

## TRANSPORTATION IN PRIVATE VEHICLES

### Background

The Division strongly favors the practice of using buses to transport students. However, it recognizes there are times when it is not practical or is inefficient to use buses. In such cases, it is permissible to use private vehicles.

### Procedures

1. Private vehicles may be used for regular transportation (in lieu of available bus) provided that parents and guardians may convey students.
2. Private vehicles may be used for learning activities outside of school (Administrative Procedures 260 – Extra-Curricular Activities and 261 – Education Trips) with the following provisions:
  - 2.1 Student drivers are not permitted.
  - 2.2 Drivers must complete an application for automotive driver authorization which must be approved by the Principal annually.
  - 2.3 Drivers must have a minimum class 5 license for a period of five (5) years.
  - 2.4 Teachers or parents transporting students are to be informed that it is recommended that they have third party liability insurance in the amount of at least two million dollars (\$2,000,000).
3. Rental or lease of vehicles must include third party liability of at least two million dollars (\$2,000,000).
4. The use of 15-passenger vans shall be prohibited for travel outside of town/city limits.

### Form 557.1 – Automotive Driver’s Authorization Form

Reference: Sections 85, 87, 194, 195, 196, 197 Education Act  
The Highway Traffic Act

Approved: November 26, 2018