



File EQ

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

For reasons of safety, the Board strongly encourages the use of school bus transportation for all school related activities.

The Board shall, however, provide through its Manitoba School Boards Association (M.S.B.A.) insurance programs coverage for automobiles not owned by the Division and which are used to transport students enrolled in Division schools provided that such vehicles:

- a) are driven by School Teachers, parent and/or guardian volunteers, or other approved volunteers;
- b) are used to transport students to or from activities which are both school-related and are sponsored or authorized by the Division;
- c) are not used to transport students to or from school in lieu of normal school bus service, unless used to transport students with Special Needs and approved by the Supervisor of Operations.

Principals shall ensure that each volunteer transporting students for all school sponsored events has a valid Driver's License and that the vehicle to be used is properly registered, in accordance with Manitoba Public Insurance. (See EQ-E)

Principals shall ensure that full and proper records of all Drivers and vehicles used for each event are maintained.

#### **General:**

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

#### **Volunteer Drivers:**

- a) Students are not to be used to transport other students.
- b) Teachers or volunteers driving their personal vehicles to transport students to school activities must sign a Volunteer Driver Form (EQ-E).

**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".



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**Rental Vehicles:**

- a) Ensure the driver(s) carries 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.

**The Volunteer Driver form (EQ-E) must be completed for each trip.**