


Private Vehicle Use for Student Transportation

	<p align="right">Adopted: June 28, 2011</p> <p align="right">Amended: September 23, 2020</p>
	<p>External References</p> <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 175, 179, 194, 195, 196, 197 • Highways and Transportation Act • Traffic Safety Act
	<p>Internal References</p> <ul style="list-style-type: none"> • AP 530 Insurance Management • Form 241-1 Work-Based Learning Placement Student Use of Private Vehicle • Form 241-2 Work-Based Learning Placement Student Use of Private Vehicle Special Provision • Form 517-2 Expense Claim - Student Related Travel (Ongoing) • Form 552-1 Private Vehicle Report Special Events/Extra-Curricular Transportation • Form 552-2 Driver Authorization Application (Completed Annually)

Background

The Division strongly favours the practice of using buses to transport students. However, the Division recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

Procedures

1. Special Events

- 1.1 Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- 1.2 Only employees or parents/ guardians, or adult volunteers may transport students. They must have completed Form 552-2 Driver Authorization Application (Completed Annually) and have it approved by the Principal annually.
- 1.3 It is required that teachers, parents or volunteers authorized to use their vehicle by the Principal have third party liability insurance of at least two million dollars (\$2,000,000).
- 1.4 Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars (\$2,000,000).
- 1.5 When an authorized driver is not available for Work-Based Learning Placements a student may be approved to transport himself/herself within a radius of one hundred (100) km of the school with Principal and parent/guardian approval. Exception beyond one hundred (100) km limit requires the approval of the Learning Consultant for Career Development. Refer to Administrative Procedure 241 Work-Based Learning Placements.
- 1.6 Students participating in Work-Based Learning Placements outside of the community are to receive the transportation rate for round trip travel to their place of employment as set by the Board.
- 1.7 Parent/guardian(s) transporting students are to receive the transportation rate for one round trip to the place of employment as set by the Board.
- 1.8 Parent/guardian(s) may claim for a return trip if they transport students back to the school.