



DISTRICT PRACTICE 10010
TRANSPORTING STUDENTS IN
PERSONAL VEHICLES

DISTRICT PRACTICE:

Rocky Mountain School District school-based staff are not normally assigned the task of transporting students in their personal vehicles but on rare occasions school-based staff may need to transport students to an appointment or home and no other options for transportation are available. Assigning school-based staff the job of transporting students is not a regular practice but a decision that has been made by the principal. The principal must ensure that the staff have met all training, education, and legal requirements to transport students. Only staff that have written approval from the principal can transport students.

PRACTICE:

- 1. Potential Hazards/Risks include:**
 - a. Violence
 - b. Car accidents resulting in injury to students, employees, and others
 - c. Damage to personal vehicle
 - d. Vehicle maintenance or break downs

- 2. Preparation: (before trip can be approved)**
 - a. Parent or guardian must provide written consent to transport the student. Consent form, email or text is acceptable.
 - b. Employee must submit a copy of their driver's abstract to their principal annually prior to transporting students. Go to <https://onlinebusiness.icbc.com/cli/> (free of charge)
 - c. Vehicle must be insured as Personal Class if using their personal vehicle for the purpose of work with "pleasure use" and "to and from work" insurance. One can use one's vehicle for business use up to 6 days in a calendar month but must confirm with insurance provider.
 - d. Employee must hold a minimum, \$1,000,000 3rd party liability on their vehicle insurance.
 - e. Employee is required to provide their principal with a copy of their driver's license and insurance documents before transporting students in their vehicle and whenever the policy is renewed or changed.

RESOURCES:

[OH&S Regulation](#)
[WorkSafeBC Guidelines](#)

FORMS:

[Daily Student Transportation Log](#)
[Pre-Trip Inspection and Maintenance Log](#)
[Employee Pre-Home Risk Assessment](#)



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- f. Staff to keep a [log of students transported](#).
 - Submitted to their principal after transporting a student
- g. [Pre-trip inspection and Vehicle Maintenance Log](#) must be filled out prior to transporting students.
- h. [Home Visit Risk Assessment](#) must be completed each time when entering the premises where the student resides.
- i. The employee is responsible for all driving infractions or tickets issued by authorities responsible for compliance.

Risk Assessment:

The principal and employee member must complete a simple risk assessment answering the following questions:

1. Is the trip necessary?
2. What do I know about the student?
3. Will the student follow instructions during the trip?
4. Are there other risks to consider?
5. Do I have any concerns about transporting this student?
6. Are there any weather or road advisories issued by local, regional, or provincial authorities? Check DriveBC. Discuss all advisories with the principal prior to the trip to determine if the trip can proceed.
7. Is there a second staff member available to assist that is knowledgeable about the situation and concerns?
8. This assessment must be written and documented and sent to the Director of Operation.

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3. Working Procedure (*Risk Controls*):

- 1. Elimination:** School-based staff transporting students is not encouraged by the School District; therefore, all other options for transportation must be discussed and eliminated before a principal approves transportation of a student by an employee.

Other options include:

- a. Parent/guardian transportation or arranging on behalf of the student,
 - b. public transportation, (community bus, taxi)
 - c. booking a school bus or
 - d. Volunteer drivers for extra-curricular events
 - e. walking.
- 2. Substitution:** Assess the possibility of hosting the appointment at the school. Schools are safe environments for students to for confidential appointments. Students and families build relationships with outside organizations in the school environment.
 - 3. Administrative:** If the principal approves the trip, there must be a second adult assigned to go on the trip. The purpose of the second adult is to support the student allowing the driver to focus on the task of driving and the hazards of the road. The second adult should sit directly behind the driver and beside the student in the back seat.

REPORTING INCIDENTS:

Principal must instruct the employee to call 9-1-1 in the event of a car accident or if the student becomes dysregulated and it becomes difficult for the driver to remain focused on the task of driving.

Employee must report all incidents (behavioural, motor vehicle, or interactions) to the principal. They must also report indications that the risk assessment or work practices need updating.

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EDUCATION AND TRAINING:

Principals will offer and document the training for all employees approved to transport students for the purpose of work at Rocky Mountain School District No. 6.

Training required:

1. [Pre-check list inspection](#)
2. [Driver's log](#)
3. SWP: Transportation of students by staff
4. [SWP: Home Risk Assessment](#)
5. [WorkSafeBC Bulletin WS2015-15 Reducing the Risk of Violence when Driving Students](#) must be reviewed.
6. Worker required watching WorkSafeBC video for transporting students.
<https://www.worksafebc.com/en/resources/health-safety/videos/plan-before-you-drive-students?lang=en>

Other related Safe Work Procedure:

1. [Home Risk Assessment](#)

RECORDING/REPORTING:

Records will be maintained for all employees that have completed training. Monthly records and drivers abstract, and insurance will be kept in a secure location at the school.

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