



Administrative Procedure 1590 TRANSPORTATION – OFF-CAMPUS

Responsibility: *Superintendent of Business Services and Treasurer of the Board*

Legal References: *Education Act; R. S. O. 1990, E.2*
Travel Industry Act, 2002, S.O. 2002, c. 30, Sched. D

Related References: *Board Policy 5009 – Travel, Meals, and Hospitality Expenditures*
Administrative Procedure 1415 - Use of Volunteers
Administrative Procedure 1580 – Off-Campus – Categories I & II
Administrative Procedure 1581 – Cat III Out of Province and Out of Country Trips
Administrative Procedure 1700 – Waterloo County Secondary School Athletic Association (WCSSAA)
Administrative Procedure 4260 - Student Transportation
Business and Financial Services Website - Risk
FS-19-RS4 – Volunteer Driver – Authorization to Transport Students

Revisions: *August 2016, October 2018, March 2019, June, 2025*

Reviewed: *April 2022*

1. Preamble

The procedures that follow provide guidelines and expectations regarding the transportation of students by chartered vehicles and taxis, and the transportation of students in passenger vehicles driven by Waterloo Region District School Board (WRDSB) employees, non-board employees and volunteers. The WRDSB's liability coverage, guidelines and expectations for reimbursement for transportation are also outlined.

2. Definitions

- 2.1 **Student Driver-** A student driver is insured under their parent/guardian's insurance (or possibly their own) to drive to and from school or as otherwise approved by their parent/guardian. Therefore, a student driver is acting as a private citizen providing their own transportation and the school has no authority, nor involvement in the decision.
- 2.2 **Student Drivers and School Sanctioned Events** - A student driver may decline any transportation offered by the school/WRDSB and may make their own transportation arrangements to/from an event. For example, driving themselves to and from a sporting event. In this case, school administration may request the parent/guardian sign off a permission waiver prior to the event. The school will maintain the record.
- 2.3 **Student Driver as a Volunteer or Trip Driver** - A student driver with a "Full G License without any Restrictions" as outlined by the Ministry of Transportation in the Province of Ontario, may register as a Volunteer Driver or Trip Driver with the school. As well, the student is required to meet all expectations outlined in the Volunteers Driver Form FS-19-RS4. This includes the declaration to be signed by the owner of the vehicle, if the driver does not own the vehicle.
- 2.4 **Volunteer Driver or Trip Driver** - A Volunteer Driver "trip driver" is any person authorized by the school/board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This is limited to Trustees, employees, teachers, parents, volunteers, officials of the school board.

The WRDSB requires all Volunteer Drivers hold an unrestricted driver's license when supporting a WRDSB Sanctioned Event (Full G License without any Restrictions, only). As well, ensure they have a valid automobile liability insurance policy and that their vehicle is mechanically fit and agree to this by signing form ES-19-RS4. The form also provides an overview of Ontario's provincially legislated automobile insurance system and the OSBIE's excess liability coverage for non-owned automobiles.

3. Transportation of Students by Chartered Vehicles and Taxis

- 3.1 Bus: This mode of transportation should be used in most cases; however, it is a requirement for class field trips when a class of 10 or more students are involved. Transportation of students for extracurricular activities is not subject to this limitation.
- 3.2 Taxi: This mode of transportation should be used for emergency situations and only after other means have been considered.

Note: Each student transported must have a seat and seat belt.

4. Transportation of Students in Passenger Vehicles Driven by Board Employees, Volunteers, or Non-Board Employees

- 4.1 When transportation is by private vehicle, the principal should ensure that those who provide transportation for students have adequate public liability and property damage insurance:
 - 4.1.1 By car, only those who carry a minimum of \$1,000,000 of public liability insurance;
 - 4.1.2 By up to 8 passenger van: not less than \$1,000,000 of public liability insurance.
 - 4.1.2.1 Note: The Board does not allow the use of 15 passenger vans for transporting students and staff for school board-related activities (maximum 8 passenger).

When transporting students, the ES-19-RS4 – Volunteer Driver – Authorization to Transport Students form is required to be filled out by volunteer drivers or staff and approved by the school principal.

NOTE: As an approved Volunteer of the WRDSB, a current Police Vulnerable Sector Check (PVSC) is required as per AP1415 Use of Volunteers and form ES-19-RS4 – Volunteer Driver – Authorization to Transport Students.

- 4.2 The principal shall keep a record of the names of those employees who meet the public liability insurance coverage. Only those employees will be allowed to transport students for school activities.
- 4.3 The Principal should inform drivers that the Board provides Non-Owned Automobile Liability Insurance for accidents resulting in damages beyond \$1,000,000 and that the first \$1,000,000 must be covered by the owner's insurance.
- 4.4 Each student transported must have a seat and seat belt. Children must use a booster seat until they are either 8 years old or reach a height of 145 cm (4 ft 9 in) or a weight of 36 kg (80 lbs). A forward-facing child car seat must be used for school-aged children who weigh under 18 kg (40 lbs).
- 4.5 Primary and junior elementary students should not be placed in the front seat of a vehicle equipped with a passenger supplemental restraint system (airbag).

5. WRDSB Liability Coverage

The WRDSB provides coverage under its non-ownership automobile liability policy for employees and volunteers/non-WRDSB employees using cars on WRDSB-sanctioned events.

6. Reimbursement for Transportation

Employees who meet the stated requirements will be reimbursed for travelling expenses at the WRDSB's regular rate for mileage. The amount of reimbursement for an employee is to be documented on the [online expense reimbursement form](#).

7. Limitations – Non-Sanctioned Events

This procedure is limited to school or WRDSB-sanctioned educational activities only. Non-sanctioned events are not considered the principal's responsibility; thus, this procedure does not apply.