Use of Private Vehicles for Off-Site Activities
Administrative Procedure 7.40

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 17

Legal Reference:

Date Adopted: February 2002

Date Amended: November 2006, September 2011, March 2016, April 2018, July 2024, **November 2026**

The Board of Trustees prefers that Evergreen School Division buses be used whenever possible for off-school site activities, but, if a school bus is not available, or deemed unsuitable for the activity (*example: transporting less than nine students*), alternate means of transportation may be used.

Teacher In Charge Needs To:

1. Ensure that each driver has completed ***7.40A: Driver Information*** and that it is on file in the school office.

   Note: Forms are valid for one (1) school year

2. Complete ***7.40B: Private Vehicle Use:*** Submit to Principal for approval a minimum of three (3) days prior to activity.
3. Indicate PRIVATE VEHICLE under TRANSPORTATION on ***8.80D: Off - Site Activity Consent*** and fill in the name of the driver where indicated.
4. Collect all forms as per usual procedure.

Vehicle Requirements:

- Vehicles used must meet standard safety requirements.
- Vehicles must be properly registered and insured as “All Purpose” with a minimum liability insurance of two million dollars.
- Proof of such must be on file.

Driver Requirements:

- Only ESD staff members and/or coaches or parents/guardians of students participating in the activity, can serve as drivers.
- Other adults may serve as drivers but must be first approved by Principal.
- Students are not permitted to transport other students.
- Drivers must possess a current and valid non-probationary Manitoba driver’s license suitable to the vehicle they will be operating with “full” license status.

- Drivers must ensure all CSA standards are followed including the proper use of restraint systems (seatbelts, etc.); use of booster seats for students under 60 kg; seating students under 12 in the rear seat away from air bags; no smoking.
- For students under 60 kg booster seats are *not* required if transporting student for an emergent reason / "one time" reason; if a pre – planned activity, a booster seat must be used.
- Drivers need to ensure that they transport only their assigned students; no changes can be made.

Students:

- Students are expected to conduct themselves in ways consistent with the "Bus Conduct" section of the Bus Ridership Administrative Procedure.

Other:

- Decisions regarding remuneration for private vehicle use will be made at the school level.
- If applicable, current division mileage rates will be used and charged to the Division's extra - curricular budget.