



VOLUNTEER DRIVERS POLICY

SEPTEMBER 27, 2017
URBAN ACADEMY
101 Third Street, New Westminster



POLICY NAME: VOLUNTEER DRIVERS POLICY		POLICY NUMBER: 5001
CREATED BY: Head of School	Version: V2.0	YYYY.MM.DD Date: 2017.09.27

Policy Statement

Urban Academy is responsible for 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 Urban Academy 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 Urban Academy Board of Directors believes that volunteer drivers can make a valuable contribution to student learning by enabling curricular and extra-curricular student field study. The Urban Academy Board of Directors 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.

Definitions

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

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



Principles & Procedures

- It is the intent of the Urban Academy 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:
 - a) Volunteer suitability for the task;
 - b) Driver licensing appropriate to the vehicle; and
 - c) Vehicle licensing, insurance (and mechanical fitness)
- Students and drivers with Learner (“L”) drivers’ licenses and Novice (“N”) are strictly prohibited from transporting students during field studies.
- 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 \$2,000,000 in liability coverage and complete a satisfactory criminal record check. This documentation will be kept on file at Urban Academy for 1 year.
- Insurance on the vehicle driven by the volunteer is the responsibility of the owner of the vehicle. Urban Academy carries Excess Third Party Legal Liability Insurance to supplement the vehicle owner’s insurance.
- 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.
- 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. Denying the role of volunteer driver to a parent will be at the sole discretion of the Head of School.
- 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 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 the appropriate child seat(s) installed correctly in the 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 when an activity is completed.
- 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 practical, call the Urban Academy 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 Urban Academy staff before departing. Alternative arrangements to this must be approved and confirmed by Urban Academy staff.