



Student Transportation in Private Vehicles

Background

KTCEA acknowledges the occasional need to use private vehicles to transport students on field trips or to special events related to their school programs.

Guidelines

A high standard of care and concern for student safety will govern the use of private vehicles for student transportation purposes.

#	Procedure	Roles & Responsibilities
1.	<p>The Superintendent may approve any use of a private vehicle for a field trip or school activity.</p> <p>1.1 A ‘trip driver’ will be identified who will be sole operator of the private vehicle.</p> <p>1.2 The Transportation Manager will develop a Volunteer Driver Checklist and Authorization Form which must be signed by the trip driver, school principal and parents of the students being transported. See Administrative Procedure 634-2 Appendix A – Driver Checklist and Authorization Form.</p> <p>1.3 A written request to use a private vehicle for student transportation purposes, together with the Volunteer Driver Checklist and Authorization Form, will be submitted to the Superintendent at least 5 days prior to the intended use.</p> <p>1.4 The trip driver’s qualifications will be submitted along with the request.</p> <p>1.5 The trip driver must have the appropriate license to operate the vehicle.</p> <p>1.6 The trip driver shall comply with all provisions of the Traffic Safety Act and any other applicable statutes or regulations.</p> <p>1.7 A copy of the driver’s license will be kept on file during the use.</p> <p>1.8 A list of passengers will be kept on file during the use.</p> <p>1.9 The manufacturer’s indicated capacity will not be exceeded.</p> <p>1.10 The trip driver must not allow any unauthorized person to enter the vehicle.</p> <p>1.11 The trip driver must complete a pre-trip inspection prior to its use.</p>	<p>Superintendent, Transportation Manager, Volunteer Trip Drivers, Students</p>

2.	<p>Trip Drivers shall comply with the Alberta Hours of Service Regulation.</p> <p>2.1 Drivers shall monitor their fatigue status and ensure they do not exceed 15 hours of on-duty time or 13 hours of driving time in one day.</p> <p>2.2 Drivers who complete trips of more than 160 kilometers shall complete a Driver Log Form for the duration of their trip and shall keep 5 days of their log with them in their vehicle.</p>	Trip Drivers
3.	<p>Trip Drivers may not</p> <p>3.1 drive for 24 hours after consuming alcohol or using recreational drugs</p> <p>3.2 use a cell phone, smart watch, tablet head phones, earbuds or similar device while operating the vehicle.</p>	Transportation Manager, Trip Drivers
4.	<p>To the extent possible, Trip Drivers will adhere to Administrative Procedure 630-2 Transportation: Driver Responsibilities & Licensing, and Administrative Procedure 630 Transportation: Safety Procedures.</p>	Trip Drivers
5.	<p>To the extent possible, student passengers will adhere to Administrative Procedure 630-1 Transportation: Student and Parent Responsibilities</p>	Students
6.	<p>KTCEA general liability insurance does not extend to private vehicles.</p> <p>6.1 The vehicle owner’s insurance is the primary or first loss insurance.</p> <p>6.2 A private vehicle approved for occasional student transportation must have Bodily Injury and Property Loss coverage to a minimum of two million dollars (\$2,000,000).</p>	Trip Drivers

Definitions:

Trip Driver refers to “the designated driver of a private vehicle used to transport students to a school activity, and can include volunteers, teachers, Board members, staff, principals and other authority officials”.

References:

- Student Transportation Regulation 250/98 (AR 197/2000)
- Traffic Safety Act
- Use of Highway and Rules of the Road Regulation (304/2002)
- ASBIE Off-Site Policy and Procedures Manual
- ASBIE Volunteer Driver Checklist and Authorization Form
- AP 630 Transportation Safety Procedures
- AP 630A School Bus Safety - Students and Parent Responsibilities
- AP 630B Driver Responsibilities and Licensing

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.