

- 4.2 Overall responsibility for the student activity vehicle should be assigned, by the school principal, to one member of the school personnel. This person will be responsible for ensuring that the vehicle is registered, insured, maintained and equipped in accordance with this guideline.

#### Acquisition

- 4.3 A student activity vehicle should not be acquired unless the vehicle is registered in the name of an incorporated body.
- 4.4 Prior to acquiring a new or used vehicle, the approval of the school principal, in consultation with the school district superintendent, should be received.
- 4.5 Prior to purchasing a vehicle, expert advice in the selection should be sought. The involvement of an objective, certified mechanic in the selection process is strongly recommended.
- 4.6 A used vehicle should not be acquired as a student activity vehicle unless a certified mechanic has conducted a full inspection on the vehicle and deemed it to be in safe mechanical condition.
- 4.7 When purchasing a vehicle with the capacity to carry more than seven passengers, care must be taken to ensure that it meets CSA and Canadian Motor Vehicle Safety standards and it conforms to the Motor Vehicle Act and its regulations.

#### Funding

- 4.8 Leasing or borrowing funds to purchase a student activity vehicle is not permitted.
- 4.9 A school district must not purchase or lease, or supplement the purchase of a student activity vehicle with funds from its operating budget.
- 4.10 Where school-raised funds are used for the purpose of purchasing a student activity vehicle, the funds should be accounted for in the same manner as any other school-raised funds.

#### Registration

- 4.11 Where a student activity vehicle has previously been registered to a person or unincorporated organization on behalf of a school, the owner should either dispose of the vehicle or seek incorporation and transfer the registration of the vehicle to the incorporated body.
- 4.12 Registration and insurance rates vary according to the type of vehicle and its uses. As such, when registering or insuring a student activity vehicle, it is important to explain fully to the registrar or agent the intended use of the vehicle, the make and model of the vehicle, its year and the qualifications of intended drivers.