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**HORIZON SCHOOL DIVISION**

**Policy Code:** EEACAA  
**Policy Title:** Private Vehicles and Volunteer and Non-Volunteer Drivers  
**Cross Reference:** EEA, EEACAB, EEACAC  
**Legal Reference:**  
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**Amendment or Re-** March 28, 2022

**POLICY HANDBOOK****POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO THE SAFE TRANSPORTATION OF STUDENTS TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES 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. THE BOARD RECOGNIZES THAT AT TIMES VOLUNTEER DRIVERS AND THE USE OF PRIVATELY OWNED VEHICLES MAY BE REQUIRED, AND THAT SUCH ARRANGEMENTS MUST CONFORM TO THE LAWS AND REGULATIONS OF THE PROVINCE, THE JURISDICTION'S INSURANCE PROVIDER, AND BOARD POLICY. THE BOARD ACKNOWLEDGES THAT PARENTS HAVE RIGHTS WITH REGARD TO DECISIONS ABOUT HOW THEIR CHILDREN ARE TRANSPORTED.

**DEFINITIONS**

**Volunteer Driver:** Has volunteered to drive students to or from school sponsored events at the request of the school. A volunteer driver must have principal approval to be a volunteer driver and 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.

**School:** For the purpose of this policy, school is the school the student attends and/or the school whose sports team the student plays on.

## **POLICY EEACAA –*Private Vehicles and Volunteer Drivers, Cont’d.***

### **GUIDELINES**

The Board is of the position:

1. that school arranged transportation allows the school more control over safety practices. As such, schools should endeavour to arrange transportation to and from extra-curricular events where practical.
2. that the safest method of transportation is through the use of properly licensed and insured commercial vehicles and professional drivers.
3. that volunteer drivers and the use of privately owned vehicles arranged by the school and in compliance and in accordance with the Board’s specific guidelines and procedures including requirements by its insurance provider enhance safety standards above those of the laws and regulations of the Province.
4. the Board’s responsibility for transportation for co-curricular activities is higher than for extra-curricular activities given that extra-curricular activities are voluntary and go beyond legally required educational activities and obligations.
5. that parents as the guardians of their children have a say as to how their children are transported to and from school sponsored activities.
6. the board is not under any liability to the parent of a student or to a student for negligence arising out of the student’s being conveyed to and from an extra-curricular activity pursuant to written communication from the school that no transportation is being arranged by the school division or a parents written rejection regarding school arranged transportation.
7. school and parental context is such that rigid guidelines and a one size fits all does not enhance student safety in all circumstances. As such, school administration should be provided decision making flexibility to address diverse situations such as students who are part of another school’s sports team.
8. parents have a responsibility to communicate with the school regarding their child’s transportation prior to being transported, and that the best way to do so is to provide requests for alternative transportation in writing to the principal prior to the extra-curricular activity and that such requests are responded to by the principal in writing so that both parties have written confirmation of a common understanding.
9. regardless of parents’ requests, when schools have arranged transportation in place and parents reject such transportation, students shall never be approved to drive a student from another family, regardless of circumstance.
10. group transportation, particularly via commercial vehicles provides time for group bonding and team building and opportunities for group discussion and that such activities are an integral part of extra-curricular activities. As such schools have the ability to deny student participation in the extra-curricular activity should parents reject school arranged transportation.
11. students who don’t follow this policy, or students whose parents do not follow this policy may be

**POLICY EEACAA –*Private Vehicles and Volunteer Drivers, Cont’d.***

prohibited from participating in the activity.

12. board guidelines apply irrelevant of transportation option selected

**PROCEDURES**

1. School arranged transportation: Privately Owned Vehicles Driven by Volunteer Drivers

1.1 Schools shall arrange transportation to and from all co-curricular activities.

1.1.1 When no transportation services are able to be arranged for co-curricular activities, the event shall not occur, it shall be cancelled or postponed until transportation services can be arranged.

1.1.2 All students shall travel to co-curricular activities via school arranged transportation.

1.2 A private or rented vehicle operated by a volunteer driver may be used to provide transportation to and from school related activities provided that:

1.2.1 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;

1.2.2 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)

1.2.3 The vehicle meets road worthiness requirements as specified in the Traffic Safety Act regulations and any other relevant provincial legislation;

1.2.4 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 at the request of the school;

1.3 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.

1.3.1 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.

