



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP679.0, Use of Private Motor Vehicles for Student Transportation

Application

The Use of Private Motor Vehicles for Student Transportation procedure is to be followed when students, teachers, parents or other volunteers are used to transport students to school or Board trips, events, activities or meetings.

Stakeholder Groups with Responsibility Under this Policy

- The Director of Education
- Principals and Vice-Principals
- Senior Manager, Administrative Services
- Staff members
- Trip Drivers

Relationship to Board Priorities

This procedure supports the Board in its efforts to provide a safe and caring environment for students by helping to ensure they are safely transported to and/or from school or Board trips, events, activities or meetings when the use of a school bus is not practical.

Procedure History

Approved May 1995
October 2008
Working Document June 2014
Revised March 2015

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedure.



Board Procedure #NP679.0 Use of Private Motor Vehicles for Student Transportation

Document Integration Project Format

Throughout the year, many trips, events, activities and meetings take place off school property where school bus transportation is not practical. In these situations, trip drivers use private vehicles to transport students. This procedure outlines the responsibilities associated with transporting students in private motor vehicles.

Definitions

Trip Drivers

Trip drivers are defined as individuals who have been authorized to drive their own or another licensed vehicle to transport students to and/or from authorized school or Board trips, events, activities or meetings. This includes trustees, staff members, students, parents, volunteers and officials of the Board.

Legislation

Highway Traffic Act

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Use of Private Motor Vehicles for Student Transportation procedure.

The Senior Manager of Administrative Services shall:

- investigate incidents and contact insurance carriers when a student is injured or killed while being transported to and/or from an authorized school or Board trip, event, activity or meeting in a private vehicle.

Principals and other Board officials shall:

- ensure the [Trip Driver Authorization form](#) is completed and filed for each authorized trip driver;
- ensure authorized trip drivers adhere to the requirements of [Policy and Procedure #280.0, Volunteers in Our Schools](#), where applicable;
- ensure trip drivers know where they are to pick-up and/or drop-off students;
- ensure trip drivers have the contact information for the principal or designate in the event that a parent/guardian or other authorized individual is not present to pick up a student at the end of the trip, event activity or meeting; and
- ensure that the parent is aware of and authorizes the transportation arrangements for each activity by having them complete the [Parental Permission for the Transportation of Students form](#).

Trip drivers shall:

- obtain a signature by principal or other Board official on the [Trip Driver Authorization form](#) before transporting students;
- use a licensed vehicle which is insured for a minimum of \$1,000,000 (with \$2,000,000 recommended) liability insurance;
- when transporting students under the age of eight, ensure that appropriate car seats or booster seats are utilized;
- wherever possible, ensure that there are two adults in each vehicle;
- understand that it is recommended that a minimum of \$2,000,000 public liability and property damage insurance be carried by all trip drivers.
- be at least 17 years of age and have a valid G or G2 licence;
- promptly notify Administrative Services of any incident arising from the use of a licensed automobile during an authorized school or Board trips, event, activity or meeting;
- at the end of the trip, event, activity or meeting;
 - return students to the school or another previously agreed upon location,
 - where age appropriate, ensure a parent/guardian or other authorized individual is present to meet the student, and
 - contact the school if a parent/guardian or other authorized individual is not present to meet the student, where applicable;
- be aware that the Board's excess liability insurance is accessible only after the trip driver's insurance has been exhausted;
- understand that the Board recommends that all trip drivers contact their automobile insurance company and advise them that they will be transporting students;
- not drive any students if their licence has been suspended or if their physical well-being would render them incapable of safely driving students;
- not smoke while students are in the vehicle; and
- understand if a student is injured or killed while being transported in a trip driver's a personal vehicle, their insurance policy will protect them against a liability claim and the Board's non-owned auto policy will protect the Board.

Parents shall:

- ensure their permission is given for their child to ride in a private vehicle by completing the [Parental Permission for the Transportation of Students](#) to and/or from each authorized school or Board trip, event, activity or meeting.

Department

Business Services

Procedure History

Approved May 1995

October 2008

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