

TRANSPORTATION IN PRIVATE VEHICLES

Background

The District values the involvement and commitment of staff and volunteer drivers. Student transportation is the responsibility of the Principal who may designate a "supervisor" to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity, or for all activities.

Procedures

In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any staff and volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following conditions:

1. The driver must hold a valid British Columbia driver's license (Novice Stage or Full Privilege only). Drivers obtaining Novice designation may not carry more than one passenger unless they have a qualified supervisor twenty-five (25) years or older with a valid full privilege driver's license in the vehicle (this restriction does not apply to immediate family members, e.g. mother, father, sister, brother, child, spouse, grandparent, including step and foster relationships).
2. The driver of the vehicle must provide to the Principal prior to each trip, his or her assurance that:
 - 2.1.1.1.1 He or she has a current and valid BC driver's license;
 - 2.1.1.1.2 The vehicle he or she will be using is insured with a minimum of \$1,000,000 million liability insurance;
 - 2.1.1.1.3 The vehicle is maintained in a safe operating condition and will be equipped with tires appropriate for winter driving conditions as required by the *Motor Vehicle Act*;
 - 2.1.1.1.4 He or she has had no serious traffic violations since last providing a driver's abstract to the Principal;
 - 2.1.1.1.5 He or she will, while driving, wear a seat belt and will ensure that all passengers in the vehicle wear a seatbelt or use a child restraint or booster seat as required by the *Motor Vehicle Act*;
 - 2.1.1.1.6 He or she will, considering a child's size, age and weight, follow the vehicle manufacturer's instructions regarding designated seating and, if a child is required to use a child restraint or booster seat, will follow the manufacturer's instructions regarding the use of the child restraint or booster seat; and,
 - 2.1.1.1.7 He or she will operate the vehicle in a safe and legal manner.

3. The driver has, in the current school year, provided to the Principal along with a completed [Form 565-1: Conveyance For Use of Private Vehicles During School Activities](#), copies of:
 - 3.1.1.1.1 His or her driver's abstract;
 - 3.1.1.1.2 The certificate of insurance for the vehicle, showing a minimum of \$1,000,000 liability insurance;
 - 3.1.1.1.3 His or her driver's license;
4. The driver of the vehicle may be required to undergo a Criminal Records Review.
5. The total number of students participating in a curricular trip does not exceed one class and the travel is within the boundaries of the District;
6. The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
7. Booster seats are for children over eighteen (18) kg. (40 lbs) until they are nine (9) years old unless they have reached the height of 145 cm (4'9" tall).
8. The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
9. The vehicle must be maintained in sound mechanical order.
10. Children under the age of thirteen (13) must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.
11. The driver must authorize a Criminal Records Check for situations involving overnight trips with students.
12. All incidents of injury or vehicle accidents must be reported to school staff and an Incident Report must be completed and provided to the District Office.
13. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.
14. Drivers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for driver's license classifications, Third Party Liability insurance limits, and School Bus Permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
15. The Insurance Corporation of British Columbia considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for his/her time, is no longer considered a "volunteer" and is to contact his/her

Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".

16. Actions by drivers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if the driver decides to leave the premises of the school activity for personal reasons and is involved in an accident, the School Protection Program may not respond on the volunteer's behalf. Drivers are to be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. Drivers are advised to check with their own insurance agents.
17. Third Party Liability coverage above two hundred thousand dollars (\$200,000) basic personal coverage is provided by the Schools Protection Program, however, no comprehensive or collision coverage is provided beyond your own personal vehicle insurance.
18. There is no medical, dental or disability coverage for drivers. If a driver is injured by the actions of other people, the driver still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.
19. All incidents of injury or vehicle accidents must be reported to school staff immediately.

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

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