1.3.2 The vehicle owner's coverage applies before the coverage by the Board, in the event of any related claims or actions by other parties;

1.4 Any damages to the owner's vehicle are not insured by or deemed the responsibility of the Board;

1.5 The driver is in possession of a valid driver's license of the appropriate class;

**POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.**

- 1.6 The principal or designate 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.
    - 1.6.1 Drivers with 6 or more demerits will not be approved as a volunteer driver.
  - 1.7 The volunteer driver must complete the Volunteer Driver and Automobile Authorization form (Attachment B) and submit it to the principal or designate;
  - 1.8 The principal or designate shall obtain written permission from a student's parent/guardian prior to an employee or volunteer driver transports students in a privately owned vehicle; and
  - 1.9 All volunteer drivers must receive principal or designate approval prior to partaking in student transportation.
  - 1.10 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:
    - 1.10.1 Ensure a 6A Insurance Endorsement is included as part of the vehicle’s insurance;
    - 1.10.2 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.
2. No-school arranged transportation: Non-Volunteer Driver
- 2.1 Schools shall endeavour to arrange transportation to and from extra-curricular activities. Should the school not be able to find adequate transportation, the activity may be cancelled, postponed until transportation services can be arranged, or may continue to take place upon the school providing parents with written communication that
    - 2.1.1 no transportation is being provided by the school
    - 2.1.2 parents assume full responsible and liability for the transportation of their own children.
    - 2.1.3 schools will assume the responsibility for student supervision upon students’ arrive at the location of the extra-curricular activity.
    - 2.1.4 parents assume all risk and liability for transportation of their own children and should they make private arrangements for another individual to transport their child that they and that individual are taking on all risk and liability for anyone and everyone they transport.
    - 2.1.5 parents are ultimately responsible to determine how children get to the extra-curricular event, similar to parent’s role and responsibility related to how their child(ren) get to and from school at the start and end of the school day when no transportation is provided.
3. Rejected school arranged transportation: Non-Volunteer Driver
- 3.1 Parents as the guardians of their children have a say as to how their children are transported to and

## **POLICY EEACAA –*Private Vehicles and Volunteer Drivers, Cont’d.***

from extra-curricular activities and that there may be times where a family’s circumstances are such that parents may not wish their child to travel via school arranged transportation and may request special consideration for their child; consideration that may include a request that their child be allowed to drive themselves.

- 3.1.1 Parents have the ability to reject school arranged transportation, and parents have the right to arrange their own transportation of their child(ren).
- 3.1.2 By doing so parents take on full responsibility and assume full liability for the transportation of their child(ren) and responsibility and liability of anyone else they decide to transport.
- 3.2 A family must not transport another student unless both families have declined school arranged transportation and informed the principal or designate in writing of such a private arrangement.
  - 3.2.1 Parent or guardian and/or non-volunteer drivers assume all responsibility and any associated liability for such transportation.
- 3.3 In the event a parent or guardian and/or non-volunteer driver is assuming responsibility for transportation as defined above (non-volunteer driver), the school must have parent’s or guardians written request (Attachment A) in advance of the transportation to or from the event. The written request must indicate:
  - 3.3.1 that the parent or guardian has declined arranged transportation by the school
  - 3.3.2 that the parent or guardian has made private arrangements to transport their child(ren)
  - 3.3.3 that the parent or guardian and the driver are assuming full responsibility and liability for transportation and any associated liability for transportation.
  - 3.3.4 The note shall also include:
    - 3.3.4.1 the date of the event for which they the request applies to
    - 3.3.4.2 the location of the event for which the request applies to
    - 3.3.4.3 whom the driver will be

## **4. Student drivers**

- 4.1 Students are not permitted to drive to co-curricular activities.
- 4.2 Students are able to drive to extra-curricular practices and extra-curricular games that take place at their school or at a school/facility in their school’s community.
- 4.3 When no transportation is arranged by the school for an extra-curricular activities, parents take full responsibility and liability for transporting their children to the event, similar to who they take responsibility and liability for transporting their children to and from school on a daily basis when no transportation is provided. As such, parents determine how and who the driver is, including whether their child drives themselves.

**POLICY EEACAA –*Private Vehicles and Volunteer Drivers, Cont’d.***

- 4.4 Under no circumstances shall students drive students from other families to extra-curricular events when there is school arranged transportation regardless of whether parents reject such transportation.
- 4.5 Students are able to drive to extra-curricular activities when parents formally reject school arranged transportation. In such cases, parents must provide written permission to the principal for the student to drive prior to the event.
- 4.6 Students shall not be allowed to drive from an activity when there is a suspected concussion.
  - 4.6.1 Should a student experience an injury or suspected concussion, the school will make arrangements for parents to pick up their child or for someone to transport the child home.