

FORM 260-8A SECTION: EDUCATIONAL PROGRAMS & MATERIALS	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	March 2023
Next Review Date	2028
Contact	Superintendent – Program Services

VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS

This form must be signed by the owner of the vehicle, the driver of the vehicle, and by the principal of the school.

1. Declaration to be signed by the owner of the vehicle

I, _____, declare that my
 vehicle, Make: _____ Year: _____ Licence #: _____
 will transport students participating
 in school excursion: _____
 dated _____

I declare that: (please read and check off every bullet after reading)

- The vehicle listed hereby is mechanically fit.
- The vehicle listed hereby has appropriate car/booster seats for each child under the age of 8 or between 18-36 kg and a standing height of less than 145 cm.
- I am aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendations.)
- The vehicle listed hereby carries a valid automobile third-party liability insurance as required under Ontario legislation.
- The vehicle listed hereby carries a minimum of \$1 million of third-party automobile liability insurance as recommended by the Board.
- I am aware that the RCDSB's Excess Automobile Liability insurance comes into effect only after my insurance has been exhausted.
- I am aware that any damage to my vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on Board related business, is NOT covered by the RCDSB's Excess Automobile Liability insurance.
- I will provide the RCDSB with prompt written notice, with particulars, of any accident arising out of the use of my vehicle during the abovementioned excursion.
- I will inform the school of any changes in the vehicle information or its liability insurance.

Signature _____ Date _____

2. **Declaration to be signed by the driver of the vehicle**

A “Trip Driver” is defined as any person authorized by the RCDSB who has agreed to be a driver for a certain excursion while they are driving their own or another licenced automobile. A “Trip Driver” could be a trustee, an employee, a teacher, a parent, a volunteer or an official of the RCDSB.

I, _____
declare that I hold an unrestricted driver’s Class G or better licence and am licenced to drive in Ontario. I hereby declare that:

- I will inform the school of any changes in my information; and
- I will provide the RCDSB with prompt written notice, with particulars, of any accident arising out of the use of the above vehicle during the excursion listed herein.

Signature _____ Date _____

3. **Declaration to be signed by the Principal**

I, _____ declare that in order for _____ excursion to take place on _____ I have verified that the trip driver is licenced to drive in Ontario and possesses an unrestricted Class G or better driver’s licence and a valid insurance certificate. Additionally, I have verified that the trip driver has completed a Criminal Background Check (CBC) with Vulnerable Sector Screening (VSS).

Signature _____ Date _____

A copy of the completed form will be retained following the RCDSB Records Retention program.

This information is gathered under authority of the Education Act R.S.O. 1990, c.E.2, part VI s.190(2), the Highway Traffic Act R.S.O. 1990, c.H.8 O.Reg. 340/94 S.12, and the Insurance Act R.S.O. 1990, c. I.8, part VI s.251, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. Information shall be used to arrange safe and lawful transportation of students to and from activities that are part of the school program. Questions regarding information collected in this form may be directed to the school principal.

Form History

Approved:	2004; Nov 2019; Mar 2023
Reviewed:	2019; Mar 2023
Revised:	2019; Mar 2023