

# **Fort McMurray Catholic Schools**

## **Operating Policies and Procedures**

### **OP 382 - Transportation of Students in Private or Rental Vehicles**

#### **Policy:**

*Students may be transported in privately owned or rental vehicles in special circumstances only.*

#### **Procedures:**

##### **WITHIN THE URBAN AREA (City of Fort McMurray) OF THE RMWB:**

*The Principal may authorize in writing the use of private or rental vehicles to transport students under the following conditions:*

1. When school bus, transit, taxi or parental transport is not appropriate or available;
2. Informed documented consent has been given by parents/guardians.
3. Responsible, licensed adults are assigned as drivers;
4. The driver is in possession of a valid Alberta class 5 driver's license and is at least 21 years of age and has provided a current driver's abstract for review by Senior Administration and has also provided proof of primary insurance coverage;

##### **TRAVEL OUTSIDE OF THE URBAN AREA OF THE RMWB:**

*The Superintendent may authorize in writing the use of private or rental vehicles to transport students under the following conditions:*

1. When school bus, scheduled or chartered coach or parental transport is not appropriate or available;
2. Informed documented consent has been given by parents/guardians;
3. The Principal has made every effort to secure the services of an appropriately licensed professional driver from a transportation contractor;

4. If a professional driver is not available, a staff member who is in possession of a valid Alberta class 4 driver's license and who is at least 23 years of age or 25 years of age when using a rental vehicle and who has provided a current driver's abstract for review by Senior Administration, may volunteer to drive. The cost for acquiring a class 4 license may be reimbursed by the school if pre-approved by the Principal;
5. A minimum of two adults must be in the vehicle, one to drive and the other/s to supervise students;
6. The maximum passenger capacity of the vehicle is eight;
7. In the case of a rental, the vehicle must be rented in the name of the school or the school board.

*The following insurance conditions must be adhered to when **private vehicles** are being used to transport students:*

1. Details of vehicle primary insurance coverage and the Volunteer Automobile Driver Authorization Form must be completed and filed with the Principal;
2. The 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;
3. The driver's insurance company is notified that the vehicle is used for such purposes. The premium cost for any additional coverage required may be reimbursed by the school;
4. Drivers are to be informed that their insurance coverage is always primary or first loss insurance.

*The following insurance conditions must be adhered to when **rental vehicles** are being used to transport students:*

1. Details of vehicle primary insurance coverage and the Volunteer Automobile Driver Authorization Form must be completed and filed with the Principal;
2. The 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;
3. The vehicle must only be used for the activity authorized by the school or school board;
4. The driver is aware that the non-owned automobile insurance (school board) only extends if the school board is named along with the driver or vehicle owner (rental company) in the statement of claim and only extends to protect the school board not the vehicle owner or **vehicle driver**.

The use of a private vehicle by a staff member or a parent to transport students shall always be done on a volunteer basis. No staff member shall be obligated under any circumstance to use their private or rental vehicle to transport students.

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