



Wheatland Crossing School

Cultivating Success



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Phone: (403) 644-3791
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Principal: Mrs. Michelle Hilton
Assoc. Principal: Mrs. Tracy Desmet

Dear Parent Volunteer Drivers:

Golden Hills School Division #75 has a policy regarding the transportation of students in private vehicle operated by volunteer drivers.

Items in this policy that volunteer drivers must ensure they complete are:

- Two-million public liability insurance coverage
- Current Drivers' Abstract
- Criminal Record Check
- Child Welfare Check

All the above information shall be provided to the principal and his/her designate prior to any adult volunteer driver transporting any students on field studies/student excursions.

If you are planning or are interested in volunteering to drive in the support of sporting events and other school related events, the following information will be helpful:

- Public Liability Insurance – check with your insurance broker the status of your policy
- Current Driver's Abstract – obtain from Gold Key Registry for a cost of \$20.00 - \$25.00. With a receipt, WCS will reimburse you
- Vulnerable Sector Check – obtain at the RCMP Detachment. Free of charge with a letter of authority from the school (attached). You must bring along two pieces of ID, one being a picture ID.
- Child Welfare Check – obtain through Children's Services, by emailing CS.IRCCalgary@gov.ab.ca and expressing your need for an Intervention Record Check. A form will be sent back to you to fill out. Once completed send the form back to the same email address with a copy of your ID. The instructions will be in the email.

Thank you for the kind offer to transport students to various extra circular and/or curricular activities in your vehicle. The support of volunteers allows the school to provide students with additional opportunities that would not otherwise be possible.

The school has obligations regarding student safety, as detailed in Board polity "Transportation of Students in Private Vehicles Operated by Volunteer Drivers". It is our desire to meet these requirements in ways that are the most convenient for you.



Golden Hills School Division No. 75

Volunteer Automobile Driver Authorization

SCHOOL _____

Volunteer Driver Information

NAME _____

ADDRESS _____

PHONE _____

DRIVER'S LICENSE# _____ CLASS _____ EXPIRY DATE _____

VEHICLE MAKE (1) _____ YEAR _____

VEHICLE MAKE (2) _____ YEAR _____

INSURANCE AGENT _____ POLICY # _____

ALL DOCUMENTATION LISTED BELOW SHALL BE PROVIDED TO THE PRINCIPAL

DOCUMENTATION	
Two Million Public Liability Insurance	<input checked="" type="checkbox"/>
Current Driver's Abstract	<input type="checkbox"/>
Criminal Check	<input type="checkbox"/>
Child Welfare Check	<input type="checkbox"/>

SIGNATURE OF DRIVER _____

PRINT NAME _____

AUTHORIZATION TO ACT AS A VOLUNTEER DRIVER

SIGNATURE OF PRINCIPAL _____

DATE _____

Administrative Procedure 551

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES OPERATED BY VOLUNTEER DRIVERS

Background

In matters relating to the transportation of students, safety considerations must be paramount. The Division encourages the use of public licensed carriers, including school buses. At the same time, the Division recognizes that the use of private vehicles and volunteer drivers may be necessary.

Procedures

1. Parents are to be notified in writing if students are to be transported in private vehicles with volunteer drivers.
2. At no time shall students be approved to transport other students in private vehicles as part of the transportation arrangements for a field study/student excursion.
3. The following information must be provided to the Principal or designate prior to any volunteer adult drivers transporting any students on field studies/student excursions. The Principal will ensure that volunteer drivers:
 - 3.1 Have a minimum of two million dollars public liability insurance coverage on their vehicles;
 - 3.2 Have a valid Alberta Operator's License;
 - 3.3 Provide a current driver's abstract, a criminal record check and Child Welfare record check. After initial approval, no further renewals are required unless the volunteer is aware of a change, in which case they are required to notify the Principal.
4. The Principal or designate, in his/her sole discretion shall determine whether the volunteer adult driver shall be allowed to transport any students.
5. The Principal shall advise prospective volunteer drivers of the need to inform their insurance providers of the intention to provide student transportation.
6. The Principal shall ensure that a means of communication with private vehicles is in place.
7. The Principal shall ensure that students transported in private vehicles have access to emergency medical kits.
8. The Principal may request vehicle licensing and/or vehicle servicing records.
9. Volunteer drivers shall not be paid mileage but may be reimbursed for actual expenses, such as gasoline.