



Rolling River School Division

ADMINISTRATIVE PROCEDURE

EEADA – TRANSPORTATION AND ACCOMODATIONS SPORT COMPETITIONS – FIELD TRIPS

School buses will be used for transportation for sports competitions and field trips.

For groups of fourteen (14) students or less, up to three (3), private vehicles may be used instead of a school bus provided the vehicles are driven by a staff member, an adult community coach or a parent holding a valid driver's license. A 15-passenger or larger van **cannot** be used as a personal vehicle to transport students.

All supervising teachers must have an “**Approval for Private Vehicle**” form completed and returned from each parent approving the child to be transported in a private vehicle. All drivers who drive vehicles transporting students must complete “**Authorization to Transport Students in a Personal Vehicle**” form and provide a copy of the current driver's license and vehicle registration with it to the School Principal before transporting students.

Drivers who are volunteers (parents, adult community coaches, etc.), must provide personnel records checks as per Policies IICC – School Based Volunteers and Policy GCDA – Personnel Records Checks.

Costs:

The travel costs for transporting students in a personal vehicle for sports or field trips will be paid on a per kilometer basis at the business mileage rate.

The travel and accommodation costs for field trips, Junior and High school tournaments, High School Zone/league games and exhibition games will be funded by the school Transportation budget and/or school funds/user fees.

The cost of travel to Divisional Music Festivals and travel to and accommodation at Provincial Championship play will be paid by the Division. Accommodation for Provincial Championship Tournaments must be arranged by the Superintendent's Department.

Reference: IICC - School Based Volunteers
GCDA – Personnel Records Checks

Date Adopted: January 4, 1988

Date Revised: November 3, 2005

Date Revised: June 10, 2009

Date Revised: May 21, 2014

Date Reaffirmed: January 16, 2019

Date Revised: August 3, 2022



Rolling River School Division

AUTHORIZATION TO TRANSPORT STUDENTS IN A PERSONAL VEHICLE

Name of School: _____

This will Authorize: _____

To transport students participating in: _____

DECLARATION TO BE SIGNED BY THE DRIVER

Driver Name: _____

The Rolling River School Division requires that persons transporting students:

- 1) Use a licensed automobile which carries valid automobile Third Party Liability Insurance as required under Manitoba legislation;
- 2) Provide the Division with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a Division authorized trip transporting students.
- 3) Be aware that the School Division's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted.

N.B. A "trip driver" is defined as any person authorized by the Division who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes but is not limited to: trustees, employees, teachers, parents, volunteers, students or officials of the School Board.

VEHICLE

Make: _____ **Model:** _____ **License Plate #** _____

- I declare that I hold an unrestricted driver's license and am authorized to drive in Manitoba, and the vehicle described above is insured by a valid automobile liability insurance policy as required by Manitoba law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- Attach a copy of your current valid Driver's License and Vehicle Registration

Trip Driver Signature

Date

DECLARATION TO BE SIGNED BY THE VEHICLE OWNER (IF DRIVER DOES NOT OWN VEHICLE).

- I declare that I hold an unrestricted driver's license and am authorized to drive in Manitoba, and the vehicle described above is insured by a valid automobile liability insurance policy as required by Manitoba law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- Attach a copy of your current valid Driver's License and Vehicle Registration

Name (Print): _____

Vehicle Owner Signature

Date



Rolling River School Division

PARENT PERMISSIONS TO TRANSPORT STUDENTS IN A PERSONAL VEHICLE

This Permission Form must be completed and returned to the school prior to transporting any students in personal vehicles for school sponsored events.

Name of School: _____

Name of Student: _____

Name of Parent: _____

This will authorize my child(ren) to be transported by an adult driver in a personal vehicle for school sponsored events as follows:

Permission in effect for _____
(Identify Activity)

From: _____ To _____

Or for the _____ School Year

Date: _____ Parent Signature: _____

Principal's Name: _____

Principal's Signature: _____ Date: _____