

USE OF PRIVATELY OWNED VEHICLES FOR EXTRA CURRICULAR TRIPS

Privately owned vehicles may be used for transporting students on curricular and extracurricular trips. A school bus is preferred where more than two vehicles are required to transport all participants to the activity. If a private vehicle is used, the following condition must be met:

1. In all cases except medical emergencies, the use of privately owned vehicles for trips must be approved in advance by the Division Office in the same way as bus trips and all drivers and vehicles must be approved by the School Principal. (Private Vehicle Use form must be completed in advance).
2. The principal is to ensure that the driver holds a valid drivers license for the vehicle used and ensure the vehicle is properly registered. Photocopies of these documents are to be kept on file at the school. The driver is to be a teacher, parent or coach approved and considered to be a safe driver by the school.
3. All parents are to be advised by the supervising teacher that a private vehicle(s) is going to be used as the method of transportation.
4. It is encouraged that when more than one vehicle is used, the vehicles travel together.
5. Payment for the use of private vehicles will be at a rate established by the school but not to exceed the rate established by the Board for the use of private vehicles.
6. Schools should note that vans equipped to carry 10 passengers or more must be licensed for passenger use and the driver must hold a class 4 license or better.

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