

## TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

### Background:

The Division recognizes, on occasion, there may be a need to transport student(s) in privately owned vehicles. The following procedures shall be strictly adhered to when privately owned vehicles are used for this purpose.

### Procedures:

1. Except under emergency situations, the Principal shall obtain written permission from a student's parent/guardian when an employee or private individual shall be transporting students in a private vehicle.
2. The Division does not encourage students transporting other students on any school business or activity.
3. The Principal shall ensure the appropriate forms are completed before students are transported in private vehicles:
  - 3.1. [Automobile Driver Authorization and Consent](#) (Form 555-1); and
  - 3.2. the applicable [Day Field Trip Form](#) or [Extended Field Trip Form](#).
4. The Principal shall ensure all driver declarations meet Division criteria before staff members or volunteers are allowed to transport students.
5. Liability insurance must be held by the owner of the vehicle.
  - 5.1. First loss liability coverage shall be carried by the owner of the vehicle.
  - 5.2. The Division shall only be responsible for the amount in excess of the limit of employee's insurance, which shall in no event exceed the aggregate limits of the Division's insurance coverage.
6. Drivers shall have adequate third-party liability coverage to a minimum amount of \$2 million when students are being transported.
7. Employees/drivers/schools requiring temporary liability insurance shall contact their insurance agent regarding arrangements for short-term liability coverage.
  - 7.1. The cost of this endorsement shall be the responsibility of the employee/driver/school.
8. Vehicle damage shall be solely the responsibility of the vehicle owner.
9. The Principal shall ensure a record is kept of which students are travelling in private vehicles during school-related activities.

### Reference:

Section 11, 33, 52, 53, 59, 59.1, 197, 222, 225 *Education Act*  
*Traffic Safety Act*  
Student Transportation Regulation 102/2017  
Use of Highway and Rules of the Road Regulation 304/2002