



# Volunteer Driver Authorization Form

## Appendix A, AP-807 Transportation in Private Vehicles

**Purpose:** To provide clarity for the principal or vice principal regarding who is acceptable as a volunteer driver for school-sanctioned programs or extra-curricular purposes. It is expected that relevant information be collected at the outset of a school year, so that a bank of volunteer drivers' names can be maintained in the school office and accessed as required.

**Definition of Volunteer Driver:** All employees, parents/guardians, students and other principal-approved drivers make up the bank of volunteer drivers.

It is strongly recommended that approved volunteer drivers carry a package policy with coverage of at least two million dollars (\$2,000,000) on any vehicle being used for school purposes. Reasons outlined on the [SGI](#) website that "Auto Fund Plate Insurance" be augmented with a package policy includes, but is not limited to: physical damage; liability; injury; and family security. Please take the time to be fully informed prior to volunteering. Depending on the facts of individual cases, there may be insurance coverage available under Board insurance policies. Please see your principal if you do not currently carry a package policy.

**Contributions made by our volunteers are greatly appreciated. Thank you!**

School name:	School year:
Last name:	First name:
Address:	
Phone Nos.: (h) <span style="margin-left: 150px;">(w)</span> <span style="margin-left: 150px;">(c)</span>	
License No.:	Class/Exp.:

**A. Owner Driver(s) Information**

Authorization to transport students in a private vehicle shall be approved by the Principal or Vice Principal when the person seeking authorization provides the Principal with:

Current criminal record and vulnerable sector check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of a valid Driver's License	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization to transport students in a private vehicle shall be approved by the Principal or Vice Principal when the person seeking authorization is able to response “no” to the following and/or provides a Driver’s Abstract\*:

Has your driver’s license been suspended at anytime in the last three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been involved in any accidents as a driver during the last three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been convicted of an offence under <i>The Highway Traffic Act</i> , <i>The Motor Vehicle Act</i> or for any <a href="#">motor vehicle related offense</a> under the Criminal Code of Canada in the last three (3) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*A draft Driver’s Abstract Review Form is acceptable and may be accessed via [MySGI](#) at no cost.

**Note:** The Principal may determine that further information is required and a Driver’s Abstract Review form will be completed.

**B. Vehicle Information**

Make:		Model:	
Plate:		Expiry:	
Capacity of vehicle:	12-15 Passenger van? <input type="checkbox"/> No <input type="checkbox"/> Yes (see Appendix B)		
Make:		Model:	
Plate:		Expiry:	
Insurance on Vehicle:		Package Policy:	
Agent:		Liability Limit:	

**C. Parent Permission for Student Driver/Passenger**

If you are seeking permission that your son/daughter (or student in your legal charge) be allowed to drive or be in a vehicle with a student driver for a school-sanctioned program or extra-curricular purposes, please complete the following and return to the school.

I, \_\_\_\_\_, the parent and/or legal guardian of \_\_\_\_\_, am directing that my son/daughter or student in my legal charge shall have my permission to:

- Drive on their own
- Drive themselves as well as: \_\_\_\_\_/ \_\_\_\_\_
- Travel in a vehicle with another student listed here: \_\_\_\_\_/ \_\_\_\_\_

I hereby agree that I will accept full responsibility for any damage, injury or loss caused to persons or property arising out of the conduct of any vehicle owned by me or my child and used to transport my child to the scheduled activity.

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

\_\_\_\_\_  
Date

**STUDENT**

- I understand that, in my role as volunteer driver, I am still considered a student and am bound by all expectations and policies that would be in place in the school setting.
- I shall not drive a 12-15 passenger van or transport any more than two (2) passengers when driving in a volunteer capacity, except when specifically approved by the principal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**D. Acknowledgements and Commitments**

- I agree to abide by the requirements of [The Highway Traffic Act](#) and the [SGI vehicle safety](#) handbook and 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 commit to follow all highway traffic regulations, including, but not limited to:
  - Traveling in a well-maintained vehicle (if applicable, see Appendix B “12-15 Passenger Van Usage Requirements”)
  
  - Utilizing appropriate hands-free technology for communication as outlined in the [SGI distracted driving](#) Saskatchewan Drivers Handbook.
  
- I agree to comply with all administrative procedures, directions of teachers, or agents of the Board with regard to travel arrangements for students including, but not limited to:
  - [AP-805 Severe Weather, Student Transportation and School Closure](#)
  - AP-501 Recruiting and Placement - [Declaration of Compliance and Understanding](#)

---

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge. If any of this information changes, I will immediately advise the principal.

Signature of Owner/Driver #1: \_\_\_\_\_

Signature of Owner/Driver #2: \_\_\_\_\_

***The above stated driver(s) is/are hereby authorized to transport students for school approved functions during the current school year.***

---

Principal or Vice Principal Signature

---

Date