



SD 42 PROCEDURE: 10310.2

VOLUNTEER DRIVERS

1. SCOPE

- 1.1 This procedure addresses curricular and extra-curricular transportation of students where specific volunteer drivers, including staff, are organized, directed and supervised by the school district.
- 1.2 The school district is responsible for supervision of students during instructional time and must control any related transportation.
- 1.3 Outside of the scope of this procedure is: transportation to or from the student's home, group transportation via commercial carriers and emergency medical transportation.

2. INTENT

- 2.1 It is the intent of the Board to minimize risk to students being transported by volunteer drivers.
- 2.2 Volunteer drivers and vehicles may be utilized within the law.
- 2.3 Volunteer drivers will normally only be utilized on trips of one day duration or less.

3. SELECTION OF VOLUNTEER DRIVERS

- 3.1 Selection of volunteer drivers is intended to achieve safe transport by giving consideration to factors including:
 - a) Volunteer suitability for the task;
 - b) Driver licensing appropriate to the vehicle; and
 - c) Vehicle licensing, insurance and mechanical fitness.
- 3.2 Individuals interested in becoming volunteer drivers must submit a Volunteer Driver Application form and the required supporting documentation to the Principal.
- 3.3 Selection of volunteer drivers should include consideration of the following criteria and may include other factors the Educator-In-Charge and Principal deem appropriate.
 - 3.3.1 Driver licensing must be in British Columbia and appropriate to the licensing of the vehicle being utilized and number of persons to be transported. Most drivers have Class 5 licenses. A Class 4 driver's license is required for student travel if the vehicle is licensed for private purposes with a seating capacity of ten or more (up to 25) including the driver.
 - 3.3.2 The applicant must have held a valid driver's license for at least one year.

3.3.3 The driver must be competent to drive. The applicant's driving record will be reviewed by examining a Driver's Abstract which may be obtained by:

- a) The driver requesting a driver's abstract on the ICBC website; or
- b) The driver visiting any ICBC driver licensing office and obtaining the abstract on an over-the-counter basis at no charge.

The Driver's Abstract must include the last 5 years of driving history.

Generally, two or more traffic violations or an accident involving personal injury or damage to the property of others over \$5,000 in the year preceding the date of issue of the driver's abstract, would disallow approval.

3.3.4 Use of Learner ("L") drivers and Novice ("N") drivers under 19 years of age as volunteer drivers is strictly prohibited. Drivers with Learner ("L") drivers' licenses and drivers under 19 years of age with Novice ("N") drivers' licenses are strictly prohibited from transporting students during school sponsored activities. Students who hold a Novice ("N") drivers' license may drive themselves to/from school sponsored activities if approval from their parent/guardian is received in writing by the school.

3.3.5 Use of Novice ("N") drivers over 19 years of age to transport students is not precluded, but is discouraged, as there are legal restrictions on their ability to transport passengers, and they are less experienced drivers. Parents of students being transported by Novice ("N") drivers must be made aware of this when consenting to the participation of their child in the field trip.

Some of the legal restrictions for Novice ("N") drivers are as follows:

- a) "N" sign must be displayed at the back of the car;
 - b) zero blood alcohol content; and
 - c) limit of one (1) passenger. *
- * To transport additional passengers, a supervisor aged 25 or older with a valid driver's license (class 1, 2, 3, 4 or 5) must accompany the driver. (Note: The restriction of one (1) passenger does not apply if the additional passengers are immediate family members of the driver.)

3.3.6 Volunteer suitability should be considered with the factors enunciated in Policy 10310 - Volunteers and its procedures being a reference.

3.3.7 Vehicle fitness is to be certified by the driver. If something indicates a vehicle may not be roadworthy, it must not be utilized.

3.3.8 Vehicle licensing must be in British Columbia.

3.3.9 A vehicle defined as a bus (seating capacity of 10 or more) must have \$10 million of liability insurance coverage and a bus permit.

3.4 The principal retains discretionary authority to approve volunteer drivers.

3.5 A volunteer driver's services may be terminated at the discretion of the Principal.

4. COMMUNICATION WITH PARENTS

4.1 Where student activities involve transportation by volunteer drivers, parents are to be informed and must consent to the arrangements.

4.2 If the volunteer driver is a Novice ("N") driver, written consent for the use of the Novice ("N") driver must be obtained from:

- a) Parents of students to be transported; and
- b) For student volunteer drivers - parents of the student volunteer driver.

5. ORIENTATION OF VOLUNTEER DRIVERS

5.1 Instructions on the field trip schedule, route, and passenger list must be clearly communicated to volunteer drivers.

5.2 Volunteer drivers are to be oriented as to obligations and responsibilities of staff, volunteers and students including school procedures, particularly those related to safety, emergencies and the reporting of incidents; confidentiality requirements; and requirements for vehicle passenger restraint systems.

6. INSURANCE COVERAGE FOR VOLUNTEER DRIVERS

6.1 Volunteer drivers occasionally inquire regarding insurance coverage. The following is intended to establish a general understanding of the matter. The precise attributes of insurance coverage are established by the legal language within the insurance policies and are interpreted by courts.

6.2 A volunteer driver, for the purposes of this insurance discussion, is voluntarily acting on behalf of or assisting the school district while using or operating a vehicle not owned by the district.

6.3 First, in the event of a motor vehicle accident, insurance claims are satisfied pursuant to the terms of the insurance coverage carried on the vehicle involved.

6.4 Second, the Schools Protection Program provides substantial additional liability coverage above the vehicles' insurances.

6.5 Vehicles used for student transportation must be rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$1,000,000.

6.6 The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

7. RESPONSIBILITIES OF VOLUNTEER DRIVERS

7.1 Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$1,000,000.

7.2 Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is properly equipped with seat belts for each occupant and that seat belts are secured when traveling.

7.3 The volunteer driver and owner should ensure that, to the best of their knowledge, the motor vehicle used for student transportation, is in good mechanical condition, and equipped with appropriate tires to meet weather conditions.

7.4 Volunteer drivers must ensure that adequate passenger restraint systems (i.e. seat belts, booster seats) are used in the vehicle used to transport students.

7.5 Volunteer drivers are responsible for ensuring that all children under 12 years of age do not ride in the front seat.

7.6 Volunteer drivers must notify the Principal if any events occur that negatively impact on the driver's suitability to transport students as a volunteer.

7.7 Volunteer drivers must maintain a non-smoking environment while transporting students.

7.8 Volunteer drivers must not, at any time during their performance as volunteer drivers, use any alcoholic beverages or use any restricted substances or use any substances that may affect their ability to safely operate a motor vehicle.

7.9 Volunteer drivers must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

7.10 Volunteer drivers must notify the Principal of any motor vehicle accidents that occur while transporting students.

7.11 Volunteer drivers must follow all applicable school district policies and procedures.

8. DOCUMENTATION

8.1 A Volunteer Driver Registration form is provided for schools to facilitate documentation, selection and authorization of volunteer drivers. This documentation is to be retained in the school's file and updated each school year or when the information provided changes. The driver's abstract for each volunteer driver must be updated every other school year or before, if the license has expired.

8.2 Separate passenger lists for each vehicle used for field trips must be prepared and a copy left at the school.

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