

AUTHORIZATION TO TRANSPORT STUDENTS – VOLUNTEER DRIVERS

PART A

This will authorize: _____
(Name of teacher or other adult/non student volunteer driver)

1. To transport students participating in the events listed on the attached school schedule:
OR
2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENCE #: _____

School Name: _____ Date: _____
Principal's Signature: _____

Note: All * "Trip Drivers" including Volunteer Drivers are advised that in order to bring into effect the Board's Excess Liability Insurance, they must:

- a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on the Board related business;
- c) Be aware that the School Board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted (to a maximum of \$20,000,000.00, in excess of personal coverage);
- d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the School Board's Excess Automobile Liability insurance;
- e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat (see vehicle manufacturer's recommendations).

*** Note:** A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents/guardians, volunteers and officials of the Board.

DECLARATION TO BE SIGNED BY DRIVER

I _____, declare that:

- a) I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- b) the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- c) I have read and understand the Summary of Insurance contained in Part B, on the reverse side of this form.

Date: _____ Signature: _____

SEE REVERSE SIDE OF THIS FORM FOR PART B, SUMMARY OF INSURANCE, AND, IF APPLICABLE, DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN VEHICLE)

DECLARATION TO BE

SIGNED BY OWNER (IF DRIVER DOES NOT OWN VEHICLE)

I _____, declare that:

- a) I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- b) I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- c) I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- d) I have read and understand the Summary of Insurance contained in Part B.

Date: _____ Signature: _____

PART B

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first. If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy. There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities. According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

Distribution: Driver _____ Principal _____

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Personal information on this form is collected under the legal authority of the Education Act, R.S.O. 1990, c E.2. This information will be used for the purpose of: planning and administering out-of-school programs for students, insurance and statistical analysis. Questions regarding this collection of personal information should be directed to the School Principal.