

ADMINISTRATIVE PROCEDURE

Students

Student Transportation in Private Vehicles

STU #09

Revised: February 2023

Background

The Board's [Student Transportation Services Policy](#), states... *the Board assigns to the Superintendent the responsibility for ensuring student transportation to and from extra-curricular and co-curricular activities is provided in a safe, cost-efficient manner in accordance with regulations, laws, and insurance company recommendations.*

Students are transported to and from extra-curricular and co-curricular activities in a safe, cost-efficient manner in accordance with regulations, laws, and insurance company recommendations. School buses or public transportation are to be used whenever possible.

Procedures

1. For the purpose of this procedure, a school bus is defined as a motor vehicle with greater than 15 seats that is operated by a trained driver with proper license classification and liability insurance. A minivan is defined as a 7 or 8 seat van that is provided for by the school (rented or owned) for the student group to use. A private vehicle is defined as any motor vehicle owned by a Christ The Redeemer (CTR) Catholic Schools employee or a parent volunteer.
2. The use of 12 or 15 passenger vans for any school sponsored activity is prohibited.
3. The following numbers of students will use the transportation options listed below.

Number of Students	Transportation Option
0-9 students	Any mode of transportation is acceptable (except 12 or 15 passenger van), including school bus, minivan, or private vehicle for any distance. It is recommended that a licensed taxi operator be used for local travel. Students are to be supervised by a staff member at all times.
10-18 students	For distances up to 300 km one-way, any mode of transportation is acceptable (except 12 or 15 passenger van), including school bus, minivan, or private vehicle. For distances over 300 km one-way, a school bus, or two or more minivans must be used.
19 or more students	A school bus or minivan(s) must be used for trips of any distance.

4. This regulation applies to the following CTR Catholic activities:
 - 4.1. All athletic competitions in the CTR Catholic's league or planned exhibition or tournament schedules.
 - 4.2. All co-curricular trips.
 - 4.3. All special events, such as music festivals, drama, and theatre productions.
5. Where private vehicles are being used to transport students, the following procedures must be followed:

- 5.1. The school principal approves that the specific activity concerned is a school-sponsored activity (by signing the Off-Site Activity Form) and he/she authorizes the use of a privately owned vehicle.
- 5.2. The CTR Catholic employee or parent volunteer completes the form entitled "Volunteer Driver Authorization Form" ([Administrative Procedure GEN #13](#), Appendix III), which must be on file at the school office before the trip occurs.
- 5.3. Primary insurance coverage must be in place on the CTR Catholic's employee or the parent volunteer's vehicle to be used to transport students and must include a minimum of two million dollars (\$2,000,000) Public Liability and Property Damage Coverage. Drivers should be advised that this insurance is primary in any remedy arising from legal action. Secondary CTR Catholic liability insurance shall provide coverage over and above the owner's policy.
- 5.4. The CTR Catholic employee or the parent volunteer carries accident benefits as required by law.
- 5.5. All parent driver volunteers must adhere to section 2 of Administrative Procedure GEN #13 with regards to Provision of Criminal Declaration, Records and Vulnerable Sector Checks.
- 5.6. All parent driver volunteers must complete and adhere to the Volunteer Confidentiality Non-Disclosure Agreement (Administrative Procedure GEN #13, Appendix II).
- 5.7. A driver's abstract and vulnerable sector check must be obtained and kept on file at the school for all CTR Catholic employee and parent volunteer drivers of private vehicles. The school will reimburse the cost of the driver's abstract upon receipt of expenditure.
- 5.8. Ineligible drivers include individuals who have received, within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (one (1) moving violations/infractions in twelve (12) months/three (3) moving violations/infractions in twenty-four (24) months) resulting in a Conditional Status driving record or subsequent suspension/revocation of a license.
6. Travel expenses, if claimed, will be based on actual expenditures. Reimbursement of such expenditures will be the responsibility of the school that sponsors the event.
7. CTR Catholic does not permit the practice of students driving other students to and from school-sanctioned field trips, excursions, or competitions.
8. CTR Catholic does not permit volunteer drivers under the age of 25 to transport students and must be in possession of a valid Alberta driver's license.
9. Students may drive themselves to and from school-sanctioned field trips, excursions, or competitions, provided that the principal approves and their parents have given written permission to the teacher in charge.

The written parent permission shall state the following:

 - 9.1. That the student was offered school bus transportation and that he/she declined it.
 - 9.2. That the parent accepts responsibility for the student's transportation.
 - 9.3. That the parent does not and will not hold CTR Catholic liable for any accident or injury that may occur during the transportation to/from the off-site activity.
 - 9.4. That the student will not transport any other student.
 - 9.5. That the parent accepts CTR Catholic's student accident insurance does not apply during the transportation portions of the trip, and the student is only covered from when he/she arrives at the school sponsored off-site activity, until he/she leaves the off-site activity.
10. Students representing their school at extra-curricular activities (i.e. sports) may be transported by their own parents or legal guardians, provided the parent or legal guardian advises the teacher-in-charge in advance of the activity.

11. The number of persons transported in any one private vehicle may not exceed the insured passenger capacity rating of that vehicle (i.e. the number of seat belts provided in the vehicle).
12. When using rental vehicles, the driver(s) must carry the proper class of license.
13. Whenever a group of students return to their home school after normal business hours, the teacher-in-charge must remain at the school until all students have left the building.