

Transportation of Students in Private Vehicles Driven by Volunteer Drivers	
Adopted: January 1998	Last Reviewed/Revised: January 2, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: II-19 Educational Field Trips VI-70 Educational Field Trips II-37 Volunteers in Catholic Schools VI-07 Transportation of Students in Private Vehicles Driven by Other Students	

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 volunteer drivers.

Application and Scope

It is understood that the procedures apply to all appropriately licensed volunteer drivers, i.e., HCDSB employees and parents/guardians, who on occasion, drive students in private vehicles to school-approved activities.

References

[Ontario Highway Traffic Act](#)

Principles

The Halton Catholic District School Board (HCDSB) generally requires HCDSB-approved transportation to students attending school-approved activities. Parents/guardians driving their own child is preferred; however, it is acknowledged that on occasion it is more practical for appropriately licensed volunteer drivers to transport students to school-approved activities.

Requirements

1. The Halton Catholic District School Board 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'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 claims that exceed \$1,000,000.00 up to a combined limit of \$27,000,000.00.
5. Principals/designates are requested to ensure completion of the "*Authorization to Transport Students Participating In School Events Form*" for all approved volunteer drivers. Regulation 195/05 prohibits transportation of students, under eight (8) years of age, in cars, minivans or taxis unless an approved booster seat is used.
6. 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.
7. 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 Driver 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.
 - Drivers are responsible for ensuring that all children who are not big enough or old enough to use a seatbelt are secured in an appropriate child car seat or booster seat.
 - Passengers who are 16 years of age or older are responsible for buckling up themselves, otherwise, the driver is responsible for ensuring that children are buckled up.
 - Children under the age of thirteen (13) should be placed in the back seat of the vehicle and away from active airbags.
8. Students and staff must not be transported by 9-passenger vans or greater.



Procedure No. VI-14 | Transportation of Students in Private Vehicles Driven by Volunteer Drivers

APPROVED: Regular Meeting of the Administrative Council

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

Authorization to Transport Students Participating in School Event(s)

Please Note:

Regulation 195/05 prohibits the transporting of students under eight (8) years of age in cars, minivans or taxis unless an approved booster seat is used.

Parent/guardian supervisors must have their Vulnerable Sector Check on file at the school prior to the trip.

****Students are not to be transported in 9 seat (or greater) vans.**

The school board values your contribution as a volunteer driver and would like to thank you.
Please be informed and review the HCDSB's insurance coverage summary outlined on the reverse

VOLUNTEER DRIVERS

This will authorize:

_____ (Name of Staff Member or other Volunteer Driver)

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

3. Vehicle Information:

make:	year:	license #:
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All "Trip Drivers"¹ including volunteer drivers are advised that, in order to bring into effect the HCDSB's excess liability insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario
- b) Provide the HCDSB prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the HCDSB.
- c) Be aware that the HCDSB's Excess Liability Insurance comes into effect only after the "trip drivers" insurance has been exhausted
- d) Carry a minimum of \$1,000,000.00 of third party automobile liability insurance
- 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 HCDSB-related business, is NOT covered by the HCDSB's Excess Automobile Liability Insurance.

¹N.B. A "trip driver" is defined as any person authorized by the HCDSB who has agreed to be a driver for a certain trip while they are driving their own or another licensed authorized automobile; to include Trustees, Employees, Teachers, Parents/Guardians, Volunteers and Officials of the HCDSB.



1. Declaration to be signed by driver:

- I declare that I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario law.
- That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

(Name – please print)

Signature

Date

2. Declaration to be signed by the owner of the vehicle, if the volunteer 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.
- He/she is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation.
- That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

(Name – please print)

Signature

Date

3. Principal/Designate Authorization:

This will authorize _____ to transport students participating in school
(Name – please print)

sponsored events to and from the activity site.

Principal/Designate Signature

Date