

	Chinook's Edge School Division - Administrative Procedures	
	AP 5 – 06 Transportation of Students in Private Vehicles	
Related Policies:	Initial Approval:	
Related Procedures:	Last Amended: 2025 March 19	
Exhibits: Exhibit 1 - Driver Registration Exhibit 2 - Sibling Self Transport Agreement	Last Reviewed: 2025 March 19	

BACKGROUND

The Principal may authorize the transportation of students in privately owned vehicles. The use of private vehicles for transporting students on approved school sponsored activities should be done only when school buses or commercial sources of transportation are not available or not feasible.

PROCEDURES

1. Approval

1. The Principal's approval of student transportation in private vehicles shall be obtained.
2. The Principal should first ensure that school buses or commercial sources are not available or not feasible.
3. A parental consent form signed by the parents must be obtained for each student. One consent form could cover a series of trips. The method of transportation and the driver(s), if known, should be indicated on the parental consent form to be signed. (Administrative Procedure 2-09 - Field Trips and Excursions, Exhibit II, Consent of Parent or Guardian and "Acknowledgement of Risk" [Off-Site Activities]).
4. A student representing their school at school sponsored events shall be transported in Principal approved transportation or by their own parents or by himself or herself or staff with parental permission. Parents shall advise the Principal or supervising teacher in advance of the activity if the student is not traveling with the rest of the students. Students who disregard this provision shall be prohibited from participating in the activity.

2. Insurance Coverage for non Division-owned Vehicles

1. The Principal should ensure that each private vehicle has adequate insurance coverage. A copy of the current coverage (Certificate of Insurance) shall be kept on file with the Driver Authorization Form for three years after the date of the school sponsored activity as per Administrative Procedure 1-01 - Records and Information Management, unless there is a specific incident which requires seventeen (17) years retention or litigation which requires permanent retention. (Exhibit I - Driver Registration Form)
2. A minimum personal liability insurance coverage of \$2,000,000 Third Party Auto Liability must be carried on each private vehicle used to transport students on school approved trips.
3. No compensation in cash or in kind should be paid for the use of any private vehicle unless the insurance coverage carried indicates that such is permissible and will not make the coverage void.
4. When there is compensation to be paid in cash or in kind, the insurance company must be notified by the owner of the vehicle prior to the trip in order that coverage may be assured.

5. Drivers who transport students in private vehicles are to be advised that their insurance coverage is always primary or first loss insurance and they are thus advised to inform their insurance companies if they intend to occasionally transport students. *It should be noted that an additional premium may be required for this special coverage.*
3. Driver Qualifications
 1. The driver who is transporting students to and from a school sponsored activity must have completed the Driver Registration form. The Driver Registration form should be kept on file for three years after the date of the school sponsored activity as per Administrative Procedure 1-01 - Records and Information Management, unless there is a specific incident which requires seventeen (17) years retention or litigation which requires permanent retention. (Exhibit I - Driver Registration Form)
 2. Drivers must be twenty-one (21) years of age or older unless the driver is a student who has parental permission to drive himself or herself only.
 3. No secondary school student, irrespective of age, may drive a private vehicle transporting other students to school-sponsored activities. The only exception to this is as described in section 3.4 of this agreement
 4. If the parents of siblings participating in the same extra-curricular or curricular event request that one of the siblings be able to drive the other sibling to the activity, the Sibling Self Transportation Agreement in Exhibit 2 of this administrative procedure must be completed by the parents / guardian and kept on file at the school.
 5. No driver who has a GDL (Graduated Drivers License) may transport students.
4. Safety
 1. The number of persons transported in any one private vehicle shall not exceed the insured passage capacity rating of that vehicle (i.e. the number of seat belts provide in the vehicle at the time of its manufacture).
 2. The Principal shall determine if an additional driver(s) or an adult supervisor in addition to the principle driver of the vehicle is necessary. Consideration will be given to the maturity of the students, to the length of the specific trip, inclusion of other children who are not participating in the school sponsored event, as well as, traffic and weather conditions. Furthermore, when the driver is driving and supervising and/or coaching, consideration needs to be given to the total hours of supervision and/or coaching that may lead to driver fatigue.
 3. Some students (typically ECS) require child restraints as per the *Highway Traffic Act*. (Any child who is under the age of six (6) years and whose weight does not exceed 18 kgs (40 lbs) must be properly secured in a child safety seat.)
 4. In emergencies due to accident, illness, or special circumstances require student transportation in a private vehicle, the Principal or supervising teacher shall approve student transportation in a private vehicle driven by a Division employee or other responsible adult.

Legal References & Links

The Education Act

Cross References

Administrative Procedure 1-01/Records and Information Management

Administrative Procedure 2-09/Field Trips and Excursions

Administrative Procedure 2-21/School Volunteers

History

Amended: March 30, 2010

Amended: April 19, 2011

Amended: February 08, 2018
Amended: September 12, 2023
Amended: March 19, 2025