
REGULATION #10313.1

VOLUNTEER DRIVERS

1. VOLUNTEER DRIVERS & DIRECTION OF STUDENT TRANSPORTATION

- 1.1. This regulation addresses curricular and extra-curricular transportation of students where specific volunteer drivers, including staff, are organized, directed and supervised by the school district.
- 1.2. School District No. 36 (Surrey) is responsible for supervision of students during instructional time and must control any related transportation.
- 1.3. Outside of the scope of this regulation is: transportation to or from the student's home, group transportation via commercial carriers and emergency medical transportation.

2. COMMUNICATION WITH PARENTS

- 2.1. Where student activities involve transportation by volunteer drivers, parents are to be informed and must consent to the arrangements.
- 2.2. If the volunteer driver is a Novice ("N") driver and a student, written consent for the use of the Novice ("N") driver must be obtained from:
 - a) Parents of students to be transported; and
 - b) Parents of the student volunteer driver.
- 2.3. If the volunteer driver is an adult Novice ("N") driver, written consent for the use of the Novice ("N") driver must be obtained from the parents of non-related students to be transported.
- 2.4. Refer to Section 3.5 of this regulation for further information regarding the use of a Novice ("N") driver.

3. SELECTION OF VOLUNTEER DRIVERS

- 3.1. Selection of volunteer drivers should include consideration of the following criteria and may include other factors the Educator-In-Charge and principal deem appropriate.
- 3.2. Driver licensing must be in British Columbia and appropriate to the licensing of the vehicle being utilized and number of persons to be transported. Most drivers have Class 5 licenses. A Class 4 driver's license is required for

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student travel if the vehicle is licensed for private purposes with a seating capacity of more than ten (up to 25) including the driver.

- 3.3. The driver must be competent to drive. The applicant's driving record may be reviewed by examining a Driver's License Abstract which may be obtained by:
- a) The driver visiting the Motor Vehicles Branch and obtaining the abstract on an over-the-counter basis at no charge; or
 - b) The school applying on the appropriate form and paying the required fee to the Motor Vehicles Branch in order to receive a response in three to four weeks.
- 3.4. Use of Learner ("L") drivers as volunteer drivers is strictly prohibited.
- 3.5. Use of Novice ("N") drivers as volunteer drivers is discouraged. Novice ("N") drivers should not normally be utilized by the school district to transport students as:
- a) There are legal restrictions on their ability to drive and transport passengers:
 - "N" sign must be displayed at the back of the car.
 - Zero alcohol or cannabis blood content; and
 - Limit of one (1) passenger. *
 - * To transport additional passengers, a supervisor aged 25 or older with a valid driver's license (class 1, 2, 3, 4 or 5) must accompany the driver. (Note: The restriction of one (1) passenger does not apply if the additional passengers are immediate family members of the driver.)
 - b) They are less experienced drivers.
 - c) District requirements for informed consent for the use of Novice ("N") drivers, as described in 2.2 and 2.3 necessitate additional administrative burden to utilize these drivers.
- 3.6. Volunteer suitability should be considered with the factors enunciated in [Policy #10310 - School Volunteers](#) and its regulation being a reference.

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- 3.7. Vehicle fitness is to be certified by the driver. If something indicates a vehicle may not be roadworthy, it must not be utilized.
- 3.8. Vehicle licensing must be in British Columbia.
- 3.9. A vehicle defined as a bus (seating capacity of more than ten) must have \$10 million of liability insurance coverage and a bus permit.

4. ORIENTATION OF VOLUNTEER DRIVERS

- 4.1. Instructions on the field study schedule, route, and passenger list must be clearly communicated to volunteer drivers.
- 4.2. Volunteer drivers are to be oriented as to obligations and responsibilities of staff, volunteers and students including school procedures, particularly those related to safety, emergencies and the reporting of incidents ([Regulation #5815.1 – Risk Management – Incident Reports](#) and [Regulation #9615.1 – Student Accident & Illness at School](#)); confidentiality requirements; and requirements for vehicle passenger restraint systems.

5. VEHICLE PASSENGER RESTRAINT SYSTEMS

- 5.1. All automobile passengers are required by the Motor Vehicle Act to wear a seatbelt.
- 5.2. Where a vehicle is equipped with a front passenger air bag, vehicle manufacturers recommend that children age 12 and under should not occupy that seat.
- 5.3. Booster seats are required for children over 18 kg. (40 lbs) until they are 9 years old unless they have reached the height of 145 cm (4'9").

6. DOCUMENTATION

- 6.1. A *Driver Registration* form is provided for schools to facilitate documentation, selection and authorization of volunteer drivers. This documentation is to be retained in the school's file (Records Classification File #11150-20) and updated annually or when the information provided changes.

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- 6.2. The *Staff/Volunteer Transportation Record* form is designed to facilitate orderly recording of field study and extra-curricular transportation arrangements at the school. It is to be filed with the school's file on the field study (Records Classification File #11150-20).

7. **INSURANCE COVERAGE FOR VOLUNTEER DRIVERS**

- 7.1. Volunteer drivers occasionally inquire regarding insurance coverage. The following is intended to establish a general understanding of the matter. The precise attributes of insurance coverage are established by the legal language within the insurance policies and are interpreted by courts.
- 7.2. A volunteer driver, for the purposes of this insurance discussion, is voluntarily acting on behalf of or assisting the school district while using or operating a vehicle not owned by the district.
- 7.3. First, in the event of a motor vehicle accident, insurance claims are satisfied pursuant to the terms of the insurance coverage carried on the vehicle involved.
- 7.4. Second, the Schools Protection Program provides substantial additional liability coverage above the vehicles' insurances.

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Reg. [#5815.1](#)
Reg. [#8901.1](#)
Policy [#9615](#)
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Policy [#10310](#)
Reg. [#10310.1](#)
Form [#11150.9](#)
Form [#11150.70](#)
Form [#11150.80](#)