



Northeastern Catholic District School Board

USE OF PERSONAL VEHICLES TO TRANSPORT STUDENTS

Administrative Procedure Number APE09-2

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing our learners with diverse opportunities outside of the classroom setting. The NCDSB believes that experiential learning opportunities allow our students to explore and experience the Ontario Curriculum and Ontario Catholic Graduate Expectations in different, meaningful ways. We believe that all such opportunities must be designed to enhance the spiritual, academic, cultural, social or athletic components of the school program.

REFERENCES

Highway Traffic Act
NCDSB Policy
 E-19 Educational Excursions
 E-31 Volunteers in Schools
NCDSB Administrative Procedures
 APE09-1 Educational Excursions

DEFINITIONS

Educational Excursion

Activities in accordance with the Education Act whereby students leave the school property for a special learning experience.

Excursion Driver

Any person authorized by the Board who has agreed to be a driver for a certain educational excursion while they are driving their own vehicle to transport students.

Extra-Curricular Activity

Any school authorized or education related activity occurring during or outside the regular instructional day.

PROCEDURES

1.0 GENERAL

- 1.1 The Principal must be aware of the requirement for a private vehicle to be used to transport students.
- 1.2 All documentation is required to be complete in advance of any educational excursion or school-based activity where students will be transported in a private vehicle.
- 1.3 An Excursion Driver is only required to complete the documentation submission once per school year. If any information changes, it is the responsibility of the Excursion Driver to inform the Principal of such changes.
- 1.4 An Excursion Driver must be licensed to drive, have valid automobile liability insurance at a minimum of \$1,000,000.00, and use a vehicle that is mechanically fit to transport students.
- 1.5 If the Excursion Driver does not own the vehicle that will be used to transport students, the owner of the vehicle must provide a written declaration that the Excursion Driver is authorized to drive the owner's vehicle.
- 1.6 The Principal will maintain a file in the office with all such documentation and a record of the names of those employees / volunteers who are authorized to transport students for school activities.
- 1.7 Students shall not serve as drivers for educational excursions.
- 1.8 Each student transported in a private vehicle must have a seat and a seat belt.

2.0 RESPONSIBILITIES

2.1 Principals

- i) Ensure that Use of Private Vehicle to Transport Students Authorization Form is complete.
- ii) Ensure authorized Excursion Drivers adhere to the requirements of all related policies and procedures.
- iii) Ensure that parents/guardians are aware of and consent to their child being transported in a private vehicle for educational excursions or school-based activities, when required.

2.2 Excursion Drivers

- i) Complete the necessary documentation.
- ii)

