

VOLUNTEER DRIVERS AND THE USE OF PRIVATELY OWNED VEHICLES (formerly AP 253)

Background

The Board believes that volunteer drivers make a valuable contribution to student learning and participation by enabling field trips and extracurricular events. The safe transportation of students is of primary concern, therefore it is necessary to provide procedures for the use of privately owned vehicles and volunteer drivers. These procedures apply when transporting students to and from a school field trip or when the school arranges transportation to an extracurricular activity, in privately owned vehicles driven by volunteer drivers. Students may be responsible for arranging their own transportation to and from certain extracurricular activities, such as sports events, concerts, or theatrical productions.

1. Definitions

The Principal may designate the “**educator/person in charge**” as defined in this procedure, to assume overall responsibility for arrangements and supervision of the travel and activity. The “educator/person in charge” would normally be the classroom teacher, coach, or activity sponsor.

Field Trips are activities which provide additional opportunities for learning that take place outside of the school setting.

An extracurricular activity is a voluntary student and teacher endeavor that usually takes place outside of regular instructional hours and may take place outside of the school setting that is not part of required course work or necessary to meet prescribed learning outcomes.

2. Communication with Parents

Where a field trip involves transportation by volunteer drivers, or where a school arranges transportation to or from an extracurricular activity, the supervisor is to obtain, prior to the trip or season, the written consent of a parent or guardian of each student being transported.

3. Selection of Volunteer Drivers

The selection of volunteer drivers should be based upon the following criteria and may include consideration of other factors that the Educator/Person in Charge and/or Principal deem appropriate.

The Driver must be licensed in British Columbia

The Driver must have an appropriate class license for the vehicle being used and the number of persons to be transported.

The driver must be competent to drive. A volunteer driver, including students, will be required to complete the "Volunteer Driver Certification" form (F 255-1) and provide a criminal record check and a driver's abstract.

The use of Learner ("L") drivers as volunteers is strictly prohibited.

As per the Motor Vehicle Act, Novice ("N") drivers as volunteer drivers must abide by the legal restrictions on their ability to drive and transport passengers:

- a. "N" sign must be displayed at the back of the car;
- b. Must not be under the influence of and/or in possession of illicit drugs or alcohol;
- c. Limit of one (1) passenger.

Any other restriction(s) placed upon drivers by the Motor Vehicle Act is relevant in this Administrative Procedure, with respect to volunteer drivers.

In the case where inclement weather is likely to cause adverse driving conditions, the Educator/Person in Charge is required to check with police and/or highway authorities with respect to driving conditions. Volunteer drivers will be advised of the school decision to proceed or not but may also decide on their own not to proceed if they feel that travel conditions are unsuitable or unsafe.

4. Orientation of Volunteer Drivers

Instructions on the field trip schedule, route and passenger list must be clearly communicated to volunteer drivers by the Educator/Person in Charge.

Expectations and responsibilities of staff, volunteers and students must be communicated to volunteer drivers.

Volunteer drivers must not smoke or use cellular phones while driving students to and from or attending field trips and/or extracurricular activities.

5. Vehicle Passenger Restraint Systems

All automobile passengers are required to wear a seatbelt.

Where a vehicle is equipped with an operational front passenger air bag, children age 12 and under should not occupy that seat unless the airbag is temporarily disabled.

Where a vehicle is equipped with side air bags, a child aged 12 and under should not occupy the front seat.

Child passengers who weigh under 18 kg. (40 lbs.) must be restrained in a child safety seat. The provision of a car seat is the responsibility of the child's parent or guardian.

Child passengers who weigh 18 kg. (40 lbs.) or more must be restrained in a booster seat until they are at least nine (9) years old or reach 145 cm. (4' 9") tall. The provision of a booster seat is the responsibility of the child's parent or guardian. (Effective July 1, 2008)

6. Documentation

A "Volunteer Driver Certification" form (F 255-1) should be completed for each driver to facilitate documentation, selection and authorization of volunteer drivers and should be retained at the school.

All volunteer drivers will be required to complete the "Volunteer Driver Certification" form (F 255-1), provide Police Information Checks for the Vulnerable Sector and provide a driver's abstract. Driver Abstracts are to be updated annually. The Principal will retain the information on all volunteer drivers.

7. Insurance

Privately owned motor vehicles used for field trips and extracurricular travel must carry a minimum of \$1,000,000 in third party liability coverage.

Reference: Section 7.1, 26.1, 85, School Act
Motor Vehicle Act
Form 253-1 Volunteer Driver Certification

Last revised: October 2023