



## 8.06 Private Vehicles

### 8. Student Transportation - Administrative Procedure Manual

Privately owned vehicles may be used for transporting students on curricular and extracurricular trips. All such use must be approved in advance by the Division Office.

- 1) In all cases except medical emergencies, the use of privately owned vehicles for transportation of students must be approved in advance by the Division Office.
- 2) The Principal shall:
  - a) Ensure that Request for Private Vehicle Use form has been submitted to the Division Office.
  - b) Ensure that the driver's qualifications, license, and insurance comply with the Motor Vehicles Branch.
  - c) Obtain and file a photocopy of the driver's license and vehicle registration.
  - d) Ensure that all parents are advised that a private vehicle is being used as the method of transportation.
  - e) Obtain and file a list of all students and adults in each vehicle for each trip.
- 3) A driver of a private vehicle used to transport students must be a minimum of 21 years of age, and must be an approved chaperone.