

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: EEAE

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

- A. The Board defines any vehicle used to transport students, other than a School Division-owned or chartered bus, as a private vehicle or "non-owned vehicle."
- B. Although school buses are utilized to transport students on school-sponsored activities such as field trips, outdoor education projects or sports activities, occasionally employees' vehicles are used to transport students to and from such events.
- C. Fifteen (15) passenger vans will not be used for student transportation.
- D. In recognition of the above, the School Board authorizes the use of private vehicles for the transportation of students on school-sponsored activities subject to the following:
 - 1. The School Division shall carry "non-owned vehicle" liability insurance as a provision of its general liability insurance coverage.
 - 2. Any owner of a private vehicle used for transportation of students shall have Basic Autopac Insurance coverage. If travelling outside the province of Manitoba, this coverage will be enhanced to a minimum of one million third party liability.
 - 3. Employees operating a private vehicle for transporting school students shall operate the vehicle in accordance with the Highway Traffic Act.
 - 4. Employees operating private vehicles may transport students only with the express knowledge and permission of the Superintendent or designate.
 - 5. Written permission of parents is required for students travelling in private vehicles.
 - 6. Private vehicles will be driven only by adults.

(See also JHFA)