



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

7.0 Transportation and Vehicles

---

**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

---

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. Ensure that each driver has completed a VOLUNTEER CHECK which includes the Criminal Record Check and Child Abuse Registry Check and that their information is on file (see **Procedure 1.A.170 Volunteers**).
3. Complete **7.40B: Private Vehicle Use**: Submit to Principal for approval a minimum of three (3) days prior to activity.
4. Indicate PRIVATE VEHICLE under TRANSPORTATION on **8.80D: Off - Site Activity Consent** and fill in the name of the driver where indicated.
5. 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.