



Employees Transporting Students Package and Checklist

The St. James-Assiniboia School Division recognizes employees may voluntarily transport students. The attached package has been prepared for employees and the following checklist must be completed and returned to the Principal prior to transporting students.

- 1. I have read Policy: EEAG – Student Transportation in Private Vehicles
- 2. A Personal Transportation Plan (EEAA-E-2) and an Individual Health Care Plan (JHC-E-1) has been completed by the Principal in consultation with the parent/guardian and Supervisor, Transportation for all identified students and I have been provided a copy.
- 3. I have completed and signed the St. James-Assiniboia School Division form Volunteer Driver Application (EEAG-E-1) and returned it to the office.
- 4. As per policy EEAI – Student Transportation Records and Reports, the Principal will maintain an up-to-date passenger manifest (EEAG-E-2) in the office and I have been provided a copy.

Employee Name	Signature	Date
_____	_____	_____

Principal Name	Signature	Date
_____	_____	_____

Approved January 12, 2016 Motion 01-07-16

<p>This personal information is collected under the authority of The Public Schools Act, FIPPA, and the Personal Health Information Act (PHIA), and will be used for the purpose of safe transportation of students. For questions about the collection of this information contact the Access and Privacy Officer, SJASD, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.</p>
