



Background

Students should preferably be transported to and from school, or to and from school sponsored activities, by school bus or their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles.

Procedures

1. It is expected that students will be transported by school bus to the following activities when numbers warrant:
 - 1.1 All athletic competitions in the divisional league.
 - 1.2 All field trips
 - 1.3 All special events such as music festivals, drama and theater productions.

2. The principal may authorize in writing the use of private vehicles to transport students under the following conditions:
 - 2.1 The use of a school bus is not feasible or available for the particular activity.
 - 2.2 The driver of the vehicle is a responsible adult and is in possession of the relevant valid driver's license.
 - 2.3 Adequate insurance coverage on the vehicle is maintained and meets the following minimum requirements:
 - 2.3.1 Third party and passenger hazard liability insurance in an amount of not less than \$5,000.000.00 inclusive.
 - 2.3.2 Accident benefits required by law.
 - 2.3.3 Comprehensive coverage with the deductible amount not to exceed \$500.00.
 - 2.3.4 An endorsement from the insurance company that it is aware that students are being transported and that this endorsement is placed on the insurance coverage.



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Transportation Of Students In Private Vehicles

- 2.4 A copy of the insurance policy with the 6a Endorsement, driver's abstract, and driver's license shall be filed with the principal.
- 2.5 Drivers of private vehicles must be advised by the principal that:
 - 2.5.1 Their insurance coverage is always primary or first loss insurance coverage.
 - 2.5.2 The Division maintains a non-owned vehicles liability insurance coverage that is over and above the owner's policy.
3. The principal shall submit a written copy of the approval to use private vehicles to the central office prior to the departure for the event.
4. Parents of students participating in an activity using private vehicles shall sign Parental Permission/Consent Form. A copy is included in the Forms Manual (Form I505).
5. Travel expenses may be claimed in accordance with divisional rates.