



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: _____