



ADMINISTRATIVE PROCEDURES

SUBJECT: Volunteer Drivers

Type of Driver	Form	Requirements	Signed agreement required from
Parent/guardian/family member of student on trip or LKDSB employee	Appendix A	Over 21 G licence \$1 million liability insurance and Police Vulnerable Sector Check (for elementary and secondary)	<input checked="" type="checkbox"/> Volunteer <input checked="" type="checkbox"/> Vehicle Owner <input checked="" type="checkbox"/> Principal
Student volunteer driver <u>(no passengers)</u>	Appendix A	G licence \$1 million liability insurance	<input checked="" type="checkbox"/> Parent (if under 18) or Student (if over 18) <input checked="" type="checkbox"/> Vehicle Owner <input checked="" type="checkbox"/> Principal

The Principal will ensure that:

1. The required forms are on file at the school **including a Police Vulnerable Sector Check (PVSC) as per Board Policy (P-OP-404).**
2. Out-of-school activities for very young children (Early Years and Primary Divisions) are carefully assessed to determine that they have significant educational merit.
3. Wherever possible, transportation for Early Years and Primary students is provided by bus.
4. If volunteer drivers are used to transport Early Years and Primary students, booster seats are required for children who weigh 18 kg or more but less than 36 kg (approximately 40–80 pounds), and have a standing height of less than 145 cm (4'9"), and are under 8 years of age (a booster seat is not mandatory for a child after turning 8 years of age). No child (under 12) travels in a seat where an airbag might deploy; and each child is secured by an appropriate seatbelt.
5. All staff understand the requirements around volunteer drivers, have copies of the necessary forms and know where to file and access this information.

The sponsor/coach of the activity or event will:

1. Ensure that all volunteer drivers have completed the appropriate forms.
2. Ensure that all volunteer drivers clearly understand applicable Board Policy, Regulations and Administrative Procedures.
3. Keep a list of volunteer drivers with the passengers assigned to each for each event or activity.
4. Ensure that parents/guardians are aware that volunteer drivers will be used to transport students to/from the event or activity.

Implementation Date: December 8, 1999

Revised: December 13, 2000

September 1, 2005

February 22, 2016

July, 2016

September, 2016

Reference: LKDSB Policy, Regulations and Procedures – Volunteers, Criminal Background Checks

AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS	
LKDSB does not support students driving other students to LKDSB events.	Please be informed of the Board's insurance coverage by reviewing the summary outlined on the reverse.

LKDSB-DRIVERS AND PASSENGERS

I agree to allow my daughter/son to drive my vehicle, **unaccompanied** by other students to all school events for the 2017/18 school year. **Parent initials:** **Date:** _____

I give permission for my daughter/son to be a passenger in a vehicle driven by a school-approved driver to all school events for the 2017/18 school year. **Parent initials:** **Date:** _____

I give permission for my daughter/son to be a passenger in a vehicle driven by a LKDSB employee to all school events for the 2017/18 school year. **Parent initials:** **Date:** _____

_____ _____ _____
Name of Student **Parent/Guardian Signature** **Date**

PARENT/GUARDIAN/FAMILY MEMBER AND LKDSB STAFF AND SCHOOL APPROVED DRIVERS

This will authorize _____ :
(Name of Volunteer Driver)

1. To transport the (school name) students to all school activities during the 2017/18 school year.
2. **Vehicle information #1:** **Make** _____ **Year** _____ **Licence #** _____
Vehicle information #2: **Make** _____ **Year** _____ **Licence #** _____

3. **To be signed by Driver:**
I declare that:
 - I hold a **valid Ontario "G" Licence** and my vehicle is insured by valid automobile liability insurance as required by Ontario law.
 - the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Signature: _____ **Date:** _____

4. **To be signed by Owner of the Vehicle,** if the volunteer driver does not own the vehicle:
I declare that:
 - I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
 - She/he is licensed and is fully insured as a driver under the Vehicle Liability Insurance as required by Ontario Legislation.
 - the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Signature: _____ **Date:** _____

SUMMARY OF INSURANCE COVERAGE

Dear Parent/Guardian:

Your daughter/son has indicated a willingness to drive a personal vehicle to a school activity, as outlined. We require your approval. If you agree, please complete and sign this form. Have your daughter/son return it to the teacher.

We wish to make it clear that the Lambton Kent District School Board does not provide primary insurance on your vehicle while being used for the purpose described below.

The Highway Traffic Act imposes the duty on every owner of a vehicle to insure against Third Party Liability claims for no less than \$200,000.00. The Insurance Act, Section 241, states that such owner's insurance is primary in all circumstances. This means that volunteers who choose to use their own vehicles on School Board business are responsible for insuring the vehicle and, in the event of an accident, their insurance policies will always be primary without regard to any other insurance which may be in force.

The Board, however, has purchased Excess coverage which agrees to insure liability assumed by us under an agreement with our Board members, Officers, Employees and Volunteers pertaining only to the liability arising out of the use or operation of their automobile on the business of the Board. This extension will apply in excess of existing insurance carried by the owner of the licensed motor vehicle.

There is NO coverage carried by the Board to insure any physical damage to your vehicle.

All "trip drivers" * including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability Insurance, they should:

- a) use a licensed automobile which carries valid Third-Party Liability Insurance as required under legislation the province of Ontario.
- b) provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) be aware that the Board's excess liability insurance comes into effect only after the "trip drivers" insurance has been exhausted, to a combined total of \$24,000,000.
- d) 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 school board's Excess Automobile Liability insurance.
- e) 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.)

N.B. *A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include trustees, employees, teachers, parents, volunteers and officials of the Board.

Volunteer Supervisors on School Outings

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection to the \$24 million policy limit.

Volunteer Drivers for School Activities

Ontario Legislation makes automobile insurance compulsory in the province of Ontario. This same legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board's Liability Policy contains an endorsement, classed the Non-Owned Automobile Endorsement, which extends liability coverage to those who are using personal vehicles on the business of the Board. In accordance with legislation, this coverage is excess to the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

There is no coverage under the endorsement for damage to the vehicle itself. It is liability insurance only.

Passengers who are insured would recover accident benefits under their own automobile policies. Thus, students injured in an automobile accident, would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers it is recommended that drivers carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.

I acknowledge that I have read and understand, the above information and I have completed a Police Vulnerable Sector Check (PVSC) if I am a volunteer driver.

Parent Signature _____ Date: _____

Principal's Signature _____ Date: _____