



## **Volunteer and Staff Trip Drivers**

### **# 200.21**

<b>Adopted:</b>	September 24, 2002
<b>Last Reviewed/Revised:</b>	October 27, 2020
<b>Responsibility:</b>	Human Resources
<b>Next Scheduled Review:</b>	2023-2024

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#### **POLICY STATEMENT:**

Recognizing that the best means of transporting students is by Board approved school bus transportation, the Brant Haldimand Norfolk Catholic District School Board understands that in certain circumstances, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

In order for an individual, not employed by the Board, to act as a volunteer driver, they shall qualify to become a volunteer and adhere to the Board Policy on Volunteers 300.12 and Board Policy on Police Records Checks 300.15.

All trip drivers, including staff and volunteer drivers shall:

- Have adequate personal liability insurance coverage (minimum \$1,000,000)
- Have a valid Ontario driver's license
- Have a driving record that is free from Criminal Code violations in the last three years and from Ontario Highway Traffic Act offences of five demerit points or more
- Be 21 years of age or older

Students are not authorized to act as trip drivers.

#### **REFERENCES:**

[300.12 Volunteers Policy](#)

[300.15 Police Records Checks Policy](#)

[Criminal Code of Canada](#)

[Ontario Highway Traffic Act](#)

#### **FORMS:**

[Volunteer Trip Driver Form](#)

#### **DEFINITIONS:**

**Trip Driver:** Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to, trustees, Board employees and volunteers.

**Volunteer Driver:** A trip driver that is not an employee of the Board or a trustee who volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.



## **ADMINISTRATIVE PROCEDURES:**

**Purpose:** to provide direction to Board Staff and Schools regarding the use of volunteer and staff trip drivers.

## **RESPONSIBILITIES:**

All Board staff shall adhere to this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

## **PROCEDURES:**

- 1.0** All trip drivers, including staff and volunteer drivers shall complete the Volunteer Driver Authorization to Transport Students form (Appendix A) and seek approval from the school principal before transporting students.
- 2.0** All trip drivers, including staff and volunteer drivers, are advised that, in order to bring into effect, the Board's Excess Liability Insurance, they shall:
  - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
  - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
  - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
  - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance;
  - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
  - Be aware that legislation strictly prohibits the use and operation of hand-held communication and electronic entertainment devices; including but not limited to cell phones, GPS, smart phones, iPods, laptops, DVD players, etc., while driving and prohibits viewing display screens unrelated to operating the automobile (see attached in red);
  - Be aware that seat belts must be in working condition and used by all passengers and that the volunteer driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up;
  - Be aware that the Ontario's Highway Traffic Act requires children to use a booster seat when they weigh 18 kg to 36 kg (40-80 lb.), are less than 145 cm (4 feet 9 inches) tall and are under the age of 8.
- 3.0** In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board Policy on Volunteers 300.12 and Board Policy on Criminal Reference Checks 300.15.
- 4.0** The Board will consider the following risk factors when assigning trip drivers for particular activities:
  - Driver experience
  - Driving record, i.e., accident and conviction record
  - Vehicle condition
  - Weather conditions
  - Distance
  - Traffic density
- 5.0** The Volunteer Driver Authorization to Transport Students form (see Appendix) needs to be submitted annually.



**6.0** Rented Vehicles Used for Board-approved Business (vehicles rented for less than 30 days).

**6.1** Priority of coverage is as follows:

- Primary Auto Liability - Personal auto policy of driver who rents the vehicle
- Excess Auto Liability #1 - OSBIE Fleet Policy
- Excess Auto Liability #2- Rental Agency

**6.2** Rental Vehicle Insurance Endorsement or OPCF 27

The Board has purchased Rental Vehicle Insurance Endorsement or OPCF 27, which, in the event of a third-party liability loss, the fleet policy is the primary coverage. What this means is that if a rented vehicle is involved in an accident, OSBIE's Fleet Policy will pay for liability as a result of the accident and the driver's personal auto policy will pay any liability in excess of OSBIE's insurance.

**6.3** To avoid personal liability, the rental contract must clearly show the Brant Haldimand Norfolk Catholic District School Board as the Renter, followed by the School name and then the teacher(s), i.e., Brant Haldimand Norfolk Catholic District School Board, Mother Theresa Catholic High School, Mark Smith, John Hill, etc.

**6.4** ALL individuals who will be driving the rented vehicle, otherwise the unlisted drivers will not be covered by OSBIE's endorsement. As a result, if a person is not listed on the rental agreement, they cannot drive the rented vehicle.

**6.5** Renters who rent vehicles in Ontario under their own name for Board-approved use may be exposing their own insurance policies to a claim for any damage or injury, which may occur while the vehicle is in their custody or control.

**6.6** Under no circumstances are students permitted to drive a vehicle, which has been rented for purposes of the Board.