

TRANSPORTATION OF STUDENTS AND/OR OTHERS IN PRIVATE VEHICLES

Background

The Division believes that students should be transported to and from school or to and from school–sponsored activities by school bus, taxi or their parents.

The Division authorizes the transportation of students in privately owned vehicles in special circumstances.

Procedures

1. The school Principal may authorize the use of private vehicles to transport students subject to the following conditions:
 - 1.1 The driver is in possession of a valid driver's license as required.
 - 1.2 School bus, taxi or parental transport of the student is not feasible.
 - 1.3 Adequate measures are established to ensure student safety.
 - 1.4 Adequate insurance coverage on the vehicle is maintained.
 - 1.5 Responsible adults are assigned as drivers.
 - 1.6 The driver provides an Alberta driver's-abstract.
2. When private vehicles are being used to transport students, the following conditions must be adhered to:
 - 2.1 The Principal, or designate, of the school must authorize in writing, the use of a private vehicle.
 - 2.2 The Volunteer Automobile Driver Application must be filed with the Principal (See forms in Forms Manual).
 - 2.3 Primary insurance coverage for vehicles used to transport students on authorized trips must be provide bodily injury and property damage coverage of at least two million (\$2,000,000) dollars.
 - 2.4 Drivers who transport students are to be advised that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students they shall so advise their insurance company.
 - 2.5 The Division vehicle liability insurance will provide additional coverage over and above the owner's policy for claims against Greater St. Albert Catholic Schools. This secondary coverage covers the driver only while transporting students and/or approved supervisors on authorized school trips and applies

only to claims advanced on behalf of the student(s) and/or approved supervisor(s).

Reference: Section 69, *Education Act*