

This administrative procedure applies to parents when transporting children (other than their own children), volunteers, and staff to school programs and events.

## Background

1. The Division encourages the use of school buses rather than the use of privately owned vehicles to transport students to and from school.
2. Students are not to transfer to private vehicles at transfer points or any other location.
  - 2.1 Once a student has boarded a bus from their designated pickup point, it is the Division's responsibility to transport that student to the designated drop off point.
  - 2.2 In the event that students do board a private vehicle at a transfer point, the bus driver shall inform that student's School Principal, who in turn will take appropriate steps to further prevent such actions by the student.
  - 2.3 This administrative procedure does not refer to instances where the student's parent or guardian picks up the student from the transfer point.
3. Students shall not drive themselves or other students to and from school-sponsored student activities (e.g. field trips, athletic competitions, music and drama festivals, tours and student exchanges). See AP 60-03 Field Trips, Excursions, National and International Tours.

**Transportation in private vehicles will only be considered when school bus transportation is not feasible or economical. Before private vehicles are used to transport students, the following conditions will have been met:**

1. Students must be transported safely.
2. Children can only be transported in a privately owned vehicle where each child is equipped with a Canadian Standards Association approved child restraint device (car seat), suitable for each child's age, weight, and height, as required by law.
3. A properly functioning seat belt must be available and used by each person in the vehicle.
4. Liability insurance coverage of \$2,000,000 (effective September 1, 2016) is in place on the vehicle(s) being used to transport students.
5. Driver's must be:
  - 5.1 Responsible and over the age of 21 years
  - 5.2 In possession of a valid Full Class 5 Driver's License
    - 5.2.1 Drivers with Graduated Driver's License restrictions will not be considered
6. Form 7-120-A Student Transportation in Private Vehicles must be completed annually.
7. The School Principal shall:

- 7.1 Approve use of private vehicles on an annual basis
- 7.2 Log use of private vehicles on an annual basis
- 7.3 Obtain a copy of liability insurance coverage indicating \$2,000,000 coverage, insurance expiry date, and attach to Form 7-120-A
- 7.4 Obtain written parental consent for the student passengers to be transported in a privately owned vehicle

With the exception of trips of an emergency nature, prior approval of the School Principal must be obtained for the transportation of students in privately owned vehicles.

### **Insurance Requirements**

Individuals registering with the school to transport students in accordance with this administrative procedure must ensure that they have informed their insurance company as to their involvement with transportation of students to determine if their private insurer requires anything special with respect to coverage or licensing.

In the event of an accident, the individual's insurance responds first. Therefore, it is important to ensure that individuals who use their personal vehicles for transporting students carry no less than **\$2,000,000 in third party liability limits (effective September 1, 2016)**. If the individual is not comfortable with the risk/liability, then we would suggest that they only drive their own children.

If an accident exceeds the individual's \$2,000,000 liability amount, the school's accident policy for School Premises coverage will provide additional coverage, as long as there are no additional stops between school and the school program or event that are not pre-advised by the school.

### **Student Transportation in Private Vehicles by Staff – additional requirement:**

1. All staff drivers, transporting students as part of their role, must have a Class 4 licence. Drivers must provide, on an annual basis and to the applicable school, a driver's abstract and copy of their driver's licence.

### **Reference**

[AP 60-03 Field Trips, Excursions, National and International Tours](#)  
[Form 7-120-A Student Transportation in Private Vehicles](#)  
[School Act](#) Sections 12, 45, 51, 52, 60, 61, 113, 117  
[Traffic Safety Act](#)  
[School Transportation Regulation 102/2017](#)