

Section:	School Administration
Title:	Staff transporting students in personal vehicles

Purpose

To provide students with access to an equitable educational experience, by enabling employees to use their personal vehicle to transport students to and from school, work experience, life skills programs, or to community or health services. This procedure applies to all employees using their personal vehicle to transport students.

General Guidelines:

An employee may be asked to use their personal vehicle to transport a student, considering the following:

1. Transportation, such as by bus, taxi, or parents driving their own children, has been considered and ruled out as being inappropriate or not available.
2. The Supervisor initiates the request for the driving task, and the employee agrees to the driving task.
3. No employee will be required to drive a student in their personal vehicle where they do not feel safe to do so.
4. Activities that require additional transportation using personal vehicles will be organized to minimize the need for employees to drive students.
5. Staff Drivers will be reimbursed for mileage for the trip, and for additional insurance costs, in accordance with School District No. 75 policies and procedures.
6. Mission Public Schools is committed to its responsibilities for the safety of employees transporting students or performing other driving duties for work purposes.

Definitions:

Supervisor: The Principal of the school where the student requiring the driving plan attends.

A Vice-Principal of the school may be delegated the Supervisor responsibility, as determined by the Principal.

Note: In some instances, a District Principal or Senior Manager, in consultation with the Principal, will assist in coordinating a driving plan for students. In this case, the Principal of the school is still considered the supervisor and is responsible for the responsibilities outlined in this procedure.

Staff Driver Responsibilities:

- 1) The Staff Driver must be authorized by the Supervisor to transport students. To be authorized to transport students, Staff Drivers must:
 - a) Possess a valid class 5 BC driver's license.
Note: Category "N" (Novice) staff drivers will not be permitted to drive students.
 - b) Complete the Staff Driver Application Form in September, and again in March each year.

- c) Twice annually, provide an acceptable Drivers Abstract to their Supervisor.
 - d) Receive the orientation and training they need to complete their work safely.
 - e) Ensure the personal vehicle is maintained and in good mechanical condition.
 - f) Ensure the personal vehicle has the appropriate insurance for using the vehicle for work purposes, including additional third-party liability insurance.
- 2) Trip Planning:
- a) Staff Drivers must receive direction from their Supervisor regarding a trip, prior to transporting a student.
 - b) Employees must complete the Pre-Trip Inspection Log and Journey Management Checklist for each trip.
- 3) Staff Drivers who do not follow district protocols or provincial laws will not be permitted to drive students. The circumstances may require a further internal or external investigative process, as determined by the Superintendent or designate.

Supervisor Responsibilities:

- 4) The Supervisor shall:
- a) Parental Permission
 - i) Obtain parental or guardian authorization for their child to travel with a Staff Driver (see Field Trip and/or Life Skills Permission form).
 - b) Trip Assessment
 - i) Assess the need for the travel, and consider all alternatives, prior to authorizing a Staff Driver to transport a student. Consider the student and any need for additional adults in the vehicle.
 - ii) Consider the road conditions, weather reports, and overall safety factors shall be, when considering approval for a Staff Driver to transport a student.
 - c) Staff Driver Authorization and Assessment
 - i) Ensure that the Staff Driver Form is complete, signed by the employee, and submitted to the Transportation Manager.
 - ii) Confirm the Staff Driver's is using the Pre-Trip Inspection Log and Journey Management Checklist.
 - d) Staff Driver Orientation and Training
 - i) Ensure employees and new workers are provided the education, training, and safe work procedures for driving and transporting students.
 - ii) Regularly meet with employees to review the safety program, discuss safety performance and collaborate on ways to improve the program and our results.
 - iii) Document all training and orientation.
 - e) Inspection and Investigation:
 - i) Regularly inspect the Staff Driver's vehicle for suitability for use.
 - ii) Investigate motor vehicle incidents and significant near misses and implement corrective action.
 - iii) Ensuring unsafe acts and conditions are corrected.

Employer Responsibility:

- 5) The Employer shall provide additional special Third-Party Comprehensive Liability insurance that increases the personal liability coverage of a Staff Driver's vehicle while travelling to or from a location for work purposes.
- 6) The employer will review the procedure regularly with drivers, principals and managers and make necessary improvements and updates.
- 7) The Employer will track the associated documents (driver abstracts, staff driving application forms)
 - a) The completed Staff Driver Application Form is to be forwarded to the Transportation manager.
 - b) The Transportation Manager will obtain / review the drivers' abstract and advise the school/department of any issues or concerns
 - c) A copy of the application form is to be retained by the school / department.
 - d) All journey management forms are to be retained by the school / department.

Limitations:

- 8) Transporting students by private vehicle is limited to local trips and must not be beyond east of Hope, west of Vancouver, south of the border and north of Horseshoe Bay.

Date Adopted: **October 2020**

Date Updated: **July 2025**

Cross Reference:

Forms

[Staff Driver Application Form](#)
[Journey Management Checklist – Pre-Trip Inspection](#)
[Employee Business Auto Insurance Reimbursement](#)
[Mileage Record Form](#)

Resources:

1. [Driving Record](#) (request a copy of your driver's abstract online)
2. [Driving for Work](#)
3. Visit Worksafe BC: <https://roadsafetyatwork.ca/> for information about the below resources:
 - a. Road Safety at Work – Emergency Kit
 - b. Bulletin – Reducing Risks when Driving Clients
 - c. Distracted Driving
 - d. Safe Driving at Work starts with Company Culture
 - e. Training and Education – Road Safety at Work, SafetyDriven