Northeastern Catholic District School Board

USE OF PERSONAL VEHICLES TO TRANSPORT STUDENTS

Administrative Procedure Number: APE019-2

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing our learners with diverse opportunities outside of the classroom setting. The NCDSB believes that experiential learning opportunities allow our students to explore and experience the Ontario Curriculum and Ontario Catholic Graduate Expectations in different, meaningful ways. We believe that all such opportunities must be designed to enhance the spiritual, academic, cultural, social or athletic components of the school program.

REFERENCES

Highway Traffic Act
NCDSB Policy
- E-19 Educational Excursions
- E-31 Volunteers in Schools

NCDSB Administrative Procedures
- APE019-1 Educational Excursions

DEFINITIONS

Educational Excursion
Activities in accordance with the *Education Act*, whereby students leave the school property for a special learning experience.

Excursion Driver
Any person authorized by the Board who has agreed to be a driver for a certain educational excursion while they are driving their own vehicle to transport students.

Extra-Curricular Activity
Any school-authorized or education-related activity occurring during or outside the regular instructional day.

Supervising Staff Member
An employee of the NCDSB who assumes responsibility for an excursion and/or activity.

Volunteer Supervisors
Adult supervisors who are not employees of the NCDSB.

PROCEDURES

1.0 GENERAL

1.1 The Principal must be aware of the requirement for a private vehicle to be used to transport students.

1.2 All documentation is required to be complete in advance of any educational excursion or school-based activity where students will be transported in a private vehicle.

1.3 An Excursion Driver is only required to complete the documentation submission once per school year. If any information changes, it is the responsibility of the Excursion Driver to inform the Principal of such changes.

1.4 An Excursion Driver must be licensed to drive, have valid automobile liability insurance at a minimum of $1,000,000.00, and use a vehicle that is mechanically fit to transport students.

1.5 If the Excursion Driver does not own the vehicle that will be used to transport students, the owner of the vehicle must provide a written declaration that the Excursion Driver is authorized to drive the owner's vehicle.

1.6 The Principal will maintain a file in the office with all such documentation and a record of the names of those employees / volunteers who are authorized to transport students for school activities.

1.7 Students shall not serve as drivers for educational excursions.

1.8 Each student transported in a private vehicle must have a seat and a seat belt.

2.0 RESPONSIBILITIES

2.1 Principals

i) Ensure that Use of Private Vehicle to Transport Students – Authorization Form is complete.

ii) Ensure authorized Excursion Drivers adhere to the requirements of all related policies and procedures.

iii) Ensure that parents/guardians are aware of and consent to their child being transported in a private vehicle for educational excursions or school-based activities, when required.

2.2 Excursion Drivers

i) Complete the necessary documentation.

ii) Use a licensed vehicle that is insured for a minimum of $1,000,000.00 liability insurance; $2,000,000 is recommended.

iii) If transporting students under the age of eight, ensure that appropriate car seats or booster seats are used.

iv) Wherever possible, ensure that there are two adults in each vehicle.

v) Be aware that the Board's excess liability insurance is accessible only after the Excursion Driver's insurance has been exhausted.

vi) Understand that the Board recommends that all Excursion Drivers contact their automobile insurance company and advise them that they will be transporting students.

vii) Not drive any students if their license has been suspended or if their physical well-being would render them incapable of safely driving students.

viii) Not smoke while students are in the vehicle.

ix) Provide the Principal prompt notice with all available particulars, of any accident arising out of the use of a licensed vehicle during a trip on business of the school/board.

x) Be aware that any damage to the Excursion Driver's vehicle, the cost of insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on school/board-related business is not covered by the Board's Automobile Liability Insurance.

xi) Understand if a student is injured or killed while being transported in an Excursion Driver's personal vehicle, their insurance policy will protect them against a liability claim and the Board's non-owned auto policy will protect the Board.

2.3 Parents/Guardians

i) Ensure their permission is given for their child to ride in a private vehicle.

3.0 RELATED FORMS AND DOCUMENTS

Form: Use of Personal Vehicles to Transport Students Form

Chief Executive Officer: *Tricia Stefanic Weltz*

Date: October 2026