



PORTAGE LA PRAIRIE SCHOOL DIVISION

TRANSPORTING STUDENTS GUIDELINES

1. General:

- a. Use school buses or public transportation whenever possible
- b. 12 – 15 passenger vans are not to be used to transport students

2. Volunteer Drivers:

- a. Students are not to be transporting other students to out of town school-related events
- b. Teachers or volunteers, driving their personal vehicles to transport students to school activities, must sign a Volunteer Driver Form (located on the back)

Note – Autopac coverage on the vehicle for school related uses carries Third Party Liability to a total of \$30,000,000 through the school division's insurance. This includes vehicle Autopac coverage designated as "All Purpose" or "Pleasure"

3. Rental Car Drivers:

- a. Ensure drivers carry the proper class of license. Operating a vehicle with an improper class of license is illegal and may void or limit insurance coverage on the vehicle
- b. Ensure the vehicle complies with the safety requirements under the Highway Traffic Act

4. Airbag Caution:

Any parents or staff who volunteer to transport students in their personal vehicles **must not** allow children under the age of 12 years to travel in the front, passenger side, if it is equipped with an airbag.

Volunteer driver form on the back (must be completed once per school year)



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VOLUNTEER DRIVER FORM

(must be complete prior to driving each school year)

Driver's Name: _____

Address: _____

Driver's License: _____ Cell #: _____

License Plate # (of all possible vehicles): _____

Declaration to be signed by the driver:

- I declare that I hold an unrestricted valid driver's license and am authorized to drive in Manitoba and the vehicle described above is insured by a valid automobile liability insurance by a valid automobile liability insurance policy as required by Manitoba law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I declare that I have a Criminal Record Check and Child Abuse Registry Check on file at the school.

Signature

Date