



CASCADE

CHRISTIAN SCHOOL

Cascade Christian School Society Board Policy Manual

Policy No. 7090

Subject: Transportation of Students, Volunteer and Teaching Staff

Date Revised: October 23, 2011

The CASCADE Board of Directors approves of curricular activities and in order to enhance these activities will provide transportation to such activities within the financial resources available. The following procedures are to be followed:

1. All requests for transporting students on curricular and/or extra curricular activities should be forwarded to and determined by the principal.
2. The following procedures shall be observed for supervision of students on buses used for field trips, tours or other school sponsored activities:
 - a. Each bus used shall have at least one adult, preferably a staff member present on it.
 - b. A list of all students on each bus shall be made and be available to the adult supervisor. The student list must be checked at each point of departure to ensure that all students are present at departure time.
 - c. If any student is not present at the scheduled departure time, the supervisor shall not permit the bus to leave until assurance is received that suitable alternate arrangements for transit of that student have been made.

USE OF PRIVATELY OWNED MOTOR VEHICLES FOR CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

1. When the use of charter buses are not feasible, privately owned motor vehicles may be used to transport students to or from a school or a school activity conducted within an approved intra-curricular or extra curricular educational program, subject to the following conditions and regulations:
2. The school principal is authorized to approve the use of privately owned motor vehicles for the conveyance of students to or from activities associated with intra-curricular and extra-curricular education programs that have been approved in accordance with the Field Trip and Extra-Curricular Activities Policy. No privately owned vehicle may be used to transport students unless such approval has been given by the school Principal in writing.
3. Whenever private vehicles are used for student conveyance, the school Principal shall first be satisfied that the driver is a responsible person and the driver and vehicle are properly licensed and insured with a minimum of \$2,000,000 third party liability.
4. Cascade will provide Excess Third Party Legal Liability insurance providing excess indemnity for no-fault accident benefits and third party legal liability to:

- a. each officer or teacher employed by the Board, or
 - b. each parent who has a student enrolled in the CASCADE, or
 - c. each volunteer person not described in (a) or (b) who uses his/her motor vehicle with the approval of the school Principal to transport a student or students to or from a school or a school activity conducted within an approved intra-curricular or extra-curricular educational program. This insurance is excess to the limits of liability set out in the Owner's Certificate of Insurance issued by the Insurance Corporation of British Columbia, and any other valid insurance certificate or policy issued in respect of the motor vehicle owned and operated by the officer, teacher, parent or volunteer who is afforded indemnity by this excess insurance. The coverage will not be effective if at the date of occurrence or loss the motor vehicle driver is in breach of the terms or conditions of any other policy issued in respect of the vehicle involved in the accident.
5. Other than the mileage reimbursement paid no other compensation for losses falling outside the terms of I.C.B.C. and the excess indemnity insurance shall be paid by the Board.