



Volunteer Automobile Driver Authorization

Transporting students in a private vehicle

FORM-TR-001

INTERNAL

Notice of collection. The personal information collected on this form is collected by Grasslands Public Schools under the authority of POPA section 4(c) and the *Education Act* SA 2012 sections 33(1)(d) and 33(1)(f), in support of authorizing and recording volunteer drivers who transport students in private vehicles. This notice is provided in accordance with POPA section 5(2). The information is used to identify the driver, the vehicle and the trips they are authorized for, and to record the declarations the driver and the vehicle owner give about licensing, insurance and vehicle fitness. The driver's licence copy and driver's abstract are obtained separately and are not collected on this form.

If you have any questions about the collection or use of this information, please contact the Access and Privacy Coordinator at privacy@grasslands.ab.ca or 403-793-6700.

Authorization

NAME OF TRIP DRIVER

SCHOOL

THIS AUTHORIZES THE TRIP DRIVER

- ☐ To transport students participating in the events listed on the attached school schedule.
- ☐ To transport students participating in the school activity named below.

SCHOOL ACTIVITY (IF THE OPTION ABOVE APPLIES)

VEHICLE MAKE

YEAR

LICENCE PLATE

PRINCIPAL

SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

Insurance and liability

A "trip driver" is any person authorized by the Board who has agreed to be a driver for a certain trip while driving their own or another licensed automobile. This includes, but is not limited to, trustees, employees, teachers, parents, volunteers and officials of the school board.

Provincial legislation makes automobile insurance compulsory in Canada. The same legislation makes the owner's insurance primary coverage in the event of an accident, which is to say the insurance carried on the vehicle responds first. **The trip driver acknowledges that the automobile insurance is the primary insurance in the event of an accident.**

Trip drivers must use a licensed automobile that carries valid automobile third-party liability insurance as required under provincial legislation, with **a minimum limit of \$2 million.**

Under provincial legislation, passengers who are injured recover accident benefits coverage from their own accident policies first, because the accident benefits coverage under the automobile policy (SPF #1) is secondary to all other accident policies. Where there is no primary accident policy in place, the passenger is then eligible to recover benefits from the insurance policy covering the vehicle in which they are riding.

Trip driver declaration

- I declare that I hold an unrestricted driver's licence and that I am authorized to drive in Alberta, and that my vehicle is insured by a valid automobile liability insurance policy as required by Alberta law with a minimum limit of \$2 million.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

NAME OF DRIVER

SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

Vehicle owner declaration

Complete this section only where the trip driver does not own the vehicle.

- I declare that I have authorized the trip driver named above to drive my vehicle to transport students participating in the school events listed on or attached to this form.
- I declare that they hold an unrestricted driver's licence, are authorized to drive, and are insured as an operator under the vehicle's liability insurance as required by Alberta law with a minimum limit of \$2 million.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

NAME OF OWNER

SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

Vehicle procedures

1. Pre-trip inspections.

Trip drivers are responsible for completing a complete pre-trip inspection each day they drive. Any deficiencies must be reported and must be remedied before carrying students.

2. Loading passengers.

No vehicle shall be loaded beyond its legal capacity.

3. Seat belts.

All occupants must wear seat belts in any vehicle equipped with them.

4. Luggage in vehicles.

Only small luggage may be carried inside a vehicle. All large luggage must be placed in the trunk, roof rack, trailer or accompanying vehicle.

5. Hours of driving.

Trip drivers must operate within the guidelines of the National Safety Code. Key points:

- Trip drivers may not exceed 13 hours of driving or 14 hours of on-duty time, which includes being a passenger in a vehicle.
- Trip drivers may not drive more than 60 hours in seven days.

6. Alcohol and cannabis consumption.

Trip drivers may not operate vehicles if they have consumed any quantity of alcohol or cannabis within the previous 8 hours. Trip drivers must refrain from consuming excessive quantities of alcohol or cannabis within 24 hours of driving.

7. Prescription and over-the-counter medications.

Trip drivers need to be aware of possible adverse reactions from taking both prescription and over-the-counter medications, antihistamines for example. Trip drivers must not operate vehicles when taking medications that may cause drowsiness or carry any other safety-related restriction.

8. Vehicle fuelling.

Further to the *Traffic Safety Act*, all students must disembark from the vehicle before any fuelling takes place.

9. **Cellular phones and other mobile devices.**

Trip drivers are expected to abide by the distracted driving legislation in Alberta's *Traffic Safety Act*. That legislation restricts drivers from:

- using hand-held cell phones;
- texting or emailing;
- using electronic devices such as laptop computers, video games, cameras, video entertainment displays, and programming portable audio players;
- entering information on GPS units;
- reading printed materials in the vehicle;
- writing, printing or sketching; and
- personal grooming.

10. **Drivers' licences.**

Every trip driver who carries students must hold a valid provincial driver's licence. A copy must be on file with the school administration.

11. **Drivers' abstracts.**

The school administration will annually request driving abstracts for all individuals who drive students. Individuals whose records indicate they are potentially unsafe drivers will not be permitted to drive students, for example multiple speeding tickets, reckless driving, or impaired driving.

12. **Obeying of laws.**

Trip drivers must respect all traffic legislation and obey posted road signs. Trip drivers are responsible for paying all fines incurred.

13. **Night driving.**

Efforts should be made to plan trips to avoid the increased risk associated with night driving.

14. **Vehicle payloads.**

The listed gross vehicle weight must not be exceeded. This can be an issue for vehicles carrying students, gear and trailers.

15. **Winter driving conditions.**

Only vehicles with suitable all-season or winter tires shall drive in winter conditions. Windows and lights must be kept completely clear of snow, ice and mist. Vehicles must be operated at slower speeds subject to road conditions.

16. **Vehicle inspections.**

Trip drivers using their own vehicles will ensure their vehicles are properly maintained and inspected.

17. **Motor vehicle accidents.**

If an accident occurs, trip drivers must stay at the scene and collect insurance, driver's licence and telephone information from the other parties. Trip drivers must notify police and make a report if appropriate to do so. All accidents must be reported to the school administration immediately.

Be aware that any damage to the trip driver's vehicle, and the cost of any insurance deductible or premium adjustment resulting from an accident while the vehicle is being used to transport students on school-related business, will **not** be covered by the school board or its insurers.

I declare that I have read and understand the vehicle procedures above and will comply with all school requirements.

NAME OF DRIVER

SIGNATURE / E-SIGNATURE

DATE

YYYY-MM-DD

School office use — file checklist

- ☐ Authorization and declarations signed (pages 1 and 2).
- ☐ Vehicle procedures declaration signed.
- ☐ Copy of the driver's licence is on file.
- ☐ A current driver's abstract is on file, reviewed and obtained annually as the Division's insurer requires. Drivers with 7 or more demerits, or reckless, impaired or distracted driving or similar offences on their abstract, may not drive students.