

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Private Vehicles

Procedure Type:	Private Vehicles	Implementation Date:	JAN 26, 2011
Procedure Number:	8.06	Last Approval Date:	MAR 6, 2024
AP Owner:	Transportation Specialist	Last Reviewed:	MAR 6, 2024
Legal Reference(s):			

Background

Living Sky School Division (LSKYSD) recognizes the value of out-of-school experiences. The division appreciates those adults who are authorized to transport students to these experiences throughout the year. Adults who drive students for curricular and extra-curricular opportunities bear a level of responsibility for the students under their care while transporting them to and from school.

Scope

This procedure pertains to volunteer drivers of students on curricular and extra-curricular travel as well as schools that approve volunteer drivers.

Roles and Responsibilities

The principal authorizes the use of a private vehicle for the transportation of students or equipment for curricular or extra-curricular purposes.

Definitions

Local conditions are road or weather conditions as experienced by drivers independent of conditions reported by a weather service.

Procedures

Private vehicles may be used for activities outside of school with the following provisions:

1. Operators of a Private Vehicle must complete the **Use Of Private Vehicle** form which must be signed by the principal.
2. It is suggested that any driver of a Private Vehicle carry a third-party liability insurance policy which provides for a minimum coverage of \$2,000,000.
3. The rate charged back to the school will be at the current Division Rate for travel.
4. Operators of a Private Vehicle must have a minimum class 5 license for 5 years when transporting other students to school activities.
5. Operators of a Private Vehicle must ensure that every passenger wears a seat belt, as it significantly improves safety during an accident.
6. Operators of a private vehicle should be made aware of emergency procedures including contact information, medical conditions, and any special needs of students they are transporting.

Appendices

8.06A Use Of Private Vehicle Form



Related

8.05 Severe Weather