
HORIZON SCHOOL DIVISION

Policy Code: EEACAA
Policy Title: Private Vehicles and Volunteer Drivers

POLICY HANDBOOK

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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO ENSURING STUDENTS ARE TRANSPORTED TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES IN AS SECURE A MANNER AS POSSIBLE AND BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS, WHEREVER AVAILABLE AND FEASIBLE. THE BOARD ALSO SUPPORTS THE CONCEPT OF VOLUNTEER DRIVERS AND THE USE OF PRIVATELY OWNED VEHICLES IN PROVIDING TRANSPORTATION TO SCHOOL OR JURISDICTION APPROVED ACTIVITIES PROVIDED THAT DRIVERS ARE NOT STUDENTS AND PROVIDED THAT SUCH ARRANGEMENT CONFORMS TO THE LAWS AND REGULATIONS OF THE PROVINCE AND ARE IN ACCORDANCE WITH THE SPECIFIC GUIDELINES AND PROCEDURES ESTABLISHED BY THE BOARD.

DEFINITIONS

Volunteer Driver: Has volunteered to drive students to or from school sponsored events at the request of the school. A volunteer driver must be a minimum of 21 year of age, and adhere to all guidelines and regulations contained within this policy.

Non-Volunteer Driver: A parent or guardian who declines arranged transportation by the school and chooses to:

- Assume responsibility for the transportation of his/her child(ren) to or from a school sponsored event.
 - drives their child(ren) themselves
 - allows his/her child(ren) to drive themselves to a school sponsored event.
 - makes private arrangements with another family for the transportation of his/her child(ren) to a school sponsored event.

Privately Owned Vehicles: A private or rented vehicle used to provide transportation to and from school related activities

- operated by a volunteer at the request of the school or
- operated by a non-volunteer, not at the request of the school.

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GUIDELINES

1. Non-Volunteer Driver

- 1.1 A student cannot transport another student unless they are from the same family and their parent or guardian has assumed responsibility for transportation,
 - 1.1.1 there is a private agreement between two families which is not arranged by the school
 - 1.2 Non-volunteer drivers and their parent or guardian as defined above assume all responsibility and any associated liability for transportation.
 - 1.3 In the event a parent or guardian and/or non-volunteer driver is assuming responsibility for transportation as defined above (non-volunteer), the school must have parent or guardian written consent (Attachment A) in advance of the transportation to or from the event and the permission of the principal when the parent or guardian is not in the vehicle. The written note must indicate:
 - 1.3.1 that the parent or guardian has declined arranged transportation by the school
 - 1.3.2 that the parent or guardian has made private arrangements to transport their child(ren)
 - 1.3.3 that the parent or guardian and the driver are assuming responsibility for transportation and any associated liability for transportation.
 - 1.3.4 The note should also include:
 - 1.3.4.1 the date of the event for which they are providing consent for
 - 1.3.4.2 the location of the event for which they are providing consent for
 - 1.3.4.3 whom the driver will be
 - 1.4 Parents, guardians, students, and other community members will not transport another family’s child to or from a school sponsored event without written consent of that Child’s family being filed with the school administration
 - 1.5 Students who disregard this provision may be prohibited from participating in the activities.
2. Privately Owned Vehicles – A private or rented vehicle operated by a volunteer may be used to provide transportation to and from school related activities provided that:
- 2.1 The vehicle, if designed to transport eleven or more passengers including the driver, meets the National Safety Code requirements and Alberta Transportation regulations for commercial vehicles defined as a bus;
 - 2.2 The vehicle, if designed to transport ten or less passengers, including the driver, meets the safety and insurance requirements of Alberta Transportation; (see attachments C & D)
 - 2.3 The vehicle meets road worthiness requirements as specified in the Traffic Safety Act regulations and any other relevant provincial legislation;
 - 2.4 The owner of the vehicle carries a minimum of \$2,000,000 third party liability insurance and that the owner notifies his/her insurance company of his/her intention to use the vehicle voluntarily for the benefit of the students of the Horizon School Division when transporting students;

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- 2.5 The Board provides automobile liability insurance coverage only in excess of the \$2 million (or higher) coverage provided by the vehicle owner, when privately owned vehicles are used to transport students for school-sponsored activities.
 - 2.5.1 The principal shall receive written confirmation from drivers that they have adequate third-party liability coverage with a minimum amount of \$2 million when students are being transported.
 - 2.5.2 The vehicle owner’s coverage applies before the coverage by the Board, in the event of any related claims or actions by other parties;
- 2.6 Any damages to the owner’s vehicle are not insured by or deemed the responsibility of the Board;
- 2.7 The driver is in possession of a valid driver’s license of the appropriate class;
- 2.8 The Division or Principal shall ensure that an acceptable driver’s abstract, dated within the last year, and a copy of the driver’s license are on file at the school.
 - 2.8.1 Drivers with 6 or more demerits will not be approved.
- 2.9 The driver and owner of the vehicle completes the Volunteer Driver and Automobile Authorization form (Attachment B);
- 2.10 The principal shall obtain written permission from a student's parent/guardian when an employee or private individual shall be transporting students in a private vehicle; and
- 2.11 The Principal of the school approves this type of transportation arrangement.
3. A vehicle owned and operated by a Division employee who is regularly required to provide transportation to a student(s) as an expectation of employment will:
 - 3.1 Ensure a 6A Insurance Endorsement is included as part of the vehicle’s insurance;
 - 3.2 Upon application, verification, and approval, be entitled to monetary compensation for an annual amount from the School Division for being required to carry the 6A Insurance Endorsement.