

## **STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS**

### **BACKGROUND**

The District strongly favours the practice of using buses to transport students. However, the District 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 and the District values the involvement and commitment of volunteer drivers.

Student transportation is the responsibility of the Principal who may designate a supervisor to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity. In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following guidelines which are also outlined in [Administrative Procedure 490: Parent/Guardian Volunteers – Appendix A](#).

### **PROCEDURE**

1. The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for their time, is no longer considered a "volunteer" and is to contact their Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for business use.
2. The driver must hold a valid British Columbia (ICBC) driver's license (Class 5). Volunteer Drivers must be twenty-five (25) years or older.
3. The driver must complete a Volunteer Driver Registration Form ([490-2](#))
4. A Criminal Record Check ([490-3](#)) must be completed for situations involving overnight trips with students.
5. The vehicle must have standard insurance coverage with ICBC.
6. The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
7. Booster seats are for children over eighteen (18) kg. (40 lbs.) until they are nine (9) years old unless they have reached the height of 145 cm (4'9" tall).
8. The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
9. The vehicle must be maintained in sound mechanical order.
10. Children under the age of thirteen (13) must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.

11. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.
12. Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and school bus permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
13. Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if the volunteer decides to leave the premises of the school activity for personal reasons and is involved in an accident, the School Protection Program may not respond on the volunteer's behalf. Volunteers are to be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. Volunteers are advised to check with their own insurance agents.
14. Third Party Liability coverage above two hundred thousand dollars (\$200,000) basic personal coverage is provided by the Schools Protection Program, however, no comprehensive or collision coverage is provided beyond the driver's personal vehicle insurance.
15. There is no medical, dental or disability coverage for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.
16. All incidents of injury or vehicle accidents must be reported to school staff immediately and a School Protection Online Incident Form is to be completed and a copy of the report forwarded to the Secretary Treasurer's Office.

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**References:**      *Sections 17, 20, 22, 26.1, 65, 85 School Act*  
                         *Freedom of Information and Protection of Privacy Act*

**Adopted: April 25, 2017**

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