



400.7(7) Procedures

Policy 400.7 Use of Private Vehicles for the Transportation of Students

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400.7(7.1) Approval Process

- 7.1.1 School administrators shall first consider the use of a regular school bus to transport students for school-sponsored activities, and only consider the use of private vehicles for student transportation if the use of a school bus is not feasible;
- 7.1.2 School administrators shall approve all transportation for students in private vehicles that is arranged by their schools.

400.7(7.2) Approved Vehicles

- 7.2.1 An approved vehicle for student transportation on a road or highway is interpreted to be an enclosed mode of transportation such as a car, van or cab of a truck. It does not include open pickup truck beds, motorcycles, etc.;
- 7.2.2 Fifteen passenger vans are not permitted for the transporting of students, in accordance with the *NCS D Use of Fifteen Passenger Vans Policy*;
- 7.2.3 Vehicles must have enough seatbelts for all passengers and all students shall be secured by a seat belt during travel; the number of passengers must not exceed the number of functioning seatbelts.
- 7.2.4 Vehicles must have properly installed booster seats for the transport of children who weigh between 18 kg and 37 kg and are less than 145 cms tall, as per the *Highway Traffic Act*.

- 7.2.5 Winter tires shall be required on vehicles carrying students during the recommended months for winter tire use in NL, from November 1 to April 30. If anyone has a question as to whether a particular type of tire is considered a winter tire, s/he should check with a reputable tire distributor.
- 7.2.6 Smoking shall not be permitted in private vehicles when they are used to transport students for a school-sponsored activity.
- 7.2.7 Any vehicle rented by a school or by an individual on behalf of a school, and used to transport students, must meet the criteria outlined in this policy and procedures.

400.7(7.3) **Drivers**

- 7.3.1 All drivers who transport students for school-sponsored activities must have a valid driver's license according to provincial requirements.
- 7.3.2 All non-staff (volunteer) drivers must be twenty-five years of age or older;
- 7.3.3 Students are not permitted to transport other students;
- 7.3.4 All non-staff (volunteer) drivers must have a satisfactory Criminal Reference Check on file at the school, in accordance with Nova Central School District's *Requirement for Criminal Reference Checks/Police Checks Policy*;
- 7.3.5 Drivers must not have incurred any serious traffic offences in the last five years.
- 7.3.6 When a school administrator has a question regarding an offence reported by a volunteer driver, and whether that person should be permitted to transport students by private vehicle, the school administrator shall discuss the matter with the Manager of Student Transportation.
- 7.3.7 Drivers shall not be permitted to operate a vehicle if there is a reasonable suspicion that they are under the influence of drugs or alcohol or otherwise impaired;
- 7.3.8 A reporting form shall be completed for each trip, including name of driver, name of teacher sponsor and names of students travelling with each driver.

7.3.9 Staff members or school volunteers cannot be required to use their own vehicles for the transport of students on behalf of a school. Any use of a private vehicle must be done on a voluntary basis.

400.7(7.4) **Insurance**

7.4.1 Drivers who transport students in private vehicles do so at their own risk. Nova Central School District does not provide third party liability insurance for private vehicles and drivers for school-sponsored field trips;

7.4.2 Volunteers who transport students for school-sponsored activities in private vehicles shall be required to have a minimum of \$1,000,000 liability coverage. It is recommended that drivers consult with their insurance companies with respect to their liability coverage for such transportation.

400.7(7.5) **Parent Consent and Involvement**

7.5.1 The parents of all students who travel by private vehicle as arranged by the school shall be notified of the details of the trip, including destinations, pick-up and drop-off points and who will be driving.

7.5.2 A consent form must be completed and on file at the school prior to any student travelling in a private vehicle arranged by the school.

400.7(7.6) **Hours of Travel**

Drivers of private vehicles who are transporting students on behalf of a school shall not be permitted to travel between the hours of 12:00 midnight and 5:00am, except in exceptional circumstances. School administrators who identify occasional situations where travel during these hours may need to occur should consult with the Manager of Student Transportation.

400.7(7.7) **Trip Planning**

7.7.1 Drivers of private vehicles transporting students shall be encouraged to travel by convoy where possible;

7.7.2 Travel by private vehicle shall be limited in inclement weather, in accordance with relevant district policies. Travel is not

permitted when there are road hazard warnings issued by the RCMP or Department of Transportation and Works.

- 7.7.3 When private vehicles are used to transport students for school-sponsored activities, there shall be at least one working cell phone available in each vehicle.

400.7(7.8) **Covering the Cost of the Use of Private Vehicles for Student Transportation**

- 7.8.1 Actual reimbursement rates for the use of private vehicles shall be determined by the school administrator.
- 7.8.2 Staff members or school volunteers who use their vehicles for the transport of students may be reimbursed by the school for travel expenses such as mileage, meals and accommodations up to the going rates approved by the provincial government for travel.
- 7.8.3 Staff members or school volunteers who use their vehicles for the transport of students are not permitted to charge fees to students who are travelling with them.