



*"Inspire learners, Integrate sustainability,  
Involve community"*

## SCHOOL DISTRICT NO. 64

### PROCEDURE 412-1 (form) Volunteer Drivers Application/Authorization

1. This application form must be completed and submitted to the Principal for authorization.
2. Applications will be approved, and the driver authorised, if:
  - a. the driver possesses an appropriate and valid driver's license;
  - b. having reviewed the information submitted on this form, the principal or designate deems the applicant a suitable volunteer driver.
3. Suspensions and/or convictions under the Highway Traffic Act are valid reasons for refusal to authorize. The principal or designate shall use his/her discretion in authorising volunteer drivers.
4. Once authorized the applicant is an approved volunteer driver for the school year in which the application is completed and authorized, and the Principal may withdraw the authorization at any time.
5. Insurance Related Considerations:
  - a. The Board requires that the vehicle owner maintain, at all times, valid automobile Third Party Liability Insurance as required under BC legislation in respect of liability for injury or death of any students who are passengers in the vehicle the volunteer driver is operating.
  - b. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the School Board.
  - c. Additional automobile liability insurance protection is provided under the School Board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
  - d. Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the School Board.

**Please complete the following:**

Volunteer driver applicant:

Name: \_\_\_\_\_

Driver's license class \_\_\_\_\_ number \_\_\_\_\_ expiry date \_\_\_\_\_

Does the vehicle you are providing have Third Party Liability coverage?

- YES
- NO

Have you incurred any suspensions or convictions under the Highway Traffic Act in the past three years?

- YES
- NO

If YES, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Have you had any motor vehicle accidents in the past three years?

- YES
- NO

If YES, please provide details \_\_\_\_\_  
\_\_\_\_\_

Registered owner of the vehicle provided by the volunteer driver applicant, if different:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you agree to inform the school principal of any changes to your driving record or the insurance status of any vehicle you may provide during the period of authorization?

- YES
- NO

**References:**

- Policies and Procedures 407, 410, 412