



POLICY: EEAEA
SUBJECT: STUDENT TRANSPORTATION IN PASSENGER VEHICLES
APPROVAL DATE: November 2, 1999
REVISION DATE: June 4, 2018
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1. GENERAL

The Board of Trustees of the Winnipeg School Division authorizes the use of passenger vehicles for the transportation of students for school sponsored activities such as field trips, outdoor education or sports activities and emergency situations subject to the following provisions:

2. AUTHORIZATION

- 2.1 Passenger vehicles may be used to transport students only with the express knowledge and permission of the Chief Superintendent or designate.
- 2.2 Parents/guardians of students traveling in passenger vehicles shall be advised and approve in writing such transportation arrangements.

3. PRINCIPAL RESPONSIBILITY:

- 3.1 The students shall be accompanied by a teacher/volunteer or a responsible adult (excluding students) who will provide supervision.
- 3.2 All volunteers must complete a Police Information/Vulnerable Sector Check and Child Abuse Registry Check where students will be transported to or from a school event/activity by the volunteer in a private vehicle.
- 3.3 Ensure that a volunteer driver of a private vehicle has a valid license and that the car is properly insured. A copy of the license and insurance policy shall remain at the school.
- 3.4 Ensure any driver of a private vehicle completes the Volunteer Driver Form which includes a declaration on proper licensing and insurance. (Exhibit 3)
- 3.5 In situations where school personnel are required to transport a child to a hospital in a private vehicle, school personnel should ensure that the parent/guardian has been notified and requested to meet their child at the hospital as soon as possible. The staff member shall remain at the hospital until the student is in the care of a hospital staff person or their parent. When the staff member leaves the hospital they should ensure that the parent has been contacted.

4. TEACHER RESPONSIBILITY:

- 4.1 Must submit a list of names of students and drivers in each vehicle to the school office prior to the event.
- 4.2 Provide parents with an informed consent form which will include information identified in Exhibit 2 and the following:
 - name of driver;
 - that the driver meets the licensing requirements;
 - confirmation that the vehicle is adequately insured;
 - that there are adequate seatbelts for passengers in working condition.



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5. VOLUNTEER RESPONSIBILITY:

- 5.1 All volunteers must contact one of the Division Coordinators of Volunteer Services.
- 5.2 All volunteers must complete a Volunteer Services Renewal Form and provide a Child Abuse Registry Check and Police Information/Vulnerable Sector Check every three years.

This process does not apply to Division Employees.

6. INSURANCE AND REGISTRATION

- 6.1 The vehicle used for the transportation of students shall be insured for a minimum of Autopac All-Purpose Insurance coverage.
- 6.2 The Division shall carry "non-owned auto" liability insurance as a provision of its general liability insurance coverage.
- 6.3 An employee or other responsible adult (other than students) shall operate the passenger vehicle for transporting students. The vehicle shall be operated in accordance with the Highway Traffic Act.
- 6.4 The vehicle used to transport students shall be registered as a passenger vehicle.