



## Volunteer Drivers Authorization to Transport Students Release and Indemnification Form (Page 1 of 2)

*This Form must be read and signed by all volunteer drivers who are transporting students for classroom field trips and excursions.*

*A "Volunteer Driver" is defined as any person authorized by the Board 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, students, parents, volunteers, officials of the School Board.*

### PART A – Trip Information and Driver Instruction

Date: \_\_\_\_\_ School: \_\_\_\_\_

This will authorize (Name of volunteer driver) \_\_\_\_\_:

1. To transport students participating in the events/trip listed on the attached school schedule,

OR

2. To transport students participating in the following school activity/trip:

\_\_\_\_\_  
\_\_\_\_\_

All Volunteer drivers, including school staff who transport students on out-of-classroom trips:

- a) must conform to the Board's Volunteer Procedure SO126;
- b) must possess a valid "G" licence for the operation of a vehicle in Ontario;
- c) must use a licensed automobile that is in good repair;
- d) must carry valid third-party liability insurance as required under legislation in the Province of Ontario, in the amount of \$2 million;
- e) should identify to their insurance provider that they are transporting students
- f) must insure each person in the vehicle wears a seat belt during transit;
- g) must not permit children twelve (12) years of age and under to sit in the front seat if the vehicle is equipped with a passenger air bag;
- h) must refrain from smoking and/or using a cell phone, including hands-free models, while driving;
- i) must always practice safe driving habits while transporting students; and
- j) must inform the Board with prompt written notice, including all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.

**Staff and Volunteers should be aware that under the Insurance Act of Ontario the insurance of the driver/owner of the vehicle is the primary policy accessed for claims. The Board does provide non-owned automobile excess liability coverage to the limits of the Board's policy, in the event a claim exceeds the auto owner's policy limits, for employees and volunteers providing transportation on approved out-of-classroom programs.**

Vehicle owners should check with their insurance providers to ensure their policy permits them to transport students for "educational purposes".



**Out of Classroom Field Trips and Excursions  
Volunteer Drivers Authorization to Transport Students Release and Indemnification  
Form (Page 1 of 2)**

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**PART B – Driver / Vehicle Owner Declarations**

**1) Driver Information:**

Name: \_\_\_\_\_ Driver's Licence Number: \_\_\_\_\_

**2) Insurance Information:**

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Amount of Liability Coverage: \_\_\_\_\_

**3) Vehicle Information:**

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Licence Plate #: \_\_\_\_\_

I do hereby declare the above information is true.

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Declaration to be signed by the Owner of the Vehicle,  
if the Volunteer Driver does not own the Vehicle:**

I declare that I have authorized (driver's name) \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on Part A of this form.

He/She is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario legislation.

That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Vehicle Owner's Name (please print) \_\_\_\_\_

Vehicle Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Use of personal information collected on this form is authorized under Section 31(a) of the *Municipal Freedom of Information and Protection Privacy Act* and will be used for the purpose of conducting the out-of-classroom education program.

***Form is to be signed and returned to the organizing teacher at least one week prior to trip departure.***