

Procedure Title	Volunteer Drivers		
Date of Issue	September 15, 2004	Related Policy	BP 4705-D
Revision Dates	January 10, 2018; November 16, 2022	Related Forms	AF 4705; AF 4706
Review Date		Originator	Administrative Council
References			
Bluewater District School Board resolution dated March 21, 2000; BP 2314-D "Use of Electronic Devices"; Highway Traffic Act, R.S.O. 1990; Insurance Act, R.S.O. 1990			

1.0 RATIONALE

Bluewater District School Board (BWDSB) will assume, to the extent that the board's insurance policy with the Ontario School Boards' Insurance Exchange covers the loss due to such liability, the liability for bodily injury to or the death of any person or damage to property of others, imposed by law under the following conditions:

- i. A trustee, or employee of the board, who uses or operates a licensed automobile on board business.
- ii. Any person who has been authorized as a "Trip Driver" by a board representative.
- iii. The owner of a licensed automobile which is used or operated by a trustee or employee of the board or by a "Trip Driver".

2.0 PROCEDURE

2.1 Bluewater District School Board does not support students driving other students to school/BWDSB events.

2.2 Student Driver

A student driver is insured under their parent(s)/guardian(s) (or possibly their own) insurance to drive to and from school, or as otherwise approved by their parent(s)/guardians. 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.

2.3 Student Drivers and School/Board Sanctioned Events

- i. Although Bluewater District School Board always encourages students to travel on school/board provided transportation, a student driver may decline transportation offered by the school/BWDSB and may make their own transportation arrangements to/from school/board sanctioned events that are being held within the BWDSB district. For example, driving themselves, unaccompanied, to and from school sanctioned sporting events taking place within the BWDSB district. In this case, the school will request that the parent(s)/guardian(s)/adult student sign AF 4706 "Student Driver Consent for School/Board Sanctioned Events"
- ii. Student drivers who decline transportation offered by the school/BWDSB will not be exempt from team/event fees that may incorporate the cost of school/board transportation.

- iii. It will be the responsibility of the parent(s)/guardian(s)/adult student to inform each teacher/event organizer that their child/they will not be using the transportation offered by the school/board, on a case-by-case basis, to ensure bus manifests can be accurately created and accurate bus attendance taken.
- iv. Bluewater District School Board assumes no responsibility/liability for student drivers. The parent(s)/guardian(s)/adult student will assume all responsibility/liability for their child/themselves when acting as a student driver.

2.4 Trip Driver

A volunteer driver, or trip driver, includes any person authorized by the board who has agreed to be a driver for a certain trip, to transport students, while they are driving their own or another licensed automobile. This includes, but is not limited to trustees, employees, teachers, parents, volunteers, officials of the school board, etc. Only adults over the age of 21, and with three (3) years of driving experience, are allowed to qualify as a trip driver. Bluewater District School Board students are not permitted to be designated as a trip driver.

2.5 All trip drivers must be advised that, in order to bring into effect, the board's excess liability insurance, they must:

- i. use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- ii. provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- iii. be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted; and
- iv. be aware that any damage to the volunteer's vehicle, and the cost of any insurance deductible or premium adjustment, as the result of an accident while the vehicle is being used on board-related business, is not covered by the school board's Excess Automobile Liability insurance.

2.6 Any person designated as a trip driver, who uses a personal vehicle to transport students, shall sign form AF 4705 "Volunteer Driver - Authorization to Transport Students".

2.7 For the personal protection of trip drivers, it is recommended that drivers carry a minimum of \$1 million of third-party automobile liability insurance. Trip drivers who use their personal vehicles for transporting students to school activities shall advise their insurance carrier.

2.8 For employees who use their personal vehicle on board business, and receive mileage reimbursement for this use, it is their responsibility to ensure that they have adequate insurance in place. The Insurance Act of Ontario stipulates that the owner's auto policy shall be the primary source in the event of an accident.