

Administrative Procedure 556

Business Administration

VOLUNTEER DRIVERS

BACKGROUND

The Charter Board recognizes the necessity to utilize volunteer drivers on occasion to transport students to and from school related events.

GENERAL

Any individual applying to be a volunteer driver is required to complete and sign the Volunteer Driver Application Form obtained from the school office.

Upon completion of the administrator's review of the complete volunteer driver application package, the school administrator or designate, will advise the applicant only if eligibility as a volunteer driver is denied. Applications that are denied are not subject to appeal.

APPLICATION

Applications for volunteer drivers must include all of the following in its entirety in order for a submission to constitute a complete package:

- a complete Volunteer Driver Registration Form;
- a security clearance provided by a local police authority that indicates the applicant does not have a criminal record;
- a declaration by the applicant of the details of all criminal records (if any);
- a current drivers abstract.

In addition to the above, applicants for volunteer driver positions must provide copies and evidence for each driving occurrence that:

- they possess a current and valid driving license;
- the vehicle in use is current in its registration; and
- the minimum public liability and property damage insurance coverage of \$2,000,000 is in place.

All volunteer drivers are to advise an administrator in writing if there is a change to any of the above.

Expectations of Volunteer Drivers

1. Notwithstanding the above section, volunteer drivers must report all criminal charges and traffic violations at the time the charge is issued and must comply with the terms and conditions of the Volunteer Driver Application and Declaration.
2. Volunteer drivers must be aware of safe transportation of children according to the Law in Alberta as follows:
 - A child under six years whose weight does not exceed 18 kg (40 lb.) must be properly secured in a child safety seat.
 - All child passengers must be secured in an approved and properly used child safety seat, which is used and installed according to your vehicle and car seat manufacturer's instructions.
 - It is the driver's legal responsibility to ensure that each passenger under the age of 16 years is properly secured in the vehicle. Drivers are subject to a fine for each child not properly secured.
 - Child safety seats used in Canada must have a label on them stating that the seat meets Canadian Motor Vehicle Safety Standard 213.

- If your vehicle is equipped with a passenger front-seat air bag with no shut off switch:
 - Never install a rear facing child safety seat in the front seat.
 - Children under the age of 13 should be seated in the back.

Date of Adoption: March 20, 2015
Date of Revision: February 11, 2019
Due for Review: February 11, 2022