



Policy 5025
USE OF PRIVATE VEHICLES

Adopted: 2000-01-25	Reviewed:	Amended: 2008-08-26 2010-04-13
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POLICY

SUBJECT: **USE OF PRIVATE VEHICLES**

Under special circumstances, private vehicles are the only sensible mode of student transportation for curricular/co-curricular/extra-curricular field trips.

The use of private vehicles for the transportation of students is authorized in accordance with the regulations for this policy.



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REGULATIONS

SUBJECT: **USE OF PRIVATE VEHICLES**

General

1. Where private vehicles and/or volunteer drivers are deemed to be the only sensible choice for student transport, the following criteria must be met and verified by the Principal:
 - 1.1 The vehicle must be in safe operating condition with adequate seat belts.
 - 1.2 The vehicle is equipped with appropriate tires for the seasonal conditions.
 - 1.3 The vehicle must be insured with a minimum of One Million Dollars (\$1,000,000.00) of liability insurance.
 - 1.4 Child passengers (under the age of 9) must be restrained in a booster seat until they reach 145 cm (4 feet, 9 inches) tall. The provision of a booster seat is the responsibility of the child's parent/guardian.
 - 1.5 Volunteer drivers must possess a valid driver's license, be at least nineteen (19) years of age, and have provided both a criminal record search and driver's license search during the previous year. Drivers with "L" or "N" classifications may not transport students for the purposes of school authorized travel.
 - 1.6 A passenger list must be left with the school office.
2. School personnel who transport students by private vehicle shall meet the above criteria.
3. Students traveling by private vehicle will return in a pre-approved vehicle, unless picked up by parent or guardian.
4. Students who travel to and from school or work experience in their own vehicles are not covered by the School Protection Plan insurance. It is the responsibility of the student to be insured.



**PARENTAL PERMISSION AND RELEASE FORM - PRIVATE CARS
FOR SCHOOL SANCTIONED EXTRA-CURRICULAR ACTIVITIES**

_____, who is in Grade _____ at
(Name of Student)

_____, has my permission to participate
(Name of School)

in the following school sanctioned extra-curricular activity:

I further give my permission and consent for _____
(Name of Student)

to ride in the private pre-approved automobile(s) for the purpose of travel to and from
events related to this specific activity.

I have read and understand the *Motor Vehicle Act* Child Seating and Restraint Systems
legislation on the reverse of this form and where required have provided a booster seat to
be used in the transportation of my child in accordance with the *Motor Vehicle Act*.

(Signature of Parent/Guardian)

(Date)

Excerpt from the Motor Vehicle Act, Division 36 – Child Seating and Restraint Systems

Definition:

“child” means a person under age 9

Booster seats and seat belt assemblies

36.06 (1) A child must be fastened on a booster seat, specified by the manufacturer to be appropriate for the child's height and weight, using the vehicle's seat belt assembly until the child reaches a height of 145 cm (4 feet, 9 inches) or more.

Restraint systems for children with special needs and children with mobility impairments

36.08(2) Despite sections 36.05 to 36.07, a child who weighs 9 kg or more and who has mobility impairments may be fastened in a vehicle using a restraint system for disabled persons that is specified by the manufacturer to be appropriate for the child's height and weight.

Reference:

| Order in Council 485/2007, June 21, 2007, Division 36 *Motor Vehicle Act Regulation* amendments



APPLICATION FOR USE OF PRIVATE VEHICLE/VOLUNTEER DRIVER

Driver's Name

Driver's Licence No.

- The vehicle I will be driving is in good repair Yes No
- The vehicle is equipped with appropriate tires for the seasonal conditions. Yes No
- This vehicle has a seat belt for each passenger Yes No
- I will ensure each passenger uses a seat belt..... Yes No
- I will ensure that a booster seat, when supplied, (as per the *Motor Vehicle Act*)
is properly installed and used by the child Yes No
- I have a list of passengers I will be transporting and will
not release them to anyone other than parent or guardian,
or as directed by the supervisor Yes No
- The routes and schedules I will be traveling are known to me Yes No
- This vehicle carries a minimum of \$1 million liability insurance Yes No
- I will abide by traffic safety laws and requirements..... Yes No
- My driver's licence is valid..... Yes No
- I have provided a criminal record search within the past 12 months Yes No
- Since the above criminal record search, I have not been charged
with a criminal offense Yes No
- I have provided a driver's licence search within the past 12 months Yes No
- Since the above Driver's Licence Search, I have not been charged
with a driving infraction Yes No

Activity: _____

Date: _____

Vehicle Description:

Make: _____ Model: _____ Year: _____ Licence No. _____

I have read and understand the *Motor Vehicle Act* Child Seating and Restraint Systems legislation on the reverse of this form and where required have provided a booster seat to be used in the transportation of my child in accordance with the *Motor Vehicle Act*.

Signature, Driver of Volunteer Vehicle

Signature, Vehicle Owner
(if different from driver)

Approval: _____
Administrative Officer

Date: _____

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