

Administrative Procedure 556

Business Administration

VOLUNTEER DRIVERS

BACKGROUND

Westmount Charter School (WCS) recognizes that volunteer drivers may occasionally be required to support student participation in school-authorized activities, events, competitions, field trips, and extracurricular opportunities. WCS values the contributions of volunteers and recognizes that transportation support may enhance student access to educational and school community experiences.

The Charter Board recognizes its responsibility to support student safety and well-being and to exercise due diligence in authorizing volunteer drivers. WCS is committed to ensuring that volunteer drivers meet appropriate legal, safety, screening, licensing, insurance, and vehicle requirements in accordance with applicable Alberta legislation, including the *Education Act* and *Traffic Safety Act*.

This Administrative Procedure shall be read in conjunction with Administrative Procedure 555 - Volunteers. Volunteer drivers are considered WCS volunteers and must meet all applicable volunteer expectations, screening requirements, and standards of conduct.

Personal information collected through the volunteer driver approval process shall be collected, used, disclosed, retained, and protected in accordance with the *Access to Information Act* (ATIA), *Protection of Privacy Act* (POPA), Administrative Procedure 170 - Access to Information and Protection of Privacy, and Administrative Procedure 172 - Collection, Use, Disclosure, and Protection of Personal Information.

The Superintendent is responsible for implementing this Administrative Procedure.

PRINCIPLES

1. Westmount Charter School shall:
 - 1.1. Support safe and appropriate student transportation arrangements for school-authorized activities.
 - 1.2. Exercise due diligence in reviewing and approving volunteer drivers.
 - 1.3. Require volunteer drivers to meet screening, licensing, insurance, and safety expectations before transporting students.
 - 1.4. Maintain confidentiality regarding personal information collected from volunteer driver applicants, including Police Information Checks (PIC), Vulnerable Sector Checks (VSC), driver abstracts, insurance documentation, and related records.
 - 1.5. Retain discretion to determine whether a volunteer driver is approved to transport students.

PROCEDURES

1. Volunteer Driver Eligibility and Approval
 - 1.1. Individuals wishing to serve as volunteer drivers for school-authorized activities must complete and sign the Volunteer Driver Application Form.
 - 1.2. Volunteer drivers shall not transport students until approval has been granted by the Principal or designate.
 - 1.3. Approval as a volunteer driver is subject to administrative review of submitted documentation and may be denied where concerns exist related to student safety, legal compliance, or suitability.

- 1.4. The decision to approve or deny a volunteer driver application rests with the Principal or designate.
- 1.5. Approval as a volunteer driver may be revoked at any time if requirements are no longer met or concerns arise regarding student safety or suitability.
2. Volunteer Driver Requirements
 - 2.1. To be considered for approval, volunteer driver applicants must submit:
 - 2.1.1. A completed Volunteer Driver Registration Form;
 - 2.1.2. A current Police Information Check (PIC) and Vulnerable Sector Check (VSC), where required under Administrative Procedure 555 - Volunteers.
 - 2.1.3. A declaration of any relevant criminal charges or convictions that may affect suitability for transporting students;
 - 2.1.4. A current Driver's Abstract acceptable to WCS;
 - 2.1.5. Evidence of a valid Class 5 driver's licence (or equivalent legal licence);
 - 2.1.6. Proof of current vehicle registration; and
 - 2.1.7. Proof of a minimum of \$2,000,000 public liability and property damage insurance coverage.
 - 2.2. Volunteer drivers are responsible for ensuring all submitted information remains accurate and current.
 - 2.3. Volunteer drivers shall notify the Principal or designate immediately if:
 - 2.3.1. Their driver's licence status changes;
 - 2.3.2. Vehicle registration expires or changes;
 - 2.3.3. Insurance coverage changes, lapses, or no longer meets WCS requirements;
 - 2.3.4. They receive a criminal charge or conviction that may affect suitability; or
 - 2.3.5. They receive serious traffic violations, licence suspensions, or other driving-related restrictions.
3. Personal Information and Confidentiality
 - 3.1. WCS shall collect only personal information necessary to determine volunteer driver eligibility and suitability.
 - 3.2. Personal information collected through volunteer driver applications, including Police Information Checks, Vulnerable Sector Checks, driver abstracts, insurance documentation, and licensing information, shall be:
 - 3.2.1. Collected, used, disclosed, retained, secured and securely destroyed in accordance with ATIA, POPA, Administrative Procedure 170 - Access to Information and Protection of Privacy, and Administrative Procedure 172 - Collection, Use, Disclosure, and Protection of Personal Information;
 - 3.2.2. Accessed only by authorized individuals with a legitimate need to know; and
 - 3.2.3. Protected from unauthorized access or disclosure.
 - 3.3. Volunteer driver records shall be retained in accordance with approved records retention schedules and Administrative Procedure 180 - Records Retention and Disposition.
4. Transportation Safety Expectations

