

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The division discourages the use of private vehicles for transporting students for school activities. If, due to extenuating circumstances, a private vehicle is used to transport students, the division discourages letting students drive such vehicles.

School buses should be used as first means of transport. The second option is to use vehicles driven by a teacher or adult volunteer supervisor. Where student drivers must be involved, they must travel in the company of vehicles driven by staff members or adult volunteers.

The division does provide liability insurance coverage for drivers of vehicles not owned by the division and which are used to transport students enrolled in division schools. This insurance coverage will be extended only if these vehicles:

- a. Are driven by division staff, parent/guardian volunteers, students or other approved volunteers (see Exhibit IJOA-E7)
- b. Are used to transport students to or from activities which are 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

Minor students may drive themselves to and from a school event if their parent/guardian has provided a prior written request and the principal has granted permission. The departure and destination points must be specified in the written request.

Students may accompany a student driver when prior written requests have been made by both the parents/guardians of the driver and by the parents/guardians of the passengers. The departure and destination points must be specified in the written request.

The principal:

- May withdraw their permission at any time
- Will ensure that each volunteer transporting students to school-sponsored events has a valid driver's license and the vehicle is properly registered and insured (see IJOA-E7)
- Will ensure that full and proper records of all drivers and vehicles used for each event are maintained

A vehicle manifest must be completed for each vehicle transporting staff, parents/guardians and/or students to the activity.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):