



DISTRICT PRACTICE 7300

VOLUNTEER DRIVER

DISTRICT PRACTICE:

Rocky Mountain School District No. 6 (RMSD) and the Board of Education understand that the safest form of transportation for students to access curricular and extra-curricular activities is by school bus. However, on **rare** occasions volunteer drivers may need to transport students.

The purpose of this district practice is to ensure that student's being transported by volunteer drivers in private vehicles are done so in a safe manner and when all other forms of transportation have been eliminated. The principal must ensure that the volunteer driver has met all legal and RMSD requirements to transport students. Only volunteer drivers that have written approval from the principal can transport students.

Practice:

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

- 2. Preparation: (before trip can be approved)**
 - a. Parent or guardian of the student must provide written consent for a volunteer drive to transport the student. Consent form, email or text is acceptable.
 - b. Volunteer drivers must provide have on file a copy of the Criminal Record Check.
 - c. Volunteer driver must have completed the Child Abuse Training Protocol.
 - d. Volunteer driver 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)
 - e. 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.
 - f. Volunteer driver must hold a minimum, \$1,000,000 3rd party liability on their vehicle insurance
 - g. Volunteer driver 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.
 - h. Pre-trip inspection must be filled out prior to transporting students by the principal.
 - i. The volunteer driver is responsible for all driving infractions or tickets issued by authorities responsible for compliance.



DISTRICT PRACTICE 7300

VOLUNTEER DRIVER

Risk Assessment:

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

1. Can a school district bus be booked for this activity?
2. Is the trip necessary?
3. Will the student(s) follow instructions during the trip?
4. Are there other risks to consider?
5. Does the volunteer driver any concerns about transporting student(s)?
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 adult available to assist and ride in the vehicle?

This assessment must be written and documented and sent to the Field Trip Committee of the Board.

3. Risk Controls:

1. **Elimination:** Volunteer drivers 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 a volunteer driver.
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. walking.
2. **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(s) allowing the driver to focus on the task of driving and the hazards of the road.

4. Volunteer Drivers Responsibilities:

- a. Follow all Rocky Mountain School District No. 6 policy, practices, and Code of Ethics for Volunteers.
- b. Follow all Motor Vehicle Act requirements.
- c. Report all vehicle or student incidents to the principal.

5. Record Keeping

All records of Volunteers Drivers must be kept for one year after the year of creation.