

Policy Name: <b>Volunteer Driver Policy</b>		Policy Number: <b>501</b>
Created by: <b>Principal</b>	Version: <b>2.0</b>	Approved: <b>October 2018</b> Revised: <b>October 2019</b>

### **Policy Statement:**

Lakeside School is responsible for the supervision of students during instructional time and must control any related transportation of those students. This policy addresses curricular and extra-curricular transportation of students where specific volunteer drivers, including staff, are organized, directed, and supervised by the Lakeside School staff. Outside the scope of this policy is transportation to or from the student's home, group transportation via commercial carriers and emergency medical transportation.

The Lakeside School Board of Trustees believes that volunteer drivers can make a valuable contribution to student learning by enabling curricular and extra-curricular student field study. The Board of Trustees recognizes that automotive travel is generally the highest risk of severe injury activity that the school undertakes and believes that safety must be the paramount consideration in student transportation.

### **Definitions**

In this Policy, the following terms have the meanings set out below:

**“Volunteer Driver** “means a parent, authorized relative, guardian, or legal representative of a student.

### **Principles and Procedures**

- It is the intent of the Lakeside School Board to minimize risk to students being transported by volunteer drivers through the administration of the procedures noted below.
- Volunteer drivers and vehicles may be utilized within the law.
- Volunteer drivers will normally only be utilized on trips of a single day duration or less.
- Selection of volunteer drivers is intended to achieve safe transport by considering factors including:
  - Volunteer suitability for the task
  - Driver licensing appropriate to the vehicle
  - Vehicle licensing, insurance (and car safety/reliability)
- Students and drivers with Learner (“L”) drivers’ licenses and Novice (“N”) are strictly prohibited from transporting students during field studies.

- The orientation of volunteer drivers is to cover both the specific travel and general procedures relating to transporting students.
- Volunteer drivers must submit a copy of a valid drivers' license, drivers' abstract that is less than a year old, a copy of vehicle insurance with proof of \$3,000,000 in liability coverage. This documentation will be kept on file at Lakeside School for 1 year.
- Insurance on the vehicle driven by the volunteer is the responsibility of the owner of the vehicle. Lakeside School carries Excess Third Party Legal Liability Insurance to supplement the vehicle owner's insurance.
- Companies which provide student transportation services are independent contractors responsible for the appropriate maintenance, licensing, insurance, and operation of the bus by a driver appropriately licensed and operating according to law.
- The Principal (or his/her designate) shall have responsibility for the oversight and administration of the procedures necessary to utilize the support of volunteer drivers using their personal vehicles for the transport of Lakeside School students. Denying the role of volunteer driver to a parent will be at the sole discretion of the Principal.
- The documentation outlined above will be collected and updated annually. Once it is on file for a specific driver, that driver will be able to transport Lakeside School students for the duration of that school year. Adherence to the policy and to the Administrative Procedures applies to all volunteer drivers transporting students for school events, including those volunteer drivers who are transporting only their own child, children, or grandchildren.
- The driver must have the appropriate child seat(s) installed correctly in the vehicle prior to departing Lakeside School. If the driver is unfamiliar with the car seat provided, they must seek advice from a Lakeside School staff member to ensure the installation is correct.
- The driver will take direction from Lakeside School staff regarding pick-up and delivery of students to activities. In most cases, pickup will be from Lakeside School and drivers will proceed directly to the event without stopping unless there is an emergency. The Principal (and his/her designate) will provide direction on any alternatives to this practice for specific events. The same procedure and expectation are in effect for transporting students back to Lakeside School when an activity is completed.
- The driver must have a charged cell phone and have readily available the Lakeside School staff event coordinator's phone number as well as that of the school and the

capability of calling emergency services if necessary. Drivers will contact the Lakeside School staff in charge of the activity should any event arise during the trip which would cause alternative consideration to the procedures.

- In the event of an emergency, the driver must call emergency services first and when practical, call the Lakeside School staff event coordinator to inform them of the situation.
- Once the driver has returned to the designated destination, the driver will ensure that all students in their vehicle are met by and in the care of the Lakeside School staff before departing. Alternative arrangements to this must be approved and confirmed by Lakeside School staff.