- 4.1. Volunteer drivers are responsible for complying with all applicable Alberta traffic laws and vehicle safety requirements.
- 4.2. Volunteer drivers shall:
 - 4.2.1. Operate vehicles in a safe, lawful, and responsible manner;
 - 4.2.2. Ensure all vehicle occupants are properly secured with seatbelts or legally required child restraints;
 - 4.2.3. Comply with Alberta child restraint and booster seat requirements, where applicable;
 - 4.2.4. Avoid distracted or impaired driving;
 - 4.2.5. Maintain a vehicle in safe operating condition.
- 4.3. Volunteer drivers shall not:
 - 4.3.1. Transport more passengers than there are legally designated seatbelts;
 - 4.3.2. Transport students while impaired by alcohol, cannabis, medication, fatigue, or other substances affecting driving ability; and
 - 4.3.3. Use mobile devices in a manner prohibited under Alberta law.
- 4.4. Where vehicles are equipped with front passenger airbags:
 - 4.4.1. Rear-facing child safety seats shall not be installed in front passenger seats;
 - 4.4.2. Children under the age recommended by Alberta safety guidance should ride in rear seats whenever possible.
5. School Expectations During Transportation
 - 5.1. Volunteer drivers shall transport students only for approved school-authorized activities.
 - 5.2. Schools shall make reasonable efforts to ensure:
 - 5.2.1. Parent/guardian consent for transportation has been obtained;
 - 5.2.2. Emergency contact information is available;
 - 5.2.3. Volunteer drivers understand destination, timelines, and supervision expectations.
 - 5.3. Volunteer drivers are not authorized to make unscheduled stops unrelated to the approved school activity unless required for safety or emergencies.
 - 5.4. Volunteer drivers are responsible for student transportation and safety during travel, but are not responsible for student supervision beyond transportation unless otherwise assigned by the school.
6. Administrator Responsibilities
 - 6.1. Principals or designates shall:
 - 6.1.1. Review volunteer driver applications and documentation;
 - 6.1.2. Determine volunteer driver eligibility;
 - 6.1.3. Maintain confidentiality of volunteer driver information;
 - 6.1.4. Ensure volunteer drivers meet applicable screening requirements under AP 555 - Volunteers; and
 - 6.1.5. Exercise professional judgment regarding suitability and risk.

7. Non-Compliance

7.1. Failure to comply with this Administrative Procedure may result in:

7.1.1. Denial or revocation of volunteer driver approval;

7.1.2. Restrictions on participation in volunteer transportation activities; and

7.1.3. Additional administrative action where appropriate.

Cross Reference: *Education Act*
 Traffic Safety Act
 Access to Information Act (ATIA)
 Protection of Privacy Act (POPA)
 AP-170 Access to Information and Protection of Privacy
 AP-172 Collection, Use, Disclosure, and Protection of Personal Information
 AP-180 Records Retention and Disposition
 AP-555 Volunteers

Date of Adoption: March 20, 2015
Date of Revision: February 11, 2019, June 9, 2022, May 12, 2023, June 5, 2026
Due for Review: June 5, 2029