



Niagara Catholic District School Board

## **VOLUNTEER DRIVERS**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

No 302.4

Adopted Date: March 24, 1998

Latest Reviewed/Revised Date: April 28, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Volunteer Drivers.

#### **PREAMBLE**

The Board generally provides Board-approved transportation to students attending school-approved activities. However, it is acknowledged that, on occasion, upon Principal approval, it is necessary to transport students in private or rental vehicles.

In such instances, it is understood that any volunteer driver transporting students to school-approved activities in private or rental vehicles have completed the Volunteer Driver-Authorization to Transport Students Form and have been approved by the school Principal.

The Niagara Catholic District School Board does not endorse students driving other students to school-approved activities. The following procedures have been established for the purpose of providing consistent directives relative to the transportation of students in private vehicles. It is understood that the procedures apply to all volunteer drivers, including staff.

When transportation is by private vehicle, the Principal/designate shall advise those volunteers requesting to transport students of the following;

1. Volunteer Drivers must have the minimum qualification to drive: the volunteer drivers must be fully licensed; having obtained a class "G" license - successfully completed a Level 2 - G2 Exit Test.
2. Persons transporting students in privately owned automobiles should be sure their Public Liability Insurance coverage is valid and current and meets the Board's requirement for non-owned auto insurance coverage. The Board, however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who transport students within Canada and the Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of their vehicle and is in excess of the limit carried by the individual on their personal policy.
3. The Volunteer Drivers-Authorization to Transport Students must be fully completed and returned to the school and submitted to school Principal.
4. Parents of students transported to school-approved events by school-approved volunteer drivers must be informed of this and sign the Transport Student Consent Form which lists dates, activity, destination, departure/return times and the name of volunteer driver.
5. A passenger list for each vehicle will be provided to the main office prior to departure. A second list will be kept by the teacher in charge.
6. A vehicle shall not be used to transport in excess of six passengers and a seat belt must be provided for each student.
7. Rental Vehicles
  - Vehicles may be rented for student transportation to school board events.
  - Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.

- Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee’s personal policy, and transferring to the board’s fleet policy.

To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the “renter.” For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher

- When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
- In the event of an accident, contact the car rental agency immediately.

**References**

- [\*Ontario School Boards Insurance Exchange \(OSBIE\):Risk Management Advisory\*](#)
- [\*OPHEA: Ontario Safety Guidelines\*](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [\*Educational Field Trips \(400.2\) AOP\*](#)
  - [\*Volunteering in Catholic Schools \(800.9\) AOP\*](#)

<b>Adopted Date:</b>	<b>February 27, 2001</b>
<b>Revision History:</b>	<b>June 16, 2009 April 28, 2015</b>