

ADMINISTRATIVE PROCEDURE

SECTION:	STUDENT SAFETY	A.P. NO.:	3-19
TOPIC:	VOLUNTEER DRIVER ACKNOWLEDGEMENT	PAGE:	Page 1 of 1
		DATE:	November 2003
REVIEW DATE:	November 2015	REVISED:	November 2010

For the safety of students travelling with volunteer drivers to attend school activities, this Administrative Procedure ensures that the Board has taken reasonable steps to ensure that volunteer drivers are adequately licensed, insured and aware of the insurance and liability implications. This procedure is also intended to ensure that parents are aware of, and comfortable with, driving arrangements for their children to attend school activities.

COMMUNICATION AND ACKNOWLEDGEMENT OF RESPONSIBILITIES

1. Volunteer drivers must complete the "Volunteer Driver Acknowledgement" form (see Appendix A) for each vehicle.
2. All volunteer drivers must show proof to the Principal (or designate) that they have:
 - (a) Written permission to use the vehicle to transport students (if vehicle is not self-owned).
 - (b) Valid car insurance.
 - (c) A valid driver's license indicating a full Class G License.
3. The parent(s)/guardian(s) of students who will be passengers also must complete an appropriate consent form permitting their son/daughter to travel in a vehicle driven by a volunteer driver (see sample in Appendix B).
4. The above mentioned forms would normally only be completed once a year for ongoing team events and excursions involving students. One time volunteer drivers would be required to provide the acknowledgement prior to the event. The forms are to be collected and retained at the school for the duration of the school year. All copies should then be destroyed in a manner that ensures confidentiality.
5. Teachers and other Board staff whose job description does not normally include driving students shall be considered "volunteer drivers" for the purposes of this Administrative Procedure.

LIABILITY

The Principal or designate shall advise volunteer drivers that in the event of an accident, the initial responsibility for any claims of damages for injury or property falls on the volunteer driver's insurance, and the Board's insurance policy is only a secondary source.

Attachments

- Appendix A: Volunteer Driver Acknowledgement
- Appendix B: Sample Parent Consent Form re Volunteer Driver

References

- Policy G-1: School Volunteers
- Policy G-14: Out of School Programs

- Administrative Procedure 3-16: Out of School Programs
- Administrative Procedure 3-18: Guidelines for Bus and Other Vehicle Safety Procedures Related to Out of School Programs
- Administrative Procedure 7-4: Insurance: Incidents and Issues



VOLUNTEER DRIVER ACKNOWLEDGEMENT

PLEASE BE INFORMED AND REVIEW THE BOARD'S SUMMARY OF INSURANCE COVERAGE AND COMPLETE THE REVERSE.

School:

SUMMARY OF INSURANCE COVERAGE

1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection to the \$20 million policy limit.

2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES

Ontario Legislation makes automobile insurance compulsory in the Province of Ontario. This same legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.

The Board's liability insurance policy contains an endorsement, called the non-owned automobile endorsement, which extends liability coverage to those who are using personal vehicles on the business of the Board. In accordance with legislation, this coverage is excess to the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

There is no coverage under this endorsement for damage to the vehicle itself. It is liability insurance only.

Passengers who are insured would recover accident benefits under their own automobile policies. Thus, students injured in an automobile accident would report the injuries to their parents' automobile insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

Seat Belts/Air Bags/Child Safety Seats

Volunteer Drivers are reminded:

- That seat belts must be used by passengers at all times.
- To comply with Transport Canada and car manufacturer's recommendation that no person under twelve years of age travels in the front seat of a car outfitted with air bags.
- Ministry of Transportation directives regarding the use of child safety seats require:
 - the use of an infant seat for a child weighing less than 9 kg. (20 lbs.) which must be positioned so the child faces the back of the vehicle;
 - the use of a forward facing seat for a child weighing between 9 kg. (20 lbs.) and 18 kg. (40 lbs.);
 - the use of a booster seat for a child under the age of eight weighing between 18 kg. (40 lbs.) and 36 kg. (80 lbs.) and having a standing height of less than 145 cm. (4' 9").

3. PERSONAL AUTOMOBILE INSURANCE COVERAGE

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.



DECLARATION TO BE SIGNED BY DRIVER

VEHICLE INFORMATION

Make: _____ Year: _____ License Plate No.: _____

Insurance Policy No.: _____ Insurance Agent: _____

I declare:

- That I am at least 18 years of age, licensed to drive in Ontario with a full Class G license, and my vehicle is insured by valid automobile liability insurance, as required by Ontario law.
- That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Name {Please Print}: _____ Signature: _____

Date: _____

DECLARATION TO BE SIGNED BY OWNER OF VEHICLE (if Volunteer Driver does not own the Vehicle)

I declare:

- That I have authorized {Please Print Name} _____ to drive my vehicle, as described above, to transport students participating in school event(s).
- That he/she is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance, as required by Ontario Legislation.
- That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Name {Please Print}: _____ Signature: _____

Date: _____

All Volunteer Drivers are advised that in order to bring into effect the Board's Excess Liability Insurance, they must:

- Use a licensed automobile which carries valid third-party liability insurance, as required under legislation in the Province of Ontario.
- Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- Be aware that the Board's Excess Liability Insurance comes into effect only after the "Volunteer Driver's" insurance has been exhausted, to a combined total of \$20 million.

Note: A "volunteer driver" is defined as any person who has agreed to be a driver for a certain trip on which they are driving their own or another licensed automobile, who has indicated to the Board that they meet the requirements as indicated on this form. Teachers and other Board staff whose job description does not normally include driving students are considered "volunteer drivers".



SAMPLE PARENT CONSENT FORM RE VOLUNTEER DRIVER

{ Date }

Dear Parent/Guardian:

Your son/daughter is a member of a school-sponsored club or team,
namely_____.

In some cases, students will be in a vehicle driven by a volunteer. The District School Board of Niagara Policy stipulates that volunteers show proof of car insurance, proof of ownership, and a valid driver's license before driving to a school-sponsored event.

The Board's insurance policy provides coverage for liability for bodily injury to students who are being driven by an employee of the Board and/or a volunteer driver. However, the employee's or volunteer's insurance provides the initial coverage; the policy carried by the Board becomes operative only in the event that the claim for bodily injury to students exceeds the employee's or volunteer's coverage.

Please complete the form below giving permission for your son/daughter to be a passenger in the car of a volunteer driver.

Yours truly,

Principal

PARENT CONSENT FORM RE VOLUNTEER DRIVER

Student's Name: _____

I give permission for the above named student to be transported in a vehicle driven by a volunteer.

Signature of Parent/Guardian: _____

Date: _____