



# Nanaimo Christian School

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Policy: 3100

Last Approved: February 2017

Next Review: February 2020

## Volunteer Driver

The NCS Office is responsible for the oversight and administration of the procedures necessary to utilize the support of volunteer drivers using their personal vehicles for the transport of NCS students.

The volunteer driver of any vehicle, used to transport students, staff, and other volunteers to and from an NCS off-site activity will be expected to operate the vehicle in a safe manner, observing the laws and rules of the road, and maintaining the reputation of NCS in the community and beyond.

Volunteers must submit, to the Office, a completed NCS Driver Application Form, including a copy of the following documents:

- current BC drivers license
- liability insurance coverage (at a minimum of \$2,000,000)
- driver's insurance
- Criminal Record Check - see below for link
- [BC Driving Abstract](#) " Personal Driving Record"

This information will be kept on file for the current school year.

Approval of completed NCS Driver Application Form must be given from the Office prior to any Off-Site Activity.

The Volunteer Driver Application (below) is to be submitted and approved annually.

The School Principal may refuse a volunteer if there is reason to believe the reputation of the School might be jeopardized or liability incurred because of the driving record, actions, or attitude of the driver.



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## Volunteer Driver Application

Thank you for volunteering to drive students. Your offer and assistance is much appreciated. In order to protect our children and you as a driver, Volunteers must submit to the Office a completed Volunteer Driver Application Form.

DRIVER'S NAME: \_\_\_\_\_

DRIVER'S ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

I have a Class \_\_\_\_\_ Driver's License No. \_\_\_\_\_ (copy attached).

### VEHICLES TO BE USED:

	<u>Vehicle #1</u>	<u>Vehicle #2</u>
Year/Make/Style	_____	_____
Colour	_____	_____
License Plate No.	_____	_____
Passenger Capacity (# of seatbelts)	_____	_____
Owner's Name	_____	_____

Please attach copies of the following documents to your application:

- current BC drivers license (copy of back and front)
- liability insurance coverage (at a minimum of \$2,000,000)
- driver's insurance
- Criminal Record Check <https://justice.gov.bc.ca/eCRC/> access code: JEKPWS3W5R
- [BC Driving Abstract https://onlinebusiness.icbc.com/cliio/](https://onlinebusiness.icbc.com/cliio/) (Personal Driving Record)

This information will be kept on file for the current school year.

Approval of completed NCS Driver Application Form must be given from the Office prior to any Off-Site Activity.

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## REGULATIONS

In volunteering to transport students, I confirm my awareness of the following school regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability Insurance of \$2,000,000. The vehicle must be properly equipped with a seat belt for each occupant; seat belts must be secured when traveling.
2. The school does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident-free for at least three years and cannot be a secondary school student.
5. The vehicle must be equipped with winter, all-season tires and/or chains for winter conditions.
6. For safety and health reasons, volunteer drivers are asked not to allow smoking in their vehicles while transporting students.
7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverage or use any restricted substance.
8. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
  - a. The supervisor will ensure that the number of persons being carried in a given passenger vehicle will not exceed the normal carrying capacity of that vehicle and that the vehicle contains an appropriate seat belt and/or restraining device for children for each person as per the Motor Vehicle Act.
  - b. Vehicles exceeding a seating capacity of 10, including the driver, are not permitted to be used to transport students.
9. Booster seats are for children over 18 kg (40 lbs) until they are 9 years old unless they have reached the height of 145cm (4'9") tall.
10. All drivers are responsible for complying with all child restraint requirements.



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## VOLUNTEER DRIVER AND VEHICLE OWNER DECLARATIONS:

I have read the above items 1 through 10 regarding transportation of students for sanctioned school activities and accept and agree to follow these regulations. I affirm that the vehicle that I am driving is insured with a minimum Third Party Liability Insurance of \$2,000,000. I certify that I have a record of safe driving, no impaired driving charges, and no criminal charges related to a motor vehicle in the past 24 months, and that, to the best of my knowledge, the vehicle(s) identified above is/are in safe, roadworthy condition and my driver's license is in good standing. Further, I authorize a criminal record check.

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Driver Signature

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Principal or designate

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Owner Signature

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Date