



**GENERAL  
INFORMATION  
  
REGARDING  
STUDENT TRAVEL**

The Sooke School District encourages and supports student co-curricular and extra-curricular trips, which enrich classroom work and develop the individual's well-being.

Whenever practicable, student transportation should be provided by school district operated buses or other licensed public conveyances. When transportation by school district buses is not available or impractical, drivers and vehicles accepted by the principal may be utilized.

Questions regarding transportation of students in private vehicles may be directed to the principal of the school.

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**STUDENT TRAVEL  
  
IN  
PRIVATE  
VEHICLES**



<b>School Checklist</b>	
Insurance papers	_____
Driver's License	_____
Driver's Abstract	_____
Criminal Record Check	_____

<b>Student Names and Grades</b>	
_____	_____
_____	_____
_____	_____

## VOLUNTEER DRIVER/OWNER

### 1. Parent/Adult Driver Requirements:

- Must have valid BC driver's license. (New residents may drive up to 90 days with valid out-of-province license.)
- Must provide a driver's abstract
- Must provide a vulnerable sector criminal records clearance letter.
- Must have a minimum of \$1,000,000 liability insurance (\$2,000,000 is preferred).
- Must ensure personal vehicle adheres to letter of the law, i.e. mechanically safe, appropriate number of passengers.
- Must wear seat belt and ensure that all passengers use seat belts and follow appropriate travelling behaviour.
- If vehicle is equipped with an airbag on the passenger side, then no student under 13 years of age shall travel in the front seat unless the airbag can be, and is, disabled.
- A booster seat secured with a shoulder harness must be used when transporting students at least 18kg (40 lbs.), until their 9<sup>th</sup> birthday or they reach 145cm (4'9") tall, whichever comes first. If a shoulder harness is not available, students must be secured with a lap belt only (no booster seat).
- Must follow safe driving practices.

### 2. Teacher Driver and/or Sponsor Requirements:

- Must follow procedures as outlined above.
- Must ensure School District No. 62 Student Travel Permission slips have been obtained for own passengers and any volunteer drivers' passengers.
- Must coordinate travel where more than one vehicle is involved.

### 3. Principals

- Must ensure that trips are given proper planning and supervision.

### **COVERAGE BY SCHOOL DISTRICT No. 62**

The school district provides excess Auto Liability Coverage for privately owned vehicles being used to transport students in connection with school activities

1. The coverage is excess automobile liability coverage only.
2. The coverage applies only when privately owned vehicles are being used on school business.
3. The coverage comes into effect only when the driver/owner vehicle's primary Auto Liability Insurance limits are exceeded, which might happen in the event of a serious accident in which the driver/owner is found liable.

## **DRIVER REGISTRATION AND AGREEMENT FORM**

I, \_\_\_\_\_,  
Parent/Adult (circle one), state that I have read and agree to the volunteer Driver Requirements as written in the *Student Travel in Private Vehicles* brochure. My car is legally equipped to transport (\_\_\_\_\_) passengers.

\_\_\_\_\_  
Signature Date

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

### **Principal's Declaration**

I have reviewed this information and attached documentation and

Authorize       Do NOT Authorize  
this application.

\_\_\_\_\_  
Principal's Signature Date  
(or Designate)

*Information collected will be used  
for Volunteer Driver program only.*