

Transportation of Students in Private Vehicles Driven by Other Students	
Adopted: February 1996	Last Reviewed/Revised: January 2, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: II-19 Educational Field Trips VI-70 Educational Field Trips VI-14 Transportation of Students in Private Vehicles Driven by Volunteer Drivers	

Purpose

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.

Application and Scope

It is understood that the procedures apply to all appropriately licensed students who on occasion drive and/or are transported in private vehicles to school-approved activities in which they are participants.

References

[Ontario Highway Traffic Act](#)

Principles

The Halton Catholic District School Board (HCDSB) generally requires and provides HCDSB-approved transportation to students attending school-approved activities. The HCDSB prefers parents/guardians to drive their own children, however, it is acknowledged that on occasion and upon student/parent/guardian request it is more practical for appropriately licensed students to transport themselves and/or other students to school-approved activities in which they are participants.

Requirements

1. The HCDSB provides excess coverage insurance for HCDSB employees, volunteers, and students driving their own cars on HCDSB business.

2. 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.
3. According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent/guardian'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.
4. The HCDSB provides Non-Owned Automobile Liability Insurance for claims that exceed the owner's insurance, while the vehicle is being operated on HCDSB business. Volunteer drivers are recommended to carry \$1,000,000.00 of liability insurance; therefore, this coverage would respond to liability claims that exceed \$1,000,000.00, up to a combined limit of \$27,000,000.00.

The standard personal automobile policy permits the occasional driving of students for school activities. Those who wish to assist by driving on a regular basis should be advised to notify their insurance agent for an interpretation of what constitutes "occasional" driving of students, and to ensure that their auto policy is correctly rated for the use of the vehicle. It is recommended that individuals using personal vehicles for HCDSB business carry a minimum of \$1,000,000.00 public liability coverage for their own protection.

1. Parents/guardians are to be advised to review the recommendation to add the Family Protection Endorsement (O.E.F. #44) to their automobile policy. This is to provide coverage for the remote possibility when their child/ren are being transported in another vehicle other than their parents'/guardians', which is involved in a serious accident caused by an underinsured motorist.
2. All applicable Ministry of Transportation regulations when transporting students in private and/or commercial vehicles must be followed. Principals/designates should ensure that individuals transporting students to school activities are aware of the Ontario Seat Belt Legislation, the most current Distracted Driving Legislation and the attendant requirements outlined in this administrative procedure.
 - Ontario's distracted driving laws apply to the use of hand-held communication/entertainment devices and certain display screens.
 - Seat belts must be in working condition and used by all passengers. All vehicle drivers and passengers must wear a seatbelt that is properly adjusted and securely fastened.
3. Strict adherence to the provisions/regulations of the government's graduated license system is to be ensured. Specifically, a G2 allows a driver to drive:
 - without another experienced driver in the car
 - on all Ontario roads
 - at any time of the day, in most cases.

You must still:

- have a zero blood alcohol/drug level
- carry only as many passengers as there are working seatbelts

- If you are 19 and under, some other restrictions still apply:
 - G2 drivers 19 and under:
 - Between midnight and 5 a.m.: you can only drive with one passenger who is 19 or under in your car.
 - This condition applies for the first six months of G2. After six months, you can drive with up to three passengers 19 or under between midnight and 5 a.m.
 - This condition does not apply, if:
 - you have a fully licensed driver in the car (with four years plus experience driving)
 - your passengers are immediate family members (e.g., a parent, brother or sister)
- 4. A passenger list for each vehicle with a license plate must be completed, with one copy retained in the school with the Principal/designate and one copy in the vehicle.
- 5. Students and staff must not be transported by 9-passenger vans or greater.
- 6. The Student Passenger Forms (A and B) must be completed and signed by the parent/guardian of the student and approved by the Principal/designate prior to the trip.
- 7. 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 HCDSB required \$1,000,000.00 insurance;
 - the Student Driver Authorization form is completed with signed authorization from the principal/designate.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board

Halton Catholic District School Board
Transportation of Students in Privacy 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 provides 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, up to a combined limit of \$27,000,000.00.

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;



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- 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 effect 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.



**Halton Catholic District School Board
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 (HCDSB) 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 the Owner of the Vehicle:

1. I have read and the requirements of a student volunteer driver for the HCDSB 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:
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4. That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

(Name – Please Print)

Signature

Date

cont. ...

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.

This information is collected in accordance with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act.

**Halton Catholic District School Board
Student Passengers**

Transportation of Students in Private Vehicles Driven by Students

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Parents are to be advised to review the recommendation to add the Family Protection Endorsement (O.E.F. #44, formerly S.E.F. #44) to their automobile policy. This is to provide coverage for the remote possibility when their sons or daughters are being transported in another vehicle other than their parents', which is involved in a serious accident caused by an underinsured motorist.

Student Passenger Criteria:

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

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.



Form B

Halton Catholic District School Board
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 Name – Please Print) Signature Date

Principal/Designate Authorization:

This will authorize: _____ to be transported by a
(Print Name of Student)

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

Principal/Designate Signature Date