



Volunteers

Appendix C – Volunteer Driver Sign-Off for School Organized Activities

Volunteer Driver Sign-off for School Organized Activities

Parental support in providing student transportation for co and extracurricular activities is welcomed and appreciated.

This form is required to be completed once per school year for sports or each time a volunteer driver transports students for other activities, in a vehicle designed to transport 9 or fewer passengers.

Driver Requirements:

- ☐ Must be at least 21 years of age; not a student enrolled in a public school and must possess a valid driver's license with an appropriate classification for the type of vehicle being driven;
- ☐ Must have a record of the names of all passengers and the telephone number of at least one school-identified resource person who is available to help during the activity or to contact in case of an emergency such as vehicle breakdown or accident. Someone in the vehicle should have a cell phone;
- ☐ Must not transport students between midnight and 6:00 a.m. without authorization by the Superintendent;
- ☐ Must ensure equipment (e.g., sports equipment, musical instruments, and suitcases) is stored in a secure manner inside or outside the vehicle and the vehicle must not be overloaded. No vehicle shall tow a trailer when transporting students;
- ☐ Must monitor weather and road conditions and follow weather-related decision protocols established by the school Principal. Groups travelling outside the local area must be prepared to stay overnight if weather or road conditions present a hazard;
- ☐ Must ensure that alcoholic beverages are not transported in the vehicle and must never be under the influence of any drugs or medication that may impair his/her ability or be under the influence of any level of alcohol;
- ☐ Must not smoke or permit smoking in a vehicle when students are being transported;
- ☐ Must not incur more than 14-hours on-duty time in a 24-hour period;
- ☐ Must provide a criminal record check, show proof of sign off on [Policy 701](#) – Policy for the Protection of Pupils and be familiar with applicable policies (e.g., [Policy 510](#) – Procedures for Accidents Involving a School Vehicle, [Policy 702](#) – Tobacco-Free Schools, [Policy 703](#) – Positive Learning and Working Environment) and must observe the requirements of the [Motor Vehicle Act](#) (seat belts, speed);

Vehicle Standards:

- ☐ Is equipped with four winter tires (peaked mountain with snowflake pictograph) between Nov 1 and April 30;
- ☐ Is covered by Third Party Liability and Accident Benefits in the amount of no less than \$1 million;
- ☐ Has a valid motor vehicle inspection sticker.

Signature of Volunteer Driver

Signature of Principal

Date

Date

Reference: [Department of Education Policy 513 - Transportation to and from Off-Site School-Related Extra-Curricular Activities](#) – Updated Nov. 26, 2012