



## Use of Private Vehicles for Extra-Curricular Trips

### **Administrative Procedure 7.040**

**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 17**

**Legal Reference:**

**Date Adopted: September, 2010**

**Date Amended: November, 2012**

**Date Reviewed: Nov, 2017**

The Board of Trustees discourages the use of private vehicles for the transportation of students. If the use of private vehicles is necessary, the following regulations shall apply to private vehicle use:

1. Parents are to be informed by the principal of the decision to use private vehicles in lieu of alternate transportation.
2. A Request form will be submitted to the Superintendent a minimum of three days prior to the scheduled event.
3. Only vehicles insured as "All Purpose" with minimum liability insurance of two million dollars will be used to transport students. Proof of insurance must be provided with the application.
4. Only parents, guardians, staff members and/or coaches who have an "Intermediate" or "Full" license status will be allowed to transport students. Students will not be allowed to transport other students. Proof of license status must be provided with the application. All drivers must have a satisfactory driving record, substantiated by a current driver's abstract (within 12 months). Drivers with more than 6 demerits shall be disqualified from driving on school sponsored activities.
5. Drivers must comply with all applicable laws and regulations at all times.
6. All vehicles, drivers, and students will be assigned. There will be no deviation from the assigned vehicles, drivers, and students or designation.
7. A signed parent/guardian consent/information form is required from each student participating in the trip. The form will indicate the purpose of the trip, destination, time of departure, estimated time of return as well as the type of vehicle being used, the driver, and a list of vehicle passengers.

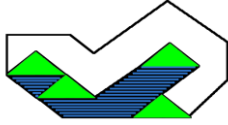
8. School shall maintain thorough including, but not limited to, names of operators and passengers, dates, times, destinations, insurance confirmation, driver's abstract, etc. For each trip, a copy of the vehicle registration, insurance, itinerary and list of passengers shall be maintained in the vehicle.
9. Students under 12 years of age must be transported in the rear seat (s) (away from an airbag) according to Transport Canada safety guidelines.
10. Principals have the right to refuse any private transportation where, in their opinion, it is in the best interests of the student or school to do so.

### **Transporting Students Who Are Ill / Injured**

There are occasions when it is necessary and desirable to transport sick or injured students from the school or school activity to their homes or for medical attention. Private cars may be used for this purpose.

#### **Procedures**

1. Arrangements for transportation of sick or injured student made through the principal or designate.
2. The vehicle used must have appropriate insurance coverage necessary to transport passengers.



**Use of Private Vehicles Transportation Request Form  
(NOTE: Three days' notice must be given)**

School Requesting  
Trip: \_\_\_\_\_

Purpose of Trip: (including destination)

Estimated Departure Time :  
(Date/Time) \_\_\_\_\_

Estimated Return Time:  
(date/time) \_\_\_\_\_

Have parents received a permission form to be signed and returned?  yes  no

**Vehicle Assignments**

**Vehicle #1**

Driver's Name: \_\_\_\_\_ (attach copy of license to form)  
(must be "Intermediate" or "Full" status)

Driver's Vehicle Type: \_\_\_\_\_ (attach copy of vehicle registration)  
(must be insured as "All Purpose")

List of assigned passengers: (# limited to vehicle seat belts)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

\_\_\_\_\_  
Principal's Signature:

**Vehicle #2**

Driver's Name: \_\_\_\_\_ (attach copy of license to form)  
(must be "Intermediate" or "Full" status)

Driver's Vehicle Type: \_\_\_\_\_ (attach copy of vehicle registration)  
(must be insured as "All Purpose")

List of assigned passengers: (# limited to vehicle seat belts)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

**Vehicle #3**

Driver's Name: \_\_\_\_\_ (attach copy of license to form)  
(must be "Intermediate" or "Full" status)

Driver's Vehicle Type: \_\_\_\_\_ (attach copy of vehicle registration)  
(must be insured as "All Purpose")

List of assigned passengers: (# limited to vehicle seat belts)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

**Vehicle #4**

Driver's Name: \_\_\_\_\_ (attach copy of license to form)  
(must be "Intermediate" or "Full" status)

Driver's Vehicle Type: \_\_\_\_\_ (attach copy of vehicle registration)  
(must be insured as "All Purpose")

List of assigned passengers: (# limited to vehicle seat belts)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

\_\_\_\_\_  
Principal's Signature:



**Use of Private Vehicles Transportation Request Form  
Parent Permission Form**

Name of School: \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip:

Estimated Departure Time: (date/time) \_\_\_\_\_

Estimated Return Time: (date/time) \_\_\_\_\_

Teacher(s) in Charge: \_\_\_\_\_

**Your son/daughter will be traveling to the event listed above by private vehicle.**

Driver's Name: \_\_\_\_\_

Driver's Vehicle Type: \_\_\_\_\_

List of assigned passengers: (# limited to vehicle seat belts)

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Parents please sign this permission slip and have your son/daughter return it to the teacher. Only students with written permission will be allowed to travel.  
Thank you.

**I hereby give my son/daughter permission to take part in the field trip to \_\_\_\_\_ by private vehicle on \_\_\_\_\_**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian Signature