



**Golden Hills School Division No. 75**  
**Volunteer Automobile Driver Authorization**

**SCHOOL** \_\_\_\_\_

**Volunteer Driver Information**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

DRIVER'S LICENSE# \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

VEHICLE MAKE (1) \_\_\_\_\_ YEAR \_\_\_\_\_

VEHICLE MAKE (2) \_\_\_\_\_ YEAR \_\_\_\_\_

INSURANCE AGENT \_\_\_\_\_ POLICY # \_\_\_\_\_

**ALL DOCUMENTATION LISTED BELOW SHALL BE PROVIDED TO THE PRINCIPAL**

DOCUMENTATION	
Two Million Public Liability Insurance	✓
Current Driver's Abstract	
Criminal Check	
Child Welfare Check	

SIGNATURE OF DRIVER \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**AUTHORIZATION TO ACT AS A VOLUNTEER DRIVER**

SIGNATURE OF PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_

## **TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES OPERATED BY VOLUNTEER DRIVERS**

### **Background**

In matters relating to the transportation of students, safety considerations must be paramount. The Division encourages the use of public licensed carriers, including school buses. At the same time, the Division recognizes that the use of private vehicles and volunteer drivers may be necessary.

### **Procedures**

1. Parents are to be notified in writing if students are to be transported in private vehicles with volunteer drivers.
2. At no time shall students be approved to transport other students in private vehicles as part of the transportation arrangements for a field study/student excursion.
3. The following information must be provided to the Principal or designate prior to any volunteer adult drivers transporting any students on field studies/student excursions. The Principal will ensure that volunteer drivers:
  - 3.1 Have a minimum of two million dollars public liability insurance coverage on their vehicles;
  - 3.2 Have a valid Alberta Operator's License;
  - 3.3 Provide a current driver's abstract, a criminal record check and Child Welfare record check. After initial approval, no further renewals are required unless the volunteer is aware of a change, in which case they are required to notify the Principal.
4. The Principal or designate, in his/her sole discretion shall determine whether the volunteer adult driver shall be allowed to transport any students.
5. The Principal shall advise prospective volunteer drivers of the need to inform their insurance providers of the intention to provide student transportation.
6. The Principal shall ensure that a means of communication with private vehicles is in place.
7. The Principal shall ensure that students transported in private vehicles have access to emergency medical kits.
8. The Principal may request vehicle licensing and/or vehicle servicing records.
9. Volunteer drivers shall not be paid mileage but may be reimbursed for actual expenses, such as gasoline.