

STUDENT TRANSPORTATION/VOLUNTEER DRIVERS

Background

The District recognizes the importance of optimum safety in the transportation of its students. In circumstances whereby the use of school buses is not a viable option, the following Administrative Procedure will apply for volunteer drivers and teacher coaches, effective September 1999.

Procedures

1. Volunteer Drivers (Personal Vehicle Use) shall:
 - 1.1. follow the Motor Vehicle Act;
 - 1.2. provide a seat belt for every passenger in the vehicle and ensure that they are used
 - 1.3. submit annually, to the Principal, their name and relevant information (photocopy of driver's license, copy of current vehicle insurance policy, driver's abstract);
 - 1.4. consent to and obtain vulnerable sector criminal record checks (criminal record and sexual offence) from the local R.C.M.P. detachment as required; and
 - 1.5. not operate vehicles if the driver's ability to drive is affected by fatigue; illness or an outside agent.
2. The appropriate Transportation Coordinator shall:
 - 2.1. review the documentation provided by the volunteer as submitted in section 1 when requested to do so by the school; and
3. The Principal shall:
 - 3.1. direct volunteer driver applicants to the R.C.M.P. detachment to complete vulnerable sector criminal record check process;
 - 3.2. complete the identification process by reviewing the driver's abstract, driver's licence and insurance documents submitted by the volunteer driver to certify accuracy of name and birth date, and effective date of insurance;
 - 3.3. contact the Safety Officer if a review of the driver's abstract is required because there is a notation on the driver's abstract;
 - 3.4. file completed District Permission Forms for each student activity;
 - 3.5. not authorize, at any time, students to drive as volunteers; and
 - 3.6. maintain a list of authorized (as per Section 1 above) volunteer drivers for their respective school.
4. Infant and Child Passenger Regulations:

- 4.1. All drivers must secure children at least 18 kg (40 lbs.) to age nine or 145 cm tall (4'9"), whichever comes first as follows:
 - 4.1.1. In an approved booster seat (in accordance with the device manufacturer's instructions) in a seating position equipped with a shoulder harness.
 - 4.1.2. Children who reach the upper weight limit of the booster seat but are still under nine years old and 145 cm (4'9") tall will need a booster seat with a higher weight limit. If a booster seat is not manufactured to the weight limit required, an exemption may be requested from their medical practitioner.
 - 4.1.3. The booster seat must not be used in a designated seat position that has a frontal airbag for that seat.

Reference: Sections 17, 20, 22, 23, 26.1, 65, 85 School Act

Approved: October 4, 2005

Revised: February 2008; August 15, 2021