



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Volunteer and Trip Drivers

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| | Policy Number: | 200.21 | |
| Adopted: | September 24, 2002 | Former Policy Number: | n/a |
| Revised: | April 26, 2011; January 24, 2017 | Policy Category: | Students |
| Subsequent Review Dates: | TBD | Pages: | 1 |

Belief Statement:

Recognizing that the best means of transporting students is by school bus transportation, the Brant Haldimand Norfolk Catholic District School Board understands that in certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

Policy Statement:

In order for an individual to act as a volunteer driver, they shall qualify to become a volunteer and follow the Board Policy on Volunteers (300.12).

All trip drivers, including volunteer drivers shall:

- Have adequate liability insurance coverage (minimum \$1 000 000)
- Have a valid driver's license
- Have a driving record that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more
- Be 21 years of age or older.

Students are not authorized to act as trip drivers.

Glossary of Key Policy Terms:

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, Board employees, parents, volunteers.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References:

- BHNCDSB Volunteer Policy 300.12
- Criminal Code of Canada
- Ontario Highway Traffic Act



VOLUNTEER AND TRIP DRIVERS AP: 200.21

Procedure for: Board Staff
Submitted by: Chris N. Roehrig, Director of Education
Category: Students

Adopted: September 24, 2002
Revised: April 26, 2011; January 24, 2017

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and trip drivers.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

Information – N/A

Procedures

- 1.0 All trip drivers, including volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Students* (Appendix A) and seek approval from the school principal before transporting students.
- 2.0 All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
 - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
 - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
 - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
 - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
 - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
 - Be aware that legislation makes it illegal for drivers to talk text, type, or e-mail using hand-held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
 - Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
 - Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.
- 3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (300.12).
- 4.0 The *Volunteer Driver Authorization to Transport Students* form (see Appendix) needs to be submitted annually.



Definitions

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to trustees, employees, parents, volunteers.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References

BHNCDSB Volunteer Policy 300.12

Ontario Highway Traffic Act

Criminal Code of Canada



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT STUDENTS**

School Name: _____ Date: _____

This will authorize

(Name of teacher or other volunteer driver)

To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:

VEHICLE INFORMATION: MAKE _____ YEAR: _____ LICENSE PLATE # _____

INSURANCE INFORMATION: POLICY NUMBER _____
TOTAL AMOUNT OF THIRD PARTY LIABILITY INSURANCE (MINIMUM REQUIRED \$1 000 000):

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

- All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
 - (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
 - (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
 - (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
 - (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
 - (f) Be aware that legislation makes it illegal for drivers to talk text, type, deal or e-mail using hand held cell phones and other hand-held communications and entertainment devices. The law also prohibits drivers from viewing display screens while driving, such as laptops and DVD players that are unrelated to the driving task.
 - (g) Be aware that Seat belts must be in working condition and used by all passengers and that the Volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
 - (h) Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall, and are under the age of 8.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or over which include, but are not limited to, careless driving, racing, exceeding the speed limit by 50 km/h or more, failing to stop for a school bus or for police, failing to stop at unprotected railway crossings, etc.
- I declare that I am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Driver's Printed Name: _____ Signature: _____ Date: _____

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Owner's Printed Name _____ Signature _____ Date _____

PRINCIPAL'S APPROVAL

Principal's Printed Name: _____ Signature: _____ Date: _____



BRANT HALDIMAND NORFOLK Catholic District School Board

VOLUNTEER DRIVER AUTHORIZATION TO TRANSPORT STUDENTS

SUMMARY OF INSURANCE

1. Volunteer Supervisors on School Premises

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 Million for each occurrence.

2. Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is no coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3. Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$ 1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.