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| LOGO NCDSB 101 Spruce St. North, Timmins ON P4N 6M9 (705)268-7443 or (877)422-9322 Fax (705)267-3590 [www.ncdsb.on.ca](http://www.ncdsb.on.ca)*“Living our Catholic Faith to shape success for all of our learners”***Northeastern Catholic District School Board**  |
| **Appendix 2** |
| **Driver / Vehicle Information** |
| **Volunteer Driver Insurance Section 6 (6.19) – Northeastern Catholic District School Board** |
| 1. The Board provides liability insurance coverage for persons or groups acting on the Board’s behalf on Board-related/approved activities. The limits of liability are reviewed regularly and adjusted as required.
2. The Board’s Non-Owned Auto Insurance policy has been endorsed to proved indemnification to a trustee, officer, employee or volunteer “Excursion Driver” who is called upon by the individual school to use a motor vehicle within the scope of their employment for transporting students to and from Board-approved activities.
	1. Under the *Insurance Act of Ontario*, an individual owner’s automobile insurance policy is always the primary insurance and must therefore respond in the first instance to any claim arising out of the use of such motor vehicle.
	2. The Board’s policy will not respond to a claim where there is no primary limit of insurance. Vehicle owners are responsible for their own insurance and must ensure that their insurance does not terminate or expire.
 |
| School:  | Date:  |
| Driver’s Name:  |
| Address:  |
| Driver’s License No.:  |
| Vehicle Owner (if other than driver):  |
| Type of Vehicle: Make: Model: Year:  |
| Vehicle Serial No.:  |
| Insuring Company Name:  |
| Liability Insurance Limit:  |
| Insurance Policy No.:  | Policy Expiry Date:  |
| **\*\*Most information is obtainable from the driver’s license, motor vehicle permit and liability insurance slips.** |
| **The legal authority for the collection of this information is the *Education Act*. The Board uses the information for the purpose of carrying out its responsibilities under the *Act*. If you require clarification about the collection of this information, contact the Privacy Information Officer at 705-268-7443.** |

January 2016