



## REGULATIONS

### **SUBJECT: Volunteer Drivers**

1. It will be the responsibility of the Principal to screen and approve each volunteer driver.
2. Volunteer drivers will, during the performance of their duties, be subject to the terms and conditions of the Education Act, Board Policies and Regulations and other pertinent legislation.
3. A volunteer driver should be a parent/guardian, family member, coach or Board employee. Volunteer drivers must be 21 years of age or older.
4. A volunteer driver must have:
  - (a) a completed, signed "Authorization Form" (Administrative Procedures, A-PR-218, Appendix A)
  - (b) evidence of a valid Province of Ontario Full G Driver's license which permits the driver to transport other non-related individuals
  - (c) evidence of a minimum of \$1,000,000.00 liability insurance coverage
5. All volunteer drivers of students will be required to obtain a Police Vulnerable Sector Check (PVSC) every five years and provide an Annual Offence Declaration to the Principal. Volunteer drivers will be responsible for the cost of obtaining the PVSC. The requirement for a PVSC is waived for the parent/guardian of a secondary student who is driving their own child accompanied by other students.
6. All volunteer drivers of students must maintain a two-student-per-vehicle minimum at all times, with the exception of one student in the vehicle if the driver is the parent/guardian of the student. If the two-student-per-vehicle minimum ratio is not possible, an additional chaperone (parent volunteer, staff member) must accompany in the vehicle.
7. All individuals should be encouraged to review their automobile insurance coverage with their carrier before participating as a volunteer driver.
8. No financial remuneration will be paid by the Board or by individual schools to compensate volunteer drivers for their participation.
9. Should a vehicle become disabled or involved in an accident during transport, the volunteer driver must inform the Principal immediately.

10. Employees of the Board who volunteer to transport students in their private vehicles will be subject to the same terms and conditions as non-employee volunteers. PVSC requirements for employees of the Board follow Administrative Procedure A-OP-404.

Implementation Date: September 28, 1999  
Reviewed: June 8, 2010  
Revised: January 26, 2016, May 23, 2023

Reference: Board Policy and Administrative Procedures