

Insurance and insurance coverage

4.13 A student activity vehicle should be covered by liability insurance as follows:

- a) vehicles with a capacity of fewer than 10 passengers should be covered by Third Party Liability and Accident Benefits in the amount of no less than \$2 million; or
- b) vehicles with a capacity of 10 or more passengers should be covered by Third Party Liability and Accident Benefits in the amount of no less than \$5 million.

4.14 When insuring a student activity vehicle, it is recommended that:

- a) the agent be asked to recommend specific coverage options consistent with the requirements under section 4.13 of this document;
- b) serious consideration be given to extending the insurance to include coverage for collision and other vehicle damage; and
- c) the agent be asked to clearly explain all benefits, requirements and limitations of the insurance policy.

Out-of-province travel

4.15 If a student activity vehicle is to be used for out-of-province travel, the person responsible for the vehicle should ensure that its registration and insurance meet the current requirements for such travel. Information respecting such requirements and limitations can be obtained from the local motor vehicle office. It is recommended that the motor vehicle office be contacted periodically to determine if any of the requirements or limitations for out-of-province travel have changed. The School District Transportation Officer and the Educational Facilities and Pupil Transportation Branch of the Department of Education may also be able to provide assistance in this regard.

Maintenance and other recommendations

4.16 A student activity vehicle should undergo a motor vehicle inspection every six months.

4.17 All defects or mechanical problems should either be fixed or reported immediately to the assigned person responsible for the vehicle.

4.18 A procedure should be in place for situations involving a vehicle break down inside or outside the school district. This should be known by all drivers of the vehicle.

4.19 All required vehicle repairs should be made promptly and be performed by a certified mechanic.

4.20 The vehicle should be equipped with a fire extinguisher and a first aid kit.