



Policy: Volunteer Drivers

Date Adopted: February 26th, 2013
Revised:
Reviewed: September 26th, 2013

1. SCOPE

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

2. PHILOSOPHY

- 2.1 The Urban Academy Board considers that volunteer drivers can make a valuable contribution to student learning by enabling curricular and extra-curricular student field studies.
- 2.2 The Urban Academy Board recognizes that automotive travel is generally the highest risk of severe injury activity that schools undertake and believes that safety must be the paramount consideration in student transportation.

3. INTENT

- 3.1 It is the intent of the Urban Academy Board to minimize risk to students being transported by volunteer drivers.
- 3.2 Volunteer drivers and vehicles may be utilized within the law.
- 3.3 Volunteer drivers will normally only be utilized on trips of one day duration or less.
- 3.4 Selection of volunteer drivers is intended to achieve safe transport by giving consideration to factors including:
 - (a) Volunteer suitability for the task;
 - (b) Driver licensing appropriate to the vehicle; and
 - (c) Vehicle licensing, insurance and mechanical fitness.
- 3.5 Students and drivers with Learner ("L") drivers' licenses and Novice ("N") are strictly prohibited from transporting students during field studies.
- 3.6 Orientation of volunteer drivers is to cover both the specific travel and general procedures relating to transporting students.

- 3.7 Volunteer drivers must submit a copy of a valid drivers' licence, drivers' abstract that is less than 1 year old and a copy of vehicle insurance with proof of \$2,000,000 in liability coverage. This documentation will be kept on file at Urban Academy for 1 year.
- 3.8 Insurance on the vehicle driven by the volunteer is the responsibility of the owner. Urban Academy carries Excess Third Party Legal Liability Insurance to supplement the vehicle owner's insurance.
- 3.9 Societies 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.

Effective date: February 26th, 2013