

419 TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Belief

Ensuring the safe transportation of students is a priority; therefore, the use of MESC vehicles is to be encouraged rather than the use of privately owned vehicles to transport students to and from MESC approved activities.

Procedures

1. It is expected that students will travel by MESC vehicles or MESC contracted vehicles as a first priority to the following activities.
 - 1.1. All athletic competitions;
 - 1.2. All field trips with destinations, and
 - 1.3. All other special events.
2. The Authority recognizes that in special circumstances there may be a need to transport students in vehicles owned by an employee on a voluntary basis, provided that the following conditions are met;
 - 2.1. drivers will be required to provide and/or release the required information relative to their driving records annually to their Principal.
 - 2.2. The Principal must provide prior written approval for the use of a privately owned vehicle;
 - 2.3. The vehicle owner must carry third party and passenger hazard liability insurance in an amount of not less than \$2,000,000.00 per occurrence;
 - 2.4. The vehicle owner must ensure that proper and adequate licensing, maintenance and repair of the transporting vehicle are in place and undertaken.
3. The Principal will:
 - 3.1. Retain all written documentation pertaining to transportation of students in private vehicles for at least one school year;
 - 3.2. Advise each volunteer of the importance of securing the foregoing insurance coverage, and provide a copy of this procedure for the volunteer's review;
 - 3.3. Authorize the volunteer driver and collect and maintain documentation based on:
 - 3.3.1. A minimum of \$2,000,000 Public Liability and Public Damage Insurance is carried on the vehicle;
 - 3.3.2. The employee holds an appropriate driver's license;
 - 3.3.3. The employee's driver's abstract does not include a single conviction resulting in the assignment of five or more demerit points; and
 - 3.3.4. The volunteer's driver's abstract does not indicate more than five demerit points as a result of traffic violations.

4. Drivers must:
 - 4.1. Conduct themselves in accordance with the Highway Traffic Act and related regulations, their vehicle classification and registration regulations;
 - 4.2. Obtain the prior written approval of the Principal to transport students in a private vehicle and must fulfill all conditions described;
 - 4.2.1. Provide a copy of their insurance policy which shows that they have a minimum of \$2,000,000 Public Liability and Public Damage Insurance is carried on the vehicle
 - 4.2.2. Provide a copy of their driver's license;
 - 4.2.3. Provide a current driver abstract; and
 - 4.3. Ensure that proper and adequate licensing, maintenance and repair of the transporting vehicle are at all times in place and undertaken.
5. In all cases, the volunteer's automobile insurance coverage will be considered the primary or first loss insurance coverage and the volunteer shall indemnify and save harmless the MESC from all liabilities, damages, costs, claims, suits or actions.
6. Students driving themselves to any school sponsored activity, including field trips or work experience engagements, may not transport other students, and prior written permission must be provided by the parent or guardian to the respective Principal for students to drive themselves.

Reference: Highway Traffic Act