



AP 3XXX Transportation of Students in Private Vehicles

Legislative References: Nil

Policy Reference: Nil

Collective Agreement References: Nil

Date: July 29, 2025

REGULATIONS

Building Principals or their designates are responsible for the management of all student activities and for reviewing the appropriateness of each student activity, and supervision and safety of the participants.

The following guidelines are to be followed when transporting students to or from a school or a school activity conducted within an approved curricular or extra curricular program.

1. The Principal may designate a supervisor to assume overall responsibility for arrangements and supervision of the travel and activity. The supervisor would normally be the classroom teacher, coach, or activity sponsor.
2. A passenger list, including home contact telephone numbers for the passengers must be both available in the school and carried with the supervisor.
3. The Principal will ensure that a Volunteer Driver Application has been completed by each volunteer driver. A copy of the vehicle insurance (minimum two million dollars, recommended five million dollars coverage) and the Driver Abstract must be on file at the school. The Driver Abstract and Vehicle Checklist must be completed every year. Each vehicle used must have a Vehicle Checklist completed. The trip supervisor will ensure that the Vehicle Safety Checklist is completed and on file at the school office.
4. The Principal will ensure that anyone serving as a driver on overnight and/or out-of-district trips has undergone a Criminal Record Search that must be on file at the school.
5. It is the responsibility of the school trip supervisor to obtain, prior to the trip, the written consent of the parent or guardian of each student being transported.
6. The supervisor will ensure that the number of persons being carried in a given passenger vehicle shall not exceed the normal carrying capacity of that vehicle and that there is a seat belt for each person in the vehicle.
7. The student passenger riding in the front seat of a vehicle equipped with an air bag shall be in compliance with the vehicle manufacturer's recommendation.
8. The student passengers riding in this vehicle comply with all child restraint requirements.

The Vehicle Checklist Form and the Volunteer Driver Application Form follow this policy.



VEHICLE CHECKLIST

Vehicle Owner's Name _____

Year/Make/Model of Vehicle _____

PRE-TRIP CHECKLIST

The following should be checked to ensure the vehicle is in proper working order:

Wipers/Washer Fluid	_____	Lights (high/low)	_____
Turn Signals	_____	Seat Belts	_____
Brakes/Parking Brake	_____	# of Seat Belts	_____
Tires	_____	Fluid Levels	_____

Children riding in the front passenger seat of vehicles equipped with passenger air bags will be in compliance with the vehicle manufacturer's recommendation.

REMINDER – Before driving, check and adjust the following:

Mirrors _____ Seat _____ Luggage Packed Securely _____

All child restraint requirements (booster seats, air bags) _____

Comments/Notations: _____

Driver's Signature

Authorized time frame (length of authorization for vehicle use):

Please return completed form to the school prior to the trip.



VOLUNTEER DRIVER APPLICATION

SCHOOL	
Driver's Name	
Address	
Telephone	

VEHICLES TO BE USED:	VEHICLE ONE	VEHICLE TWO
Year/Make/Style		
Colour		
License Plate No.		
Passenger Capacity		
Owner's Name		
Insurance Expiry Date		

REGULATIONS

In volunteering to transport students, I confirm my awareness of the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with (minimum \$2,000,000, recommended \$5,000,000) Third Party Liability Insurance. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when traveling.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. If during the year, the insurance is altered or a different vehicle is used, the owner of the vehicle must notify the school and update the Volunteer Driver Application prior to transporting students.
4. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation, is in good mechanical condition.
5. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident free for at least three years and cannot be a secondary school student. The driver must provide a copy of his/her current driver's license and abstract (completed annually) to the school Principal/Vice-Principal.
6. The vehicle must be equipped with winter, all season tires and/or chains for winter conditions.
7. For safety and health reasons, volunteer drivers are asked not to allow smoking in their vehicles while transporting students.
8. The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverages or use any restricted substances.
9. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

- NOTES:**
- A. If a vehicle has the capacity to carry more than nine occupants the driver must have a Class 4 driver's license.
 - B. The School District provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District.



VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATIONS

I/We have read the above items 1 through 9, including notes, regarding transportation of students for sanctioned school activities and agree to follow these School District regulations.

(Driver's Signature)

(Date)