

**Use of Private Vehicles**

**Policy No. 406.8R**

**REGULATIONS**

**FORM: 305.3F – Driver Information Form**

**FORM: 305.3F – Volunteer/Coach Information/Application Form**

**Overview**

- **Private vehicle use is typically permitted only for short-distance, in-community school activities. Approval for these trips is granted once per school year.**
- **For in-district travel, private vehicle use requires additional approval for each trip due to the longer distances involved.**
- **Private vehicle use for out-of-district travel is only considered in unique and exceptional circumstances and will be approved on an individual basis.**

The use of privately owned motor vehicles for the transportation of students to and from school-sponsored activities and in emergent situations will only be approved when the following conditions are in place:

1. The Principal/Vice Principal of the school making the request will indicate to the Superintendent or designate that:
  - 1.1. The use of a District bus is considered impractical or unavailable;
  - 1.2. That the vehicle appears to be in a safe, roadworthy and properly maintained condition, and has the required number of seat belts and weight appropriate child seats, as required, as per the amendment to *Division 36 of the Motor Vehicle Act Regulations, Child Seating and Restraint Systems (last amended January 1, 2025 by BC Reg. 229/2024)*;
  - 1.3. That the driver has been oriented to School Rules and/or any Safety Procedures;
  - 1.4. That the driver is registered at the School Board Office on the appropriate form. This registration will include the driver's name, address, and telephone number, with a copy of the driver's driving abstract (from the local Motor Vehicle Branch), vehicle insurance, driver's license all recorded on the '305.3F - Drivers Information Form';

- 1.4.1. Schools should submit a request for authorization for the entire school year for in-community travel. Once approved the vehicle and driver would not need to be approved again for that school year as long as all information remains valid.
- 1.5. That if the driver is a non-staff member, they need to comply with '*Policy 305.3 School Volunteers/Coaches*' and has a current Criminal Records Check on file at the school;
- 1.6. That the list of students travelling in the private vehicle is on file with their school office;
- 1.7. That parental permission has been obtained by the school prior to travel.
- 1.8. *\*\*\*Under no circumstances will students be allowed to drive themselves or other students to school district sponsored events.*

Final approval is subject to the Superintendent of Schools, or delegate.