



St Alcuin College

POLICY AND PROCEDURES: VOLUNTEER DRIVERS

The Head of School (or his/her designate) shall have responsibility for the oversight and administration of the procedures necessary to utilize the support of volunteer drivers using their personal vehicles for the transport of Alcuin College students. The documentation outlined below will be collected and updated annually. Once it is on file for a particular driver, that driver will be able to transport Alcuin College students for the duration of that school year. Adherence to the policy and procedures applies to all volunteer drivers transporting students for school events, including those volunteer drivers who are transporting only their own child, children or grandchildren.

The driver must have provided the following necessary documentation to Alcuin College prior to driving students:

1. Valid and subsisting British Columbia driver's licence appropriate to the vehicle driven. An "N" status is not acceptable.
2. Driver's abstract less than one year old and with no violations within the last two years.
3. Proof of valid vehicle insurance with a minimum of \$3,000,000 in liability coverage. (We recommend \$5,000,000 if transporting more than 3 students.)
4. Signed Volunteer Driver Application Form, that declares the following:
 - a. The vehicles used for student transportation are rated appropriately and insured with minimum Third Party Liability insurance of \$3,000,000.
 - b. The vehicle is properly equipped with seat belts for each occupant; seat belts will be secured when travelling. Booster seats must be used for children up to their 9th birthday or 145cm (4'9") tall, whichever comes first. If the driver is unfamiliar with the car seat provided, they must seek advice from an Alcuin College staff member to ensure the installation is correct.
 - c. The driver understands that Alcuin College will not accept responsibility for any damage to their vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
 - d. The driver will ensure that, to the best of their knowledge, the motor vehicle used for student transportation is in good mechanical condition.
 - e. The driver is at least 21 years of age and in good health.

- f. The vehicle will be equipped with winter, all season tires and/or chains for winter conditions.
- g. For safety and health reasons, the driver will not allow smoking or vaping in their vehicle while transporting students.
- h. The driver will not, at any time during their performance as a volunteer driver, imbibe any alcoholic beverages, consume any cannabis or use any restricted substances.
- i. The driver will operate the vehicle in a safe manner and not in contravention of any statute or regulation governing the operation of motor vehicles.
- j. The driver has provided their most recent Driver's Record. They understand that if violations are recorded, a school administrator will determine their suitability as a driver. A new driver's record must be provided every year in September.
- k. The driver agrees to wear a seat belt and require all passengers to wear a seat belt.
- l. The driver agrees that they will not permit a child under 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag.
- m. The driver will not use their hand-held electronic devices, such as cellphones, Blackberrys, MP3 players and iPods, while driving students. Under *Bill 15, the Motor Vehicle Amendment Act, 2009* this is illegal. For further details see the Motor Vehicle Amendment Act.
- n. The driver understands that their physical and medical condition is critical to their ability to safely operate a vehicle. They have no physical or medical conditions that restrict their ability to drive, nor are they taking any medications that would impair their ability to drive.

The driver must also ensure the following:

- a. The driver will take direction from Alcuin College staff regarding pick-up and delivery of students to activities. In most cases, pick-up will be from Alcuin College and drivers will proceed directly to the event without stopping unless there is an emergency. The Head of School (and his/her designate) will provide direction on any alternatives to this practice for specific events. The same procedure and expectation is in effect for transporting students back to Alcuin College at the conclusion of an activity.
- b. Although not to be used while driving, the driver must have a charged cell phone and have readily available the Alcuin College staff event coordinator's phone number as well as that of the school and the capability of calling emergency services if necessary. Drivers will contact the Alcuin College staff in charge of the activity should any

event arise during the trip which would cause alternative consideration to the procedures.

- c. In the event of an emergency, the driver must call emergency services first and when practicable, call the Alcuin College staff event coordinator to inform them of the situation.
- d. Once the driver has returned to the final destination, the driver will ensure that all students in their vehicle are met by and in the care of Alcuin College staff before departing. Alternative arrangements to this must be approved and confirmed by Alcuin College staff.

Transporting students with medical/legal alerts on file.

1. All staff accompanying students on field trips will be advised of any students in the group who have a medical and /or legal alert on file.
2. If a possibility of a medical emergency exists, it is the responsibility of the staff members in charge of the group to ensure that an individual trained in handling such a medical emergency accompanies the group on the field trips.
3. It is the responsibility of the staff members in charge of the group to ensure that the following is taken along on all field trips:
 - A copy of the Medical Alert form (such as the Anaphylaxis Action Form, Diabetes Action Form, etcetera).
 - All medication (such as an epinephrine auto-injector, insulin pen, glucose tablets, etcetera).
 - A charged cellular phone and relevant phone numbers.
4. No medication shall be given to any student without written direction from the doctor or parent/guardian. It is the responsibility of a student's parent or guardian to complete and return to the school a Medical Alert Planning Form 316-2 and all supporting documentation for their child and to ensure that appropriate medication is provided to the school and replenished as needed. If prescription medications are listed on the form, the form must be signed by a physician.
5. Whenever possible, the volunteer driver will be the student's parent or guardian.
6. Whenever possible, the accompanying teacher will travel with the students.

7. Students must not eat or drink at any time, while in vehicles going to and returning from field trips if this will place the anaphylactic student at risk.

To obtain a Driver's Record:

1. The driver can call 604-661-2255 and it will be emailed, mailed or faxed to the driver or school, or
2. The driver can request it online at <https://onlinebusiness.icbc.com/cli/>) and it will be emailed to the driver and/or school, or
3. The driver can go to any driver licensing office. They will need to take
 - their B.C. driver's license, or
 - one piece of primary identification and a second piece of either primary or secondary ID.