

**1. Purpose:**

To ensure safe student transportation for school activities. A school bus or public transportation will be used whenever possible.

**2. Procedure:**

- Form, completed by insured volunteer driver older than 21 years of age, to be reviewed by Principal as per Board policy and procedures
- The completed form to be kept on file for the current school year

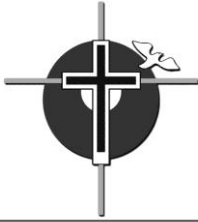
**3. Requirements:**

- To carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.
- To not permit students to transport other students, or to act as ‘trip drivers’.
- To not permit volunteer drivers under age 21 to transport students.
- Teachers or volunteers driving their personal vehicles to transport students to school activities must sign a Volunteer Driver Form which includes a declaration about proper licensing and insurance.
- Ontario Legislation makes Automobile Insurance compulsory in the Province of Ontario. This same Legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board’s Liability Policy contains an Endorsement, called the Non-Owned Automobile Endorsement, which extends liability coverage to those who are using personal vehicles on the business of the Board. In accordance with Legislation, this coverage is **excess** to the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful suit against the owner of the vehicle for \$3 million, the Board’s liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

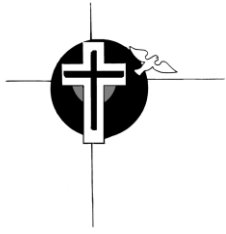
There is no coverage under this Endorsement for damage to the vehicle itself. It is liability insurance only.

Passengers who are injured would recover Accident Benefits under their own automobile policies. Thus, students injured in an automobile accident, would report the injuries to their



parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

Student passengers must provide informed consent to ride by parent



# CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0  
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## AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS

### VOLUNTEER DRIVERS

This will authorize \_\_\_\_\_  
(NAME OF TEACHER OR OTHER VOLUNTEER DRIVER)

1. To transport students participating in the following school activity (attach list if more than one activity)  
\_\_\_\_\_  
\_\_\_\_\_
2. Vehicle Information: Make \_\_\_\_\_ Year \_\_\_\_\_ Licence # \_\_\_\_\_

DATE	SCHOOL NAME	PRINCIPAL'S SIGNATURE
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All 'Trip Drivers' including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability Insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario.
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess liability insurance comes into effect only after the 'Trip Drivers' insurance has been exhausted, to a combined total of \$20,000,000.

**N.B.** A 'Trip Driver' is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include trustees, employees, teachers, parents, volunteers and officials of the Board.

1. Declaration to be signed by Driver:
  - 1.1 I declare that I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as required by Ontario law.
  - 1.2 That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
  - 1.3 I agree to drive in a safe and responsible manner and in compliance with the rules and regulations made under the Highway Traffic Act of Ontario.

_____ SIGNATURE	_____ DATE
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2. Declaration to be signed by the owner of the vehicle, if the volunteer driver does not own the vehicle.
  - 2.1 I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form.
  - 2.2 He/she is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation.
  - 2.3 That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

_____ SIGNATURE	_____ DATE
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