

**Rationale**

Students should be transported to and from school-sponsored activities by either B.C. transit, school bus, taxi, or their parents. However, special circumstances may warrant that employees and volunteers transport students in privately-owned vehicles.

Policy

Students may be transported in privately-owned vehicles in special circumstances determined by the principal.

Procedures

1. Parents must authorize the use of private vehicles to transport their child for school-related activities.
2. The driver must possess a valid driver's license (not an "L" or "N").
3. The driver must provide the school with her/his driver's abstract and a copy of current vehicle insurance.
4. Adequate measures should be in place to ensure student safety including but not limited to booster seats if required, winter tires (October 30 to April 1).
5. Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least one million dollars (\$1,000,000.00).
6. Drivers are to be advised that their insurance coverage is always primary or first loss insurance coverage and that if they intend to occasionally transport students, they shall advise their insurance company.
7. No inappropriate language or music.
8. No smoking, vaping, or use of drugs permitted.

References:	Date: August 2023
	Revisions: