

## TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES DRIVEN BY STUDENTS

The following procedures have been established for the purpose of providing consistent directives relative to the transportation of students in private vehicles driven by other students. It is understood that the procedures apply to all students who on occasion drive and/or are transported in private vehicles to school-approved activities in which they are participants.

### STUDENT DRIVER CRITERIA TO BE A TRIP DRIVER:

To be an approved student volunteer driver by the principal/designate all of the following conditions must be present:

- a registered student in the school;
- 18 years of age or a grade 12 student;
- holds a valid Ontario Class G2 license;
- vehicle has the Board required \$1,000,000.00 insurance;
- the Student Driver Authorization form is completed with signed authorization from the principal/designate.

### GOVERNMENT GRADUATED LICENSE SYSTEM AND PASSENGERS:

Strict adherence to the provisions/regulations of the government's graduated license system is to be ensured (September 1, 2005). The number of passengers in the vehicle is limited to the following if driven between the hours of midnight to 5:00 a.m.

- for the first six (6) months – limit of one (1) passenger aged 19 and under,
- after the six (6) months – limit of three (3) passengers aged 19 and under.

*The passenger limitations do not apply if the G2 driver is operating a motor vehicle after 5:00 a.m. and before midnight.*

### BOARD'S EXCESS LIABILITY INSURANCE:

The Halton Catholic District School Board provided Non-Owned Automobile Liability Insurance for claims that exceed the owner's insurance, while the vehicle is being operated on Board business. Volunteer drivers are required to carry \$1,000,000.00 of liability insurance, therefore, this coverage would respond to liability claims that exceed \$1,000,000.00.

STUDENT DRIVERS/OWNERS OF THE VEHICLE ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- a) use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario;
- b) volunteer drivers must carry a minimum of \$1,000,000.00 of third-party automobile liability insurance;
- c) provide the Board prompt written notice, with all available particulars, or any accident arising out of the use of a licensed automobile during a trip on business of the Board;
- d) **be aware that the Board's Excess Liability Insurance comes into affect only after the "trip drivers" insurance has been exhausted;**
- e) **be aware that any damage to the volunteer's vehicle, the cost of 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.**

## STUDENT VOLUNTEER DRIVERS

### AUTHORIZATION FOR STUDENT TO TRANSPORT OTHER STUDENTS PARTICIPATING IN SCHOOL SPONSORED EVENT(S)

DECLARATION TO BE SIGNED BY DRIVER:

1. I have read and understand the requirements of a student volunteer driver for the Halton Catholic District School Board as outlined on the previous page.
2. I declare that I am licensed to drive in Ontario and meet or exceed the criteria for a student volunteer driver for the HCDSB s outlined on the previous page.
3. I have been given authorization by the owner of the vehicle to transport students participating in the school even(s) listed on this form.
4. I am aware that the transportation is limited to and from the listed school-sponsored activity.

\_\_\_\_\_  
(NAME – PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

DECLARATION TO BE SIGNED BY OWNER OF THE VEHICLE:

1. I have read and understand the requirements of a student volunteer driver for the Halton Catholic District School Board as outlined on the previous page. I know that the driver meets the criteria for a student volunteer driver for the HCDSB.
2. I give permission for my vehicle to be used by the driver indicated on the form to transport him/herself and other participating students to and from school-approved events.
3. I certify to the Principal and the HCDSB that the vehicle and driver indicated are covered by the minimum amount of insurance indicated, i.e. \$1,000,000.00.

INSURANCE CO:	POLICY No.	EXPIRY DATE:
---------------	------------	--------------

4. That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
(NAME – PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PRINCIPAL/DESIGNATE AUTHORIZATION:

This will authorize: \_\_\_\_\_;  
(Print Name of Student)

- To transport students participating in the event(s) listed on the attached school schedule
- OR
- To transport students participating in the following school activity: \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL/DESIGNATE SIGNATURE

\_\_\_\_\_  
DATE

NOTE: The principal shall keep a record of the names of students who qualify to drive.

## STUDENT PASSENGERS

### TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES DRIVEN BY STUDENTS

The following procedures have been established for the purpose of providing consistent directives relative to the transportation of students in private vehicles driven by other students. It is understood that the procedures apply to all students who on occasion drive and/or are transported in private vehicles to school-approved activities in which they are participants.

#### STUDENT PASSENGER CRITERIA:

- each student passenger must have a seat belt and use the seat belt;
- students must not be transported in 9 seat (or greater) vans.

#### STUDENT DRIVER CRITERIA TO BE A TRIP DRIVER:

To be an approved student volunteer driver by the principal/designate all of the following conditions must be present:

- a registered student in the school;
- 18 years of age or a grade 12 student;
- holds a valid Ontario Class G2 license;
- vehicle has the Board required \$1,000,000.00 insurance;
- the Student Driver Authorization form is completed with signed authorization from the principal/designate.

#### GOVERNMENT GRADUATED LICENSE SYSTEM AND PASSENGERS:

Strict adherence to the provisions/regulations of the government's graduated license system is to be ensured (September 1, 2005). The number of passengers in the vehicle is limited to the following if driven between the hours of midnight to 5:00 a.m.

- for the first six (6) months – limit of one (1) passenger aged 19 and under,
- after the first six (6) months – limit of three (3) passengers aged 19 and under.

*The passenger limitations do not apply if the G2 driver is operating a motor vehicle after 5:00 a.m. and before midnight.*

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES DRIVEN BY STUDENTS

PERMISSION FOR STUDENT TO ACCEPT RIDE IN PRIVATE VEHICLE BY STUDENTS

TO: \_\_\_\_\_ Catholic Secondary School

I/WE give permission for our son/daughter to be transported by a student driver in a private vehicle to and from the school activity or activities in which they are participants on the date(s) as indicated below:

Please Print:

Student Name: \_\_\_\_\_

Course/Activity: \_\_\_\_\_

Location(s) of School Activity: \_\_\_\_\_

Date(s) for School Activity: \_\_\_\_\_

Estimated Departure Time(s): \_\_\_\_\_ Estimated Return Time(s): \_\_\_\_\_

PARENT/GUARDIAN AUTHORIZATION:

I/We have read the requirements on the reverse side of this form.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

PRINCIPAL/DESIGNATE AUTHORIZATION:

This will authorize: \_\_\_\_\_ to be transported by a student  
(Print Name of Student)

by a student driver in a private vehicle to and from the school-sponsored event.

\_\_\_\_\_  
PRINCIPAL/DESIGNATE SIGNATURE

\_\_\_\_\_  
DATE