

Administrative Procedure 551

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Background

Transportation of students for school activities, including both curricular and non-curricular, is to be by Division authorized vehicle(s) as a general rule. This procedure refers to the transportation of students when it is arranged by the school. When a school is arranging for the transportation of students it is the expectation that students will make use of the arranged transportation.

The Division authorizes the transportation of students in private vehicles provided that:

- ◆ Authorized public transportation is not appropriate or is not available.
- ◆ Adequate measures are established for the safety of students.
- ◆ Adequate insurance coverage is maintained.
- ◆ Responsible adults who are not enrolled at the school, are assigned as drivers.

Procedures

1. Transportation to school-sponsored activities in private vehicles may occur subject to the following:
 - 1.1. The principal may authorize certain adults to transport students in their vehicles from time to time providing that:
 - 1.1.1. The vehicle is in safe operating condition with a seat belt for each passenger;
 - 1.1.2. The driver holds a valid Alberta license and is on file;
 - 1.1.3. The vehicle owner carries a minimum of \$1,000,000 in Public Liability and property Damage insurance although a minimum of \$2,000,000 in PL and PD insurance is recommended. Proof of coverage must be submitted to the principal;
 - 1.1.4. The driver completes the appropriate application (Form 551-1) and provides the principal or designate with the proper documents;
 - 1.1.5. The driver obtains a special endorsement to his/her insurance policy for trips if he receives compensation;
 - 1.1.6. The driver has a criminal record check on file;
 - 1.1.7. The requirements outlined in Administrative Procedure 491 are followed; and
 - 1.2. Consent is received from the parent/guardian of the student to travel with a driver whose name has been provided to the parent/guardian (Form 551-2). The school administrator/teacher is responsible to provide information regarding the transportation of students in private vehicles to parents/guardians and students.
 - 1.3. Proper documentation must be completed in its entirety prior to departure
2. The principal shall maintain a copy of the signed application and consent forms.

3. Except in emergencies, students must obtain parental consent to be transported.
4. This administrative procedure does not pertain to parents/guardians who are transporting only members of their immediate family (son or daughter).
5. Drivers transporting students have final responsibility in their decision as to driving when weather or road conditions are dangerous
6. A letter explaining the purpose and destination of the trip is to be sent home by the school.
7. Must follow the Traffic Safety Act, Distracted Driving legislation and all pertinent traffic laws and regulations.
8. Passenger loads shall not exceed those permitted by law and by insurance for the specific vehicles involved. Vehicle damage shall be solely the responsibility of the vehicle owner.
9. Parents/Guardians who wish to have their child(ren) transport themselves shall provide written parental approval to the school. The school maintains the right to refuse permission. Permitted students can only transport students within their immediate family.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)