

- 4.8 A person should not be permitted to drive any rented, private or student activity vehicle classified as a bus to convey students to an off-site school-related activity unless the activity organizer is satisfied that the driver is familiar with Policy 510 – Procedures for Accidents Involving a School Vehicle and the requirements and restrictions established in relation to the operation of commercial vehicles under the Motor Vehicle Act (see Appendix A).

Travel in other vehicles

4.9 Travel in student activity vehicles

- a) An activity organizer should not arrange transportation to or from an off-site school-related activity in a student activity vehicle unless the vehicle has been acquired and is being maintained and operated in accordance with Guideline 512 – Student Activity Vehicles.

4.10 Travel in rental vehicles

- a) An activity organizer should not arrange transportation to or from an off-site school-related activity in a rented vehicle unless:
- i. the activity organizer is familiar with the terms and limitations (deductible, reporting of incidents, etc) set out in the rental agreement; and
 - ii. there is liability insurance coverage for the rented vehicle in the amount of no less than \$2 million.
- b) It is recommended that, when using a rental vehicle to transport students to and from an off-site school-related activity, extra insurance coverage be purchased to reduce the deductible in case of an accident.

4.11 Travel in other private vehicles

- a) An activity organizer should not arrange transportation to or from an off-site school-related activity in a private vehicle unless appropriate steps have been taken, commensurate with the age of the students, the nature of the activity and the location to which students are traveling, to ensure that parents are aware of and in agreement with the traveling arrangements.
- b) Policy 214 – Indemnification of Employees, District Education Council Members, Parent School Support Committee members, Volunteers and Student Teachers, in conjunction with the Provincial Administration Manual Policy AD-3108 – Personal Liability Protection, applies to employees, DEC and PSSC members, volunteers and student teachers, provided that such person:
- was authorized in advance to perform the services;
 - performed the services as directed; and
 - acted in good faith.