CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

2755 Highway 43, Kemptville, Ontario K0G 1J0
phone: 613-258-7757 toll free: 1-800-443-4562
www.cdsbeo.on.ca

## APPENDIX H – Volunteer Driver – Authorization to Transport Students – Part A

This will authorize _____(Name of teacher or other volunteer driver)

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

_____

3. Vehicle Information: MAKE:_____YEAR:_____LICENCE #: _____

Date: _____School Name: _____Principal's Signature: _____

NOTE: ALL "TRIP DRIVERS," INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT, THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:
(A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
(B) 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;
(C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
(D) 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.
(E) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
N.B. A "trip 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, parents, volunteers, officials of the school board.

**DECLARATION TO BE SIGNED BY DRIVER**

❒ *I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law. - I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.*

Signature: _____ 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. - 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 the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.*

Signature: _____ Date: _____

**See Page 2 – Part B**

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## APPENDIX H – Volunteer Driver – Authorization to Transport Students (cont.) – Part B

### SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to $24 million for each occurrence.

(2) Volunteer Drivers for School Activities Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first. If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non- owned Auto policy. There is no coverage provided by the school board's insurance for damage to volunteers' or employees' vehicles while they are being operated for board activities. According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of $1 million of Third-Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

***Privacy Notice***

*The Catholic District School Board of Eastern Ontario collects personal information under the authority of the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and other applicable legislation, for the purpose of the administration of educational programs and services within CDSBEO. All information is collected in compliance with legal and regulatory requirements. The information may be shared with authorized staff and third parties as necessary in keeping with the law. We implement important measures to protect your information from unauthorized access, use, or disclosure. You have the right to access and correct your personal information held by us. For further details, please visit: https://www.cdsbeo.on.ca/notice-of-disclosure/ . By providing your personal information, you consent to its use as described. Thank you.*