

# Operations

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## OPERATIONS #1253.5

### STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS

Delta School District values the involvement and commitment of volunteer drivers. Student transportation is the responsibility of the school principal who may designate a "supervisor" to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity, or for all activities.

In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following conditions:

- The driver must hold a valid British Columbia driver's licence (Novice Stage or Full Privilege only). **Drivers obtaining Novice designation after October 6, 2003 may not carry more than one passenger unless they have a qualified supervisor 25 years or older with a valid full privilege driver's licence in the vehicle (this restriction does not apply to immediate family members, e.g. mother, father, sister, brother, child, spouse, grandparent, including step and foster relationships).**
- The vehicle must have standard insurance coverage with I.C.B.C.
- The vehicle must have one seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
- Booster seats are for children over 18 kg. (40 lbs) until they are 9 years old unless they have reached the height of 145 cm (4'9" tall).
- The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
- The vehicle must be maintained in sound mechanical order.
- Children under the age of 13 must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.
- The driver must authorize a Criminal Records Check for situations involving overnight trips with students.
- **ALL INCIDENTS OF INJURY OR VEHICLE ACCIDENTS MUST BE REPORTED TO SCHOOL STAFF and an Incident Report (Operations 1142) must be completed and provided to the School District Office.**

A vehicle with a seating capacity of more than ten persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.

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Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for drivers licence classifications, Third Party Liability insurance limits, and School Bus Permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.

The Insurance Corporation of British Columbia considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. If you are paid a wage or are reimbursed for your time, you no longer would be considered a "volunteer" and you should contact your Autoplan agent as it may be necessary for your vehicle to be rated for "business use".

Your actions on behalf of the School District are covered by the School Protection Program while participating in any school board or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if you decide to leave the premises of the school activity for personal reasons and are involved in an accident, the School Protection Program may not respond on your behalf. You should be aware that volunteers may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. You are advised to check with your own insurance agents.

Third Party Liability coverage above \$200,000 (basic personal coverage) is provided by the Schools Protection Program, however, NO COMPREHENSIVE OR COLLISION coverage is provided beyond your own personal vehicle insurance.

There is NO MEDICAL, DENTAL OR DISABILITY COVERAGE for volunteers. If you are injured by the actions of other people, you still have the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply. **Please report ALL incidents of injury or vehicle accidents to school staff immediately.**

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