

#107694

EEAEC/JICC  
EEAEC-R/JICC-R  
EEAG-E-1/IJOA-E-6  
EEAG-E-2  
EEAG-E-2  
EEAI/EEAI-R  
IJOA-R  
IJOA

### **Student Transportation in Private Vehicles**

The Board defines any vehicle used to transport students, other than a Division-owned or chartered bus, as a private vehicle or "non-owned vehicle".

Although school buses are utilized to transport students on school-sponsored activities such as field trips, outdoor education projects or sports activities, occasionally private vehicles are used to transport students to and from such events.

In recognition of the above, the Board authorizes the use of private vehicles for the transportation of students on school-sponsored activities subject to the following:

1. The Board shall carry "non-owned vehicle" liability insurance as a provision of its general liability insurance coverage.
2. Any owner of a private vehicle used for transportation of students shall have Basic Autopac insurance coverage along with valid Third Party Liability Insurance as required under Manitoba legislation.
3. Individuals receiving permission from the Superintendent/CEO or designate to transport students on a regular basis shall be covered by the Division's liability insurance coverage. This coverage shall be arranged by the Secretary-Treasurer/Chief Financial Officer.
4. The School Board's Excess Automobile Liability insurance shall come into effect only after the vehicle owner's primary third Party Liability insurance limit has been exhausted.

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5. Individuals operating a private vehicle for transporting school students shall operate the vehicle in accordance with the Highway Traffic Act.
6. Individuals operating private vehicles may transport students only with the express knowledge and permission of the Superintendent/CEO or designate.

A passenger manifest or list of the students (EEAG-E-2) in the private vehicle and/or school bus must be given to the driver, as per EEAI/EEAI-R.

7. Exhibit EEAG-E including details of valid driver's license and registration according to the requirements indicated above shall be completed at least annually by parents, students and employees who transport students in "non-owned vehicles". Upon completion of the form and verification by the Principal the School Division insurance policy covering special Non-Owned Vehicles shall be extended to the volunteer driver.
8. Parents of students travelling in private vehicles shall be aware of and approve, in writing, such transportation arrangements.
9. Student behaviour shall conform to EEAE/C/JICC and EEAE/C-R/JICC-R.
10. The use of 15 passenger vans is prohibited.

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