

## Administrative Procedure 818 – Form 818-1

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### VOLUNTEER DRIVER AUTHORIZATION TO TRANSPORT STUDENTS

This authorizes \_\_\_\_\_  
Name of volunteer driver

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

1. To transport students participating in the events listed on the attached school schedule.
2. To transport students participating in the following school activity: \_\_\_\_\_

Vehicle Information: Year \_\_\_\_\_ Make \_\_\_\_\_ License # \_\_\_\_\_

\_\_\_\_\_  
Date School Name Principal's Signature

The volunteer driver **MUST**:

Provide a Driver's Abstract which is to be kept on file at the requiring school.

Use a licensed automobile which carries a valid automobile Third Party Liability insurance as required under Alberta legislation AND a minimum limit of \$2M. Northern Gateway School Division requires that you carry \$2M in order to protect yourself.

Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business.

Be aware that the school board's Excess Automobile Liability Insurance comes into effect only after the vehicle owner's primary Third Party Liability insured limit has been exhausted.

Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium Adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability Insurance.

All drivers transporting students in private vehicles shall provide the Principal/designate with an abstract of their driving record each year during the month of August or more often as deemed appropriate by the Principal/designate.



Approved drivers whose demerits on their operator's license come to a current total greater than six shall be suspended from driving until the demerits are reduced to six or less.

The driver is obligated to notify the Principal/designate immediately, in writing, of any suspension withdrawal, or if the driver's demerits on their operator's license increase to a current total greater than six.

Note:

- All employees of the Board are considered a driver transporting "Passengers for Hire".
- Trustees are considered as acting as an employee and require a Class 4 when transporting students.

**Declaration to be signed by driver:**

I declare that I hold an unrestricted driver's license and am authorized to drive in Alberta, and my vehicle is insured by a valid automobile liability insurance policy as required by Alberta law.

Driver's License Number \_\_\_\_\_

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

I declare that I agree to operate the vehicle in a safe manner.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

**Declaration to be signed by owner (if driver does not own the vehicle):**

I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form. (Driver is not a student of the school board and over the age of 18 years).

I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

Note: The personal information collected on this form is pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act.

