



Transportation of Students/Private Vehicles

Declaration Form

Legal Reference: Evergreen Catholic Separate Regional Div. No. 2
Administrative Procedures 551 – Transportation of Students/Private Vehicles

Date: _____

I, _____ agree to transport students in my private vehicle. Details of my vehicle operator’s insurance are attached (copy which includes a minimum \$2,000,000. bodily injury and property damage coverage). I am aware that my insurance policy is primary or first loss insurance and the insurer has been informed of the practice of occasionally transporting students.

1. The Principal may authorize the use of private vehicles to transport students subject to the following conditions:

- Be in possession of a valid driver's license.
- School bus, taxi or parent/guardian transport of the student is not feasible.
- Adequate measures are established to ensure student safety.
- Adequate insurance coverage on the vehicle is maintained.
- Responsible adults are assigned as drivers.

2. When private vehicles are being used to transport students, the following conditions must be adhered to:

- The Principal or designate must authorize the use of a private vehicle, in writing. (use Form 551-1 Transportation of Student/Private Vehicle Declaration Form)
- No staff/students shall be transported in a fifteen (15) passenger van for any Division activities.
- Details (photocopy) of the vehicle insurance coverage must be filed with the Principal.
- Division employees transporting students must hold a current Class IV license.
Employee has a current Class IV Driver’s License: _____ YES _____ NO
- Current vehicle registration provided: _____ YES _____ NO
- Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least two million dollars (\$2,000,000).

- 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.
- The Division non-owned vehicle liability insurance provides coverage over and above the owner's policy. 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).
- Use of tobacco products, alcohol, illegal drugs or legal drugs which adversely affect ability to safely operate a vehicle is prohibited during transportation of Division students and staff.

Only in exceptional circumstances are students to be sent on errands that require the use of a private vehicle. Before granting permission, proof of proper insurance endorsement (e.g. coverage for a young driver) must be provided. Where permission is granted, student passengers shall not be allowed to accompany.

Print Name: _____

Signature: _____

Principal's Signature: _____ School: _____

Date: _____

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117 School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)