



- Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carrier on the vehicle responds first.
3. According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a personal automobile policy in the absence of a personal family or policy covering the vehicle in which they were riding.
  4. The HCDSB provides Non-Owned Automobile Liability Insurance for claims that exceed the owner's insurance, while the vehicle is being operated on HCDSB recommended limits of \$1,000,000.00. If that limit is exhausted, the HCDSB would respond to claims that exceed \$1,000,000.00 up to a combined limit of \$27,000,000.00.
  5. Principals/designates are requested to ensure completion of the "Ontario Transport Students Participation Safety Form" for all approved volunteer drivers. Regulation 195/05 prohibits transportation of students, under eight (8) years of age, in cars, minivans or taxis unless an approved booster seat is used.
  6. The school board provides automobile liability coverage for the occasional driving of students for school activities. Those who wish to assist by driving on a regular basis should be advised to notify their insurance agent for an interpretation of what constitutes "occasional" driving of students, and to correctly reference that their auto policy is not for the use of the vehicle. It is recommended that individuals using personal vehicles for HCDSB public liability coverage for their own protection.
  7. All applicable Ministry of Transportation regulations when transporting students in private and/or commercial vehicles must be followed. Principals/designates should ensure that individuals transporting students to school activities are aware of the Seat Belt Legislation, the most current administrative procedure.
    - o Ontario's distracted driving laws apply to the use of hand-held communication/entertainment.
    - o Seat belts must be in working condition and used by all passengers. All vehicle drivers and passengers must wear a seatbelt that is properly adjusted and securely fastened.
    - o Drivers are responsible for ensuring that all children who are not big enough or old enough to wear a seatbelt are provided with a proper child car seat or booster seat.
    - o Passengers who are 16 years of age or older are responsible for buckling up themselves. However, the driver is responsible for ensuring that children are buckled up.
    - o Children under the age of



Procedure VI-14 | Transportation of Students in Private Vehicles Driven by Volunteer Drivers

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APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_

## Authorization to Transport Students Participating in School Event(s)

**Please Note:**

Resolution 105/05 and all other resolutions of the Board in regard to the (C) and (D) sections of your liability consent form are hereby incorporated into this form.

Parent/guardian supervisors must have their Vulnerable Sector Check on file at the school prior to the trip.

**\*\*Students are not to be transported in 9 seat (or greater) vans.**

The school board values your contribution as a volunteer driver and would like to thank you. Please be informed and review the \_\_\_\_\_'s insurance coverage summary outlined on the reverse

### VOLUNTEER DRIVERS

~~They will authorize:~~

\_\_\_\_\_  
(Name of Staff Member or other Volunteer Driver)

1. to transport students participating in the events held on site at a licensed school bus school or
2. to transport students participating in the following school activity:

\_\_\_\_\_  
\_\_\_\_\_

**3. Vehicle Information:**

make:	year:	license #:
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All "Trip Drivers"<sup>1</sup> including volunteer drivers are advised that, in order to bring into effect the HCDSB's excess liability insurance, they should:

- a) Have a licensed automobile which carries a valid third party liability in the Province of Ontario
- b) Provide the HCDSB, in writing, with all available particulars of any accident arising out of the use of a licensed automobile during a trip on business of the HCDSB.
- c) Be aware that the HCDSB's Excess Liability Insurance comes into effect only if the "trip driver's" insurance has been exhausted
- d) Carry a minimum of \$1,000,000.00 of third party automobile liability insurance
- e) Be aware that any damage to the volunteer's vehicle, the cost of insurance deductible, or premium adjustment as ~~related to the accident~~ **HCDSB's** ~~policy~~ **is NOT assumed by the HCDSB.**

<sup>1</sup>N.B. A "trip driver" is defined as any person authorized by the HCDSB who has agreed to be a driver for a certain trip while the motor vehicle is being used for the purpose of the trip. The term "trip driver" includes all authorized automobile liability insurance carriers, including Parents/Guardians, Volunteers and Officials of the HCDSB.

