

ADMIN PROCEDURES MANUAL
Administrative Procedure 563

STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS

BACKGROUND

The District strongly favours the practice of using buses to transport students. However, the District recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles and the District values the involvement and commitment of volunteer drivers.

Student transportation is the responsibility of the Principal who may designate a supervisor to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity. In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following guidelines which are also outlined in [Administrative Procedure 490: Parent/Guardian Volunteers – Appendix A](#).

PROCEDURE

1. The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed

11. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.

12. Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and