



VOLUNTEER DRIVER FORM

Note: The School Board values your contribution as a volunteer driver and would like to thank you.

A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while he/she is driving his/her own or another licensed automobile.

This will authorize _____ (name of 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:

Vehicle Information: Make _____ Year _____ Licence No. _____

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 third-party liability insurance as required under legislation in the Province of Ontario;
- b) provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board;
- c) be aware that the Board's Excess Liability Insurance comes into effect only after the "trip driver's" insurance 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.)

I. Declaration to be Signed by Driver:

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

Signature: _____ Date: _____

II. Declaration to be Signed by the Owner of the Vehicle if the Volunteer 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 and is licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario legislation.
- I declare that the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

School: _____

VOLUNTEER DRIVER FORM

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.

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 law suits 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 volunteer’s or employee’s 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) Personal Automobile Insurance Coverage

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.

Information Collection Authorization: Personal information on this form is collected under the authority of the Education Act and will be used for administrative purposes as determined in the Administrative Procedure for Volunteer Programs in the Peterborough Victoria Northumberland and Clarington Catholic District schools, and will be retained only for the current school year. Questions about this collection of personal information should be directed to school Principal or the Manager of Communications and Freedom of Information/Protection of Privacy, Peterborough Victoria Northumberland and Clarington Catholic District School Board, 1355 Lansdowne Street West, Peterborough, Ontario, K9J 7M3. Phone: (705) 748-4861.

COPIES TO: 1. PRINCIPAL 2. VOLUNTEER