



AP A8 Volunteer Drivers

Legislative References: *Motor Vehicle Act*

Policy Reference: 2.60 Volunteers

Collective Agreement References: None

Date: June 3, 2024

This Practice is specific to volunteer drivers, including staff, where curricular and extra-curricular student transportation is organised, directed, and supervised by the School District.

The scope of this Administrative Practice covers student transportation by volunteers for school sanctioned travel only. This Practice is not intended to provide direction for regular transportation to and from the student's home, group transportation via commercial carriers, or emergency medical transportation.

1. Volunteer Drivers

1.1. A copy of the following documentation must be kept on file for all authorized volunteer driver:

- a Volunteer Application and Authorization form
- current vulnerable sector Criminal Record Check
- valid drivers' licenses (unrestricted and class-appropriate).
- confirmation of driver's abstract approved by the Secretary Treasure or designate (Administrative Practice AP A9 Volunteer Drivers Abstract Verification)
- vehicle insurance with **minimum** \$1,000,000 third party liability
- signed Volunteer Code of Conduct (appended to Administrative Practice AP A6 Volunteers in Schools)

1.2. Volunteer drivers must be 21 years of age and in good health.

1.3. Secondary students may not serve as volunteer drivers.

1.3.1. Students may drive their own vehicles to and from an event:

- a) if they have parental approval in writing and the approval of the sponsoring teacher or administrator.
- b) but may not transport other students.



- 1.4. A list of all trip participants and their emergency contact information must be filed with the school office, together with an itinerary, prior to the activity being undertaken. The itinerary must include the contact information of any establishments hosting overnight stays.

2. Vehicles Used by Volunteers to Transport Students

- 2.1. Regarding vehicle use, it is the responsibility of the Principal to ensure that the following standards are maintained:
 - 2.1.1. must be properly equipped with seatbelts and all passengers must have a seat belt properly secured when traveling.
 - 2.1.2. dependent on the length of trip and anticipated weather, the vehicle is equipped with specific safety or emergency gear deemed necessary by the Principal (e.g. basic first aid, jumper cables, safety blankets).
 - 2.1.2.1. recommended food and water provisions be packed for lengthy trips in the event of unexpected delay or interruption in travel.
 - 2.1.3. in the winter, must be equipped with tires rated for winter driving
 - 2.1.4. must be equipped with a CSA-approved booster seat for each student who is younger than nine years of age and less than 145 cm (4 feet, 9 inches) in height.
 - 2.1.5. passengers under 13 years of age must not be transported in the front passenger seat if the vehicle is equipped with an airbag.
- 2.2. The school district does not accept responsibility for:
 - 2.2.1. the deductible portion of collision insurance in the event of an accident.
 - 2.2.2. damage caused by students to the volunteer driver's vehicle.



Volunteer Driver Application and Authorization Form

1. This application form must be completed and submitted to the Principal for authorization.
2. The Principal or designate shall use their discretion in authorising volunteer drivers. Applications may be approved, and the driver authorised, only if all required documentation is in place:
 - current vulnerable sector check
 - valid drivers' licenses (unrestricted and class-appropriate)
 - driver's abstract verified by the Secretary Treasure or designate (Administrative Practice AP A9 Volunteer Driver's Abstract Verification). Suspensions and/or convictions under the *Highway Traffic Act* are valid reasons for refusal to authorize
 - vehicle registration and insurance with **minimum** \$1,000,000 liability
 - volunteer Code of Conduct (Administrative Practice AP 10)
3. Approved volunteer driver applications are valid for the school year in which they were submitted and authorized. Applicants must reapply each school year and provide current copies of required documentation upon application.
4. 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 of a minimum \$1,000,000 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.



This form is to be completed by drivers of all vehicles used to transport students to official school activities and must be renewed each school year. The original will be filed in the school office.

Documentation attached: BC Driver's License Insurance Registration Driver's Abstract

Driver's Last Name *Driver's First Name* Parent Student SD64 Employee Other

If you checked Parent please provide name of your student: _____

Driver's Address including Postal Code

Driver's Phone Numbers (List all)

Adult Drivers must have a valid Criminal Record Check on file with the School District.

DRIVER'S DECLARATION

I declare:

- The registered owner of the vehicle has given me permission to drive the vehicle for this purpose.
- The vehicle is insured for a MINIMUM of \$1,000,000 Third Party Legal Liability.
- If the vehicle is equipped with an airbag on the passenger side, then **no student under 13** will travel in the front seat.
- I will ensure that a booster seat secured with a shoulder harness will be used when transporting students over 18kg (40 lbs) until their 9th birthday or they reach 145 cm (4'9") tall, whichever comes first. If a shoulder harness is not available students will be secured with a lap belt only (no booster).
- The vehicle is in good mechanical and insurable condition.
- I will not allow smoking or consumption of alcohol by any occupant in their vehicles while transporting students.
- I will act in accordance with the BC Motor Vehicle Act in every way, including use of seat belts, safe of a vehicle, and adherence to the posted speed limits.

I hereby certify that the information given in this application and the documentation attached is correct, complete, and true in every respect. **Further, I agree to inform the school administrator of any changes to my driving record or the information contained in this application during the school year and to provide documentation for any additional vehicles to be used prior to transporting students.**

Driver's signature: _____ Date: _____

For Office Use:

Insurance and registration provided	Driver's Abstract verified	
BC Driver's License provided	CRC on file	
	Code of Conduct on File	

PRINCIPAL'S DECLARATION

I have reviewed this information and the attached documentation and I:

- Authorize** OR **DO NOT Authorize this applicant**

Principal's Signature: _____ Date: _____