



# TRANSPORTATION OF STUDENTS IN PASSENGER VEHICLES DRIVEN BY BOARD EMPLOYEES, VOLUNTEERS OR NON-BOARD EMPLOYEES

## RISK SERVICES

1. When transportation is provided by private vehicle, the Principal should ensure that those who provide transportation for students have adequate public liability and property damage insurance.
  - a) By car: only those who carry a minimum of \$1,000,000. of public liability insurance.
  - b) By up to 7 passenger van: not less than \$1,000,000. of public liability insurance.
2. The Principal **shall** keep a record of the names of those employees who meet the public liability insurance coverage indicated above, and only those employees will be allowed to transport students for school activities.

### NOTES:

1. Each student transported must have a seat and a seat belt.
2. The Principal should inform drivers that the Waterloo Region District School Board provides Non-Owned Automobile Liability Insurance for accidents resulting in damages beyond \$1,000,000. and that the first \$1,000,000. must be covered by the owner's insurance.
3. The Waterloo Region District School Board does not allow the use of 15 passenger vans for transporting students and staff for school board related activities.

School/Division: _____ Date: _____
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### Driver/Owner Assurance of Insurance Coverage

I have read the above requirements and I assure the Principal and the Waterloo Region District School Board that the vehicle and driver indicated are covered by at least the minimum amount of insurance indicated. I give permission for my vehicle to be used by the driver indicated to transport students.

**Vehicle Make and Licence Plate Number:** \_\_\_\_\_

### Please Print

Insurance Company: _____	Policy No.: _____
Name of Driver: _____	Driver's Licence No.: _____
Owner's Signature: _____	Date: _____
Driver's Signature: _____	Date: _____

A volunteer driver is only required to complete this section once per school year. If any information changes, it is the responsibility of the volunteer driver to inform the school of these changes.

**Return completed form to: Risk Services, Purchasing Services, Building 2-2, Education Centre.**