

Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Driver Acknowledgment Form (Occasional or Incidental)

Transportation is approved when the following guidelines have been met:

1. Permission has been granted in writing by the school Principal or designate.
2. Written permission has been provided by the parents or guardians of the students being transported or in the case of an independent student, the student themselves.
3. The driver of the vehicle is a minimum of twenty-one (21) years of age and holds a valid driver's license for the type of vehicle they are operating. Driver must provide a copy of their valid driver's license both front and back.
4. The owner has provided the Principal with written proof that the vehicle is covered by a minimum of \$1,000,000.00 third party liability insurance and that the insurance company has been informed of the intended use, however, \$2,000,000 third party liability insurance is highly recommended.
5. The owner has not been responsible for any reportable accident in the last 3 years.
6. Fifteen (15) passenger vans will not be used to transport students.
7. Any vehicle being used to transport a student who is under six (6) years of age or less than eighteen (18) kilograms weight must have an appropriately installed car seat and tether system. The driver must correctly secure the student in the car seat.

Drivers must drive safely in accordance with the requirements of the Traffic Safety Act and Municipal Traffic Bylaws and must advise the Principal of any suspensions of their licenses, if they have more than six (6) demerit points on their abstract or changes in the status of their insurance coverage. Drivers must be aware of the National Safety Code regulations and Division policy and procedures.

The non-owned automobile portion of the Division's insurance coverage will respond if: the Division is named in a law suit; and/or there was a judgment imposed by the courts due to the owners' liability limit being inadequate; and/or the Division was judged to be partially responsible. In the event of an accident, the driver is to report the incident to his/her insurance company and to the school Principal or designate. The vehicle owner's coverage (primary coverage) applies before the coverage by the Division (secondary coverage), in the event of any related claim or action by other parties. Any damages to the owner's vehicle are not insured by the Division. The driver should not admit liability on behalf of the Division or advise that the Division will pay for any damages incurred. If a driver attempts to negotiate a claim on his/her own, there is a possibility the Division coverage will be void.

(Refer to Page 2 for Driver Acknowledgement & Approval by Principal/Designate)

Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Driver Acknowledgment Form (Occasional or Incidental)

DRIVER ACKNOWLEDGEMENT

I confirm I have read the preceding information, and I hereby declare that I have a valid driver's license for the vehicle I will be driving; that I am at least twenty-one (21) years of age; that I do not have more than six (6) demerit points on my driver abstract; that I have not been responsible for any reportable accident as a driver during the past three (3) years; and that the vehicle is regularly maintained, is operating properly, and has no known mechanical defects which impair safe operation of the vehicle.

I also confirm and have provided the Principal with written proof that the vehicle is covered by a minimum of \$1,000,000.00 third party liability insurance and the insurance company is aware of the use I will be making of the vehicle.

Signature

Date

Name

Phone Number – Daytime

Phone Number – Evening

To be signed by the vehicle owner if not owned by the driver.

Signature

Date

Name

Phone Number – Daytime

Phone Number – Evening

APPROVAL BY PRINCIPAL/DESIGNATE

(Driver Name) _____ is authorized to transport students for the period
(date(s)) _____ for the purpose of
(name of school-related activity) _____.

Signature of Principal/Designate

School

Date

Student Transportation to School-Related Activities in a Private Vehicle by an Employee or Volunteer – Driver Acknowledgment Form (Occasional or Incidental)

FOIP: All personal information is being collected under the authority of the School Act Section 60. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, please contact FOIP Coordinator at 3rd Floor, 1101 - 5th Street, Nisku, Alberta T9E 7N3 @ 780-955-6025.