

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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| <i>Section</i>                    | BUSINESS AND TRANSPORTATION                         |     |
| <i>Management Guideline</i>       | STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS |     |
| <i>Applicable Policy</i>          | STUDENT TRANSPORTATION BY STAFF OR OTHER VOLUNTEERS | 302 |
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| <i>Reviewed: November 4, 2014</i> |   |     |
| <i>September 15, 2014</i>         |   |     |
| <i>June 3, 2014</i>               |   |     |
| <i>April 1, 2014</i>              |   |     |
| <i>November 5, 2013</i>           |   |     |
| <i>November 6, 2012</i>           |   |     |
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The Superior-Greenstone District School Board encourages staff to hire licensed carriers to transport students to school board approved functions such as co-curricular and extracurricular activities.

Where this is cost prohibitive due to the number of students to be transported or the distance involved, the use of volunteer drivers, rental vehicles or private vehicles may be considered.

### **PROCEDURES**

#### **1.0 Principal's Responsibility**

When volunteer drivers (staff, parents or other volunteers – *volunteer is NOT a student registered in secondary school*) are utilized to provide transportation for students the school principal is responsible for ensuring the following:

- 1.1 The appropriate ***Trip Driver Form*** is completed prior to the commencement of the trip.
- 1.2 The driver(s) are in possession of a valid driver's license appropriate for the vehicle. See Section 3.0 - "Licensing Requirements For School Purpose Vehicles".
- 1.3 The owner of the vehicle being operated on school board business carry adequate limits of liability insurance. See Section 2.0 - "Insurance Coverage".
- 1.4 Vehicles being rented by school staff are contracted in the name of the school board.
- 1.5 The full insurance coverage offered by the rental company is to be purchased (liability, collision and comprehensive).
- 1.6 That if students are being transported in a private vehicle that such transport is in accordance with the legislation of *Bill 73: An Act to Enhance the Safety of Children and Youth on Ontario's Roads*, which requires pre-schoolers and primary grade-age children to be buckled up in the appropriate child car seat, including booster seats. A child can start using a seatbelt alone once *any one* of the following criteria is met:
  - i) the child turns eight years old;
  - ii) the child weighs 36 kg (80 lbs); or,
  - iii) the child is 145 cm (4 feet 9 inches) tall

## **2.0 Insurance Coverage**

The owner of the vehicle is required by the board to provide a MINIMUM liability insurance of \$1,000,000.00.

If a personal vehicle is used regularly to transport students, then the vehicle owner is advised to notify his or her agent, broker or insurer and request a rider be added to the policy to extend coverage.

In addition to the owner's insurance the Board carries NON-OWNED AUTOMOBILE LIABILITY insurance, which is designed to provide coverage in excess of the vehicle owners' insurance carried on the vehicle while being used or operated on board business.

The INSURANCE ACT stipulates that the vehicle owner's insurance is primary to any non-owned automobile liability insurance policy.

## **3.0 Licensing Requirements for School Purpose Vehicles**

Seating capacity is the key determinant, not the number of passengers actually being carried. Vehicles are divided into three categories based on the vehicle seating capacity:

### **3.1 Five (5) passenger seats plus the driver**

- Driver is required to carry a valid driver's license with a "G" class.

### **3.2 Six (6) to Nine (9) passenger seats plus the driver**

- Driver must carry a valid driver's license with a "G" class;
- Vehicle must have safety inspection stickers, carry a logbook and conform to Regulation 611 of the Highway Traffic Act. \*

These requirements apply to vehicles owned, leased or rented in the name of the board or operated under contract with the board. A vehicle is considered under contract if compensation is paid for the service. Compensation is defined as any rate, remuneration, reimbursement or reward of any kind paid, payable or promised or received or demanded, directly or indirectly.

If no remuneration is paid Regulation 611 of the Highway Traffic Act does not apply.

### **3.3 Ten (10) to Twenty-four (24) passenger seats plus the driver**

- Driver must carry a valid driver's license with an "E" class;
- Vehicle must meet all of the "school purpose bus" regulations under the Highway Traffic Act.

These requirements apply to vehicles owned, leased or rented in the name of the board.

For vehicles provided with no payment for the occasional transportation of students a class "F" license is required if the vehicle has the capacity to carry more than eleven (11) passengers and the vehicle need not meet the "school purpose bus" regulations under the Highway Traffic Act. \*

\* Note: Highway Traffic Act Regulations are very stringent and violation of these regulations could result in a fine, license suspension or such other penalty as permitted by the Highway Traffic Act.