



INDEPENDENT PROCEDURE

Title: **TRANSPORTING STUDENTS FOR
SCHOOL-RELATED ACTIVITIES**

Procedure No.: **9021**
Effective Date: 2001 September 1

Department: Learning Support Services

References:

- Application for Appointment by Principal to Provide Transportation for Students
- Parent/Guardian Permission to Travel with Volunteer/Staff Driver
- Transporting Students for Co-Instructional Activities Volunteer Driver Log for Vehicles of 6-9 Passengers
- Field Trip and Excursions Policy 5008 and Procedure 5008a
- Police Record Checks Independent Procedure 9047
- <https://www.ontario.ca/document/official-mto-drivers-handbook>

1. As a general principle, schools are encouraged to hire licensed carriers to transport students to co-curricular and extra-curricular activities.

2. Students K1 to Grade 3 cannot be transported by employees and volunteer drivers under this procedure. The Ministry of Transportation of Ontario states that,

“Children may begin wearing a seatbelt once they are able to wear it properly (a lap belt flat across the hips, shoulder belt across the centre of the chest and over the shoulder), and if any one of the following criteria is met:

- the child turns eight years old;
- the child weighs 36 kilograms (80 lbs.) or more;
- the child is 145 centimetres (4 feet 9 inches) tall or taller.”

3. Employees and volunteer drivers (who have Principal approval under the Police Record Checks Independent Procedure 9047) may transport students when transportation by a licensed carrier is not practical due to costs. Use of rental vehicles, purchasing approved taxis and/or private vehicles may be used.

4. The principal shall be responsible for ensuring that the driver (who is 18 years of age or older) has a valid driver's license appropriate for the vehicle's use/number of passengers and valid and appropriate insurance coverage. The volunteer driver must complete the Application for Appointment by Principal to Provide Transportation for Students Form and file this with the principal prior to the trip. (Note: insurance clause)

5. As long as the number of passengers does not exceed nine, a **minimum of a “G-Class” license** shall be satisfactory. A log-book is to be maintained for vehicles with 6-9

passenger capacity. The log book shall indicate distances and times driven each day by each driver.

6. Vehicles being rented by staff for school-endorsed trips must be rented in the name of the Board. The principal's permission is required. The full insurance coverage offered by the rental company is to be purchased (public liability, collision, comprehensive). The driver must provide proof of a license required to operate the specific vehicle rented.
7. The "Application for Appointment by Principal to Provide Transportation for Students" **must** be updated yearly.

Administered By: **ASSOCIATE DIRECTOR, LEARNING SUPPORT SERVICES**

Amendment Date(s): 2001 March 22, 2019 September 9, 2023 June 26



Application for Appointment by Principal to Provide Transportation for Students

School: _____ Date: _____

Applicant's Information	
Surname: _____	First Name: _____
Address: _____	
Telephone: Home: _____	Work: _____
State your position (Teacher, Volunteer, or Other): _____	

Name of Your Automobile Insurance Company: _____

Company Agent or Address: _____

Insurance Policy #: _____

Amount of Third Party Liability coverage shown on the above policy: \$ _____

Expiry date of insurance policy (or renewal date): _____

Ontario driver's license #: _____

(TVDSB & OSBIE recommend \$1 million liability insurance)

Description of Vehicle You Plan To Use:			
☐	Owned	Make: _____	Model: _____ Year: _____
☐	Not Owned		

If the vehicle is not owned by you the following information is required:

Owner's Name: Surname _____	First Name: _____
Address: _____	
Telephone: (home) _____	(work) _____
I hereby give permission for the use of my vehicle to transport students:	
Signature of Owner _____	

Statement of Applicant

I understand the Thames Valley District School Board Policy, Terms and Conditions, and my personal responsibility with regard to minimum liability insurance coverage on the vehicle described above which will be the vehicle I will drive when transporting students. I am aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted. I will serve as Driver to transport students (I have a valid license and insurance policy) and report to the Principal should there be any change in the above information provided. I am 18 years of age and will endeavour to ensure that student passengers in my care will conduct themselves in a safe, responsible manner. I will report promptly any misconduct, accident, or injury to the Principal's office.

Signature of Applicant _____ Principal's Approval _____

Notice of Collection: The personal information provided on this form and any other correspondence relating to involvement in Board programs is collected by the Thames Valley District School Board under the authority of the Education Act and Regulations (R.S.O. 1990 c.E.2) as amended. The information will be used to register the student in a school, for the collection of applicable student/activity fees, as well as for any consistent purpose. Information is shared with employees such that they may carry out their job duties. In addition the information may be used or disclosed to comply with legislation, for compelling circumstances affecting health and safety or discipline, as required in circumstances related to law enforcement matters, or in accordance with any other Act. For questions about this collection, contact the Board's Freedom of Information Co-ordinator, Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N6A 5L1, telephone 519-452-2000 ext. 20218.



Parent/Guardian Permission to Travel with Volunteer/Staff Driver

I, _____, parent/guardian of _____,
(parent/guardian name) (student name)

give permission for my child to travel with a Principal-approved volunteer/staff driver for the

following purpose _____
(ie. approved field trip, TVRA sanctioned sport)

on the following date(s) _____.
(specific date or length of season)

Parent/Guardian Signature

Date

[illegible]