

**Use of Privately Owned Motor Vehicles for
Intra-Curricular and Extra-Curricular Activities**

-POLICY-

When buses are not available, feasible or economical, privately-owned motor vehicles may be used to transport students to and from a school or a school activity conducted within an approved intra-curricular or extra-curricular education program, subject to the regulations which accompany this policy.

-REGULATION-

1. The school principal is authorized to approve the use of privately-owned motor vehicles for the conveyance of students to or from activities associated with curricular and extra-curricular education programs that have been approved in accordance with School Board Policy. No privately-owned vehicle may be used to transport students unless such approval has been given by the school principal.
2. The school principal shall first be satisfied that the driver is a responsible adult person holding a valid license to drive the particular vehicle being used and that the vehicle is properly licensed and insured. An adult person is one not less than twenty-one (21) years of age.
3. The school principal shall obtain the consent of the parent or guardian of each student being transported, in writing, except in circumstances in which the time available makes it impossible to obtain this consent.
4. Private vehicles must have one seat belt per passenger and be in a safe operating condition. Passengers under the age of twelve (12) should not sit in the front seat of vehicles equipped with airbags on the passenger side. Child passengers who weigh under the 18kg (40lbs) must be restrained in a child safety seat. Child passengers who weigh 18kg (40lbs) or more must be restrained in a booster seat until they are a least nine (9) years old or reach 145cm (4'9") tall. The provision of a child safety or booster seat is the responsibility of the child's parent/guardian.

5. The Board of Education will provide through the School Protection Program, Comprehensive General Liability Insurance up to a minimum of \$1,000,000.00 to:
 - 5.1 each individual employed by the Board, or
 - 5.2 each parent or guardian who has a student enrolled in a school administered by the Board, or
 - 5.3 each volunteer person not described in 5.1 or 5.2 who used his/her motor vehicles with the approval of the school principal to transport a student or students to or from a school or a school activity conducted within an approved curricular or extra-curricular educational program.

This insurance is in excess to the limits of liability set out in the Owner's Certificate of Insurance issued by the Insurance Corporation of British Columbia and any other valid insurance certificate or policy issued in respect of the motor vehicle owned and operated by the administrative officer, teacher, parent, or volunteer who is afforded indemnity by the excess insurance. The coverage will not be effective if at the date of occurrence or loss the motor-vehicle driver is in breach of the terms or conditions of any other policy issued in respect of the vehicle involved in the accident.

- 6 All volunteer drivers must fill out the Volunteer Driver's and Vehicle Owner's Declaration along with copies of the following documents:
 - 6.1 Insurance coverage
 - 6.2 Driver's license
 - 6.3 A current driver's abstract
 - 6.4 Criminal record review