreciated.

Signature of Principal (or Vice Principal): _____ Date: _____

The above named Driver #2 is authorized to drive for the school during the current school year.
The help is appreciated.

Signature of Principal (or Vice Principal): _____ Date: _____



ADMINISTRATIVE POLICY No. 807 APPENDIX A

PRAIRIE SPIRIT EAST- TRANSPORTATION IN PRIVATE VEHICLES

PROCEDURES

1. *School Sponsored Activities*

- i. When more than one vehicle is travelling to a destination on a school-sponsored excursion, the Board of Education advises the principal to insist that the vehicles respect the following guidelines:
 - a. A predetermined travel plan should be discussed among the drivers so that each knows the route to be followed.
 - b. All vehicles should travel at speeds which are both safe for the road and weather conditions and no higher than the posted speed for the road being travelled. Seat belts must be worn by everyone in the vehicle.
 - c. The return route and expectations of all drivers should be reviewed prior to any vehicles departing on the return portion of an excursion.
- ii. In the event of a claim against an employee or approved volunteer driver, it is understood that first call for any claim shall be made against the insurance held by the registered owner of the vehicle and against the insurance held by Prairie Spirit School Division when the limits of the insurance held by the registered owner of the vehicle have been reached.
- iii. A list of volunteer drivers will be compiled by principals and maintained in the school office throughout each school year.
- iv. The teacher/supervisor travelling with the group and arranging the transportation, must maintain adequate communications with the school principal in advance of departure, so that the principal knows the details regarding drivers involved, routes to be travelled, and specific arrangements.
- v. Parents or teachers should be the drivers in almost all cases. Under special circumstances, it may be acceptable for an adult, other than a parent or teacher to transport students, but if that is the case, this person must be approved by the principal.

- vi. Students may not act as drivers for any activity without the specific permission of the Family of Schools Superintendent.

2. *Work Exploration & Extra-Curricular Activities*

Students may not act as drivers for any activity without the specific permission of the Family of Schools Superintendent.



ADMINISTRATIVE POLICY No. 807 APPENDIX B

PRAIRIE SPIRIT NORTH - TRANSPORTATION IN PRIVATE VEHICLES

PROCEDURES

1. School Sponsored Activities

By their very nature, school sponsored activities are an extension of the school day and therefore, teachers and principals have a responsibility to ensure that students being transported to such activities are done so in a safe and responsible manner.

The Board of Education generally favours, where possible, having all students travel by bus when involved with school sponsored activities.

However, when due to circumstances, a bus is not available or practical and students must travel by automobile, the Board approves such arrangements in the following order of preference. The Board authorizes the in-school administrator(s) to arrange the use of private vehicles when a school bus is not available and/or when the number of passengers does not warrant the use of a bus. The function requiring use of a private vehicle must be a Board-approved activity. Without restricting the generality of the foregoing, the following represents the kinds of activities that may fall into this category:

Conveyance of students of the school division to and from approved curricular, co-curricular, extracurricular and athletic events.

A complete list of volunteer drivers will be compiled and kept at the school by the in-school administrator(s) and any additions to the list during the year must be added to the summary list.

Necessary information that is required may be collected using the [Volunteer Automobile Driver Authorization](#) form.

The owner of the private vehicle will be compensated for the use Private Vehicles of his/her vehicle under the following conditions:

- a) The in-school administrator(s) has approved the trip and the approval is consistent with Board policy.
- b) The vehicle does not carry more than the number of passengers that the vehicle is designed in accordance with *The Highway Traffic Act*.
- c) The owner of the authorized vehicle carries adequate liability insurance on said vehicle.
- d) The driver of the vehicle has the proper license and a safe driving record.

The in-school administrator(s) will submit to Division Office a travel report with regular month-end forms. The report will clearly identify the approved activity, owner's name, distance necessarily traveled and date of the trip. The Family of Schools Superintendent will approve for payment this billing along with the regular monthly bills.

2. Work Exploration & Extra-Curricular Activities

By their very nature, work experience and extra-curricular activities are a part of the school program and therefore, teachers and principals have a responsibility to ensure that students being transported to such activities are done so in a safe and responsible manner.

The Board of Education generally favours, where possible, having all students travel by bus when involved with extra-curricular activities.

However, when due to circumstances, a bus is not available or practical, including extra-curricular or Work Exploration activities, and students must travel by automobile, the principal approves such arrangements. Drivers of all vehicles must hold a valid driver's license (learner's license not acceptable).

In situations where other students are travelling as passengers in the vehicle, they must provide the Principal or teacher in charge with a permission slip from their parent/guardian granting them permission to travel in a private vehicle. As well, the driver of the vehicle must provide a permission slip signed by their parent/guardian authorizing the student to transport other students.



ADMINISTRATIVE POLICY No. 807 APPENDIX C

PRAIRIE SPIRIT WEST - TRANSPORTATION IN PRIVATE VEHICLES

PROCEDURES

1. *School Sponsored Activities*

By their very nature, school sponsored activities are an extension of the school day and therefore, teachers and principals have a responsibility to ensure that students being transported to such activities are done so in a safe and responsible manner.

The Board of Education generally favours, where possible, having all students travel by bus when involved with school sponsored activities.

However, when due to circumstances, a bus is not available or practical and students must travel by automobile, the Board approves such arrangements in the following order of preference. Drivers of all vehicles must hold a valid driver's license (learner's license not acceptable).

- (i) a responsible adult (acceptable to the Principal) is present in the private vehicle and preferably, as driver.
- (ii) where class travel is required, students may travel in a convoy arrangement provided the number of cars is not large and the necessary travel precautions have been looked after by the teacher in charge.

Notwithstanding the foregoing, where school sponsored activities occur after school hours or on a day when students are not in school, travel by students involved in those activities on their own is approved under the following conditions:

- (i) where possible, students should travel to the school and then to and from the activity as a group (ie. convoy arrangement). In these situations, a teacher or approved parent shall be part of the convoy, preferably as driver and in the lead vehicle.

- (ii) students may travel directly to and from the activity in their own vehicle and/or with other students provided they have supplied the Principal with a permission slip signed by their parent/guardian.
- (iii) in situations where other students are travelling as passengers in the vehicle, they must provide the Principal or teacher in charge with a permission slip from their parent/guardian granting them permission to travel in a private vehicle. As well, the driver of the vehicle must provide a permission slip signed by their parent/guardian authorizing the student to transport other students.

2. Work Exploration & Extra-Curricular Activities

By their very nature, work experience and extra-curricular activities are a part of the school program and therefore, teachers and principals have a responsibility to ensure that students being transported to such activities are done so in a safe and responsible manner.

The Board of Education generally favours, where possible, having all students travel by bus when involved with extra-curricular activities.

However, when due to circumstances, a bus is not available or practical, including extra-curricular or Work Experience activities, and students must travel by automobile, the Board approves such arrangements. Drivers of all vehicles must hold a valid driver's license (learner's license not acceptable). Students involved in Career/Work Experience activities are not reimbursed for travel to and from their placement of employment.

In situations where other students are travelling as passengers in the vehicle, they must provide the Principal or teacher in charge with a permission slip from their parent/guardian granting them permission to travel in a private vehicle. As well, the driver of the vehicle must provide a permission slip signed by their parent/guardian authorizing the student to transport other students.