



SCHOOL USE OF PRIVATE VEHICLE FORM & POLICY

To be completed once per school year by drivers of all vehicles transporting students to official school activities.

Driver's Name (please print clearly)

Driver's Phone Number (home/cell)

	Yes	No
I carry at least \$2 million liability insurance on any vehicle that transports students to or from school activities.		
I ensure that I have: <ul style="list-style-type: none"> provided a photocopy of my insurance policy provided a photocopy of my valid driver's license to the KCS office 		
I agree to: <ul style="list-style-type: none"> limit the number of passengers to the number of useable seat belts. ensure there is a seatbelt worn by each passenger require proper use of occupant restraint systems (i.e. seatbelts, head restraints, airbags, seat position) 		
I agree to operate the vehicle in accordance with the BC Motor Vehicles Act.		
I agree to comply with directions of the KCS staff.		
I undertake to ensure that the vehicle is in good mechanical shape, road-worthy, and appropriate for all driving conditions.		
I will ensure passengers under 9 yrs old and less than 145 cm (4'9") are seated in the rear seat. Where a vehicle is equipped with a front passenger-side airbag, students under age 12 must not be transported in that seat unless the device has been deactivated.		

Driver's Signature Date

Registered Owner's Signature - granting permission for driver to use vehicle (if applicable) Date



In accordance with ICBC and Youth Safe Outdoors guidelines, the following requirements are in place to help ensure safe transport of KCS students when adults are driving them to official school activities. Adults must complete the School Use of Private Vehicle Form each year. The original form is kept on file in the school office. Fifteen-passenger vans will not be used to transport students.

Information to be included:

- Driver's name, license number, phone numbers
- Registered owner's name and address – if different from above
- Registered owner's signature – granting permission for named driver to use vehicle
- Vehicle license number, model/year of vehicle, number of seat belts

Insurance related considerations:

- The Board requires that the vehicle owner maintain, at all times, valid automobile Third Party Liability Insurance as required under BC legislation in respect of liability for injury or death of any students who are passengers in the vehicle the volunteer is operating.
- In the case of an insurance claim (i.e. third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the school board.
- Additional automobile liability insurance protection is provided under the school board's comprehensive general liability insurance policy for authorized drivers transporting students in privately-owned vehicles on an approved school activity. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
- Damage to any vehicle, including the owner's is the responsibility of the volunteer driver and not the school board.
- The KCS board requires that a minimum of \$2,000,000 liability insurance be carried on any vehicle used to transport students to or from school functions.

Volunteer drivers commit that they:

- Have provided a photocopy of their insurance policy
- Have a valid driver's license
- Have provided a photocopy of their driver's license to the office
- Agree to limit the number of passengers to the number of seatbelts
- Agree to ensure a seatbelt is worn by each passenger
- Agree to operate the vehicle in accordance with the BC Motor Vehicles Act
- Agree to comply with directions of the KCS staff
- Will undertake to ensure that the vehicle is in good mechanical shape, road-worthy, and appropriate for all driving conditions
- Will ensure passengers under 9 years old and less than 145 cm (4'9") are seated in the rear seat. Where a vehicle is equipped with a front passenger-side airbag, students under 12 must not be transported in that seat unless the device has been deactivated.