



### **Administrative Procedures for Policy: Volunteer Drivers**

The following Administrative Procedures apply to the implementation of Urban Academy Policy: Volunteer Drivers.

The Head of School (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 Urban Academy students. The documentation outlined below will be collected and updated annually. Once it is on file for a particular driver, that driver will be able to transport Urban Academy 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 provided the following necessary documentation to Urban Academy prior to driving students :
  - Valid and subsisting British Columbia driver's licence appropriate to the vehicle driven. An "N" status is not acceptable.
  - Driver's abstract less than one year old
  - Proof of valid vehicle insurance with a minimum of \$2,000,000 in liability coverage.
- The driver must have the appropriate child seat(s) installed correctly in vehicle prior to departing Urban Academy. If the driver is unfamiliar with the car seat provided, they must seek advice from an Urban Academy staff member to ensure the installation is correct.
- The driver will take direction from Urban Academy staff regarding pick-up and delivery of students to activities. In most cases pickup will be from Urban Academy and drivers will proceed directly to the event without stopping unless there is an emergency. The Head of School (and his/her designate) will provide direction on any alternatives to this practice for specific events. The same procedure and expectation is in effect for transporting students back to Urban Academy at the conclusion of an activity.
- The driver must have a charged cell phone and have readily available the Urban Academy 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 Urban Academy 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 practicable, call the Urban Academy staff event coordinator to inform them of the situation.
- Once the driver has returned to the final destination, the driver will ensure that all students in their vehicle are met by and in the care of Urban Academy staff before departing. Alternative arrangements to this must be approved and confirmed by Urban Academy staff.