

## **TRANSPORTATION IN PRIVATE VEHICLES**

### **Background**

The Division strongly favors the practice of using buses to transport students. However, there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

### **Procedures**

#### **1. Special Events**

- 1.1 Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- 1.2 Only employees or parents and guardians may convey students. They must have completed an Application for Automotive Driver Authorization form and have it approved by the principal annually.
- 1.3 Students may transport themselves to school-approved events if the principal approves.
- 1.4 It is recommended that staff or parents authorized to use their vehicle by the principal have a package policy with third party liability insurance of at least two million dollars.
- 1.5 Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- 1.6 Parents and guardians using their vehicles may be reimbursed at the school division rate.

#### **2. Work Experience Program**

- 2.1 Students participating in Career and Work Experience programs outside of Moose Jaw and Assiniboia are eligible to receive compensation for travel each semester, as outlined on the application form.

Reference: Sections 85, 87, 194, 195, 196, 197, Education Act  
Traffic Safety Act

September 23, 2019