

## Administrative Procedure 551

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### TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

#### Background

Students are to be transported to and from school or to and from school-sponsored activities by school bus, school van, taxi or their parents. Occasionally, however, special circumstances do warrant Division employees transporting students in privately-owned vehicles.

#### Procedures

1. The Principal may authorize the use of private vehicles to transport students subject to the following conditions:
  - 1.1 School bus, school van, taxi or parent transport of the student is not feasible.
  - 1.2 Adequate measures are established to ensure student safety.
  - 1.3 Adequate insurance coverage on the vehicle is maintained.
  - 1.4 Responsible adults are assigned as drivers.
  - 1.5 Responsible adults assigned as drivers possess a Class 4 license and have completed a Driver Abstract Form.
2. When private vehicles are being used to transport students, the following conditions must be adhered to:
  - 2.1 The Principal or designate must authorize the use of a private vehicle, in writing.
  - 2.2 Details of the vehicle insurance coverage must be filed with the Principal.
  - 2.3 Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least \$1,000,000.
  - 2.4 Drivers who transport students are to be advised that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students they shall so advise their insurance company.
  - 2.5 The Division non-owned vehicle liability insurance provides up to \$12,000,000 coverage over and above the owner's policy.
    - 2.5.1 This secondary coverage covers the driver only while transporting students and/or approved supervisors on authorized school trips and applies only to claims advanced on behalf of the student(s) and/or approved supervisor(s).
3. Travel expenses, if claimed by Division employees, are to be reimbursed from the school's extra-curricular/co-curricular funds at a rate mutually agreed upon with the employee and the school-based administration to a maximum of the Division's current rate per kilometre.

4. Only in exceptional circumstances will students be sent on errands that require the use of a private vehicle.
  - 4.1 Before granting permission, proof of proper insurance endorsement (i.e. coverage for a young driver) must be provided.
  - 4.2 Where this permission is granted, additional student passengers will not be allowed.

Reference: Section 11, 32, 33, 52, 53, 59, 68, 197, 222, 225 Education Act  
Traffic Safety Act  
Student Transportation Regulation 250/1998 (amended AR 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009  
Commercial Vehicle Safety Regulation 121/2009