

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
<p align="center">No. 509 Non-Tri-County Regional Centre for Education Owned Vehicles</p>	<p align="center">04/17/08</p>	<p align="center">08/25/2009 01/11/2011 12/02/2014</p>	<p align="center">1 of 6</p>

It is the policy of the Tri-County Regional Centre for Education that only drivers and authorized vehicles approved by the School Principal shall be used for transporting students to and from school organized activities.

PROCEDURE Under Policy 509

The Tri-County Regional Centre for Education recognizes the need for some school employees/parents to use their own vehicles or to rent vehicles for school purposes occasionally.

To safeguard the students, employees, and Tri-County Regional Centre for Education, in matters of liability, particularly as this relates to an employee, parent or volunteer transporting a student or students, the following will be observed:

- a) Section 51A, and Clauses 42A (1)(a)(i) of the Motor Carrier Act apply.
- b) **Article seven (7) of Tri-County Regional Centre for Education policy 508 Student Trips.**
- c) Students enrolled within the region shall not be permitted to operate vehicles for the purpose of transporting themselves or students on co-/extra –curricular trips.
- d) Authorized vehicles carrying students as passengers shall be equipped to travel as the season dictates and shall have winter tires on all four wheels between November 15 and April 15.
- e) Tri-County Regional Centre for Education employees or designate(s) shall not enter into a verbal agreement for the transportation of students without having completed and filed the appropriate documentation required **(Appendix A - Form J; Appendix B - Form K).**
- f) Appendix C shall be signed and attached to Form J.

For the Purpose of this policy, the definition of an authorized vehicle shall be those vehicle types approved by the Nova Scotia Utility and Review Board.

PROCEDURE Under Policy 509 cont'd

1. Authorized drivers and vehicles are to be approved by the School Principal for schools in the Tri-County Regional Centre for Education in accordance with the following guidelines:
 - a) Authorized vehicles are to be used only when small numbers of students and/or long distances are involved. A passenger list with emergency numbers must be supplied to the driver before leaving for the trip.
 - b) Prior to using authorized drivers and vehicles outside Nova Scotia, the Principal, or designate, must obtain approval of the Regional Executive Director of Education, or designate, or the Coordinator of Transportation.
 - c) During days when schools within the Region are closed due to inclement weather, the use of non-Tri-County Regional Centre for Education vehicles will not be permitted for school purposes, unless approval is given that day by the Regional Executive Director of Education, or designate.
 - d) The Nova Scotia *Motor Carrier Act* Regulations require that students being transported to and from co and extra-curricular activities must be in an authorized vehicle with automobile liability limits of no less than \$2 Million. Parents, employees and volunteers, who own an automobile, are required by the Province to carry no less than \$500,000 auto liability limits. The Tri-County Regional Centre for Education requires these persons who transport student to co and extra-curricular activities to have automobile limits of \$1 Million. The Tri-County Regional Centre for Education has arranged through the Nova Scotia School Insurance Program (SIP) automobile liability insurance in excess of the parents', employees', and volunteers' policies in the amount of \$1 Million. This SIP-arranged policy protects the Tri-County Regional Centre for Education, but not the parents, employees or volunteers.
 - e) Authorized drivers must ensure that the maximum seat belt capacity is not exceeded.
 - f) The Tri-County Regional Centre for Education will assume no responsibility for payment of drivers and/or mileage for non-Tri-County Regional Centre for Education owned vehicles.
 - g) The School Principal shall forward a list of authorized drivers and vehicles to the Coordinator of Transportation no later than December 15th of each school year. The Coordinator of Transportation shall periodically perform a random audit of these lists. Non compliant schools will be notified immediately. All trips to and from school organized activities using non-Tri-County Regional Centre for Education owned vehicles will be suspended until the school's list is compliant.
 - h) These procedures shall be administered by the Tri-County Regional Centre for Education's Corporate Services Committee.



APPENDIX A – POLICY #509

Form J

Nova Scotia Utility and Review Board
In the matter of the Motor Carrier Act
Confirmation and Undertaking respecting
Clause 42A(2)(a)

The undersigned,

Name: _____ (check one) Parent ___ Pupil ___ Teacher ___ Volunteer ___

Address: _____

_____ Phone (home) _____
(city) (postal code) (office) _____

Motor Vehicle: Year _____ Model _____ hereby

confirms that, in respect of the above described vehicle:

- (i) the undersigned possesses a valid motor vehicle liability policy of insurance,
(ii) the undersigned possesses a current motor vehicle inspection for the vehicle,
(iii) the undersigned possesses a valid driver's license for the class of vehicle to be operated,
(iv) the manufacturer's designed seating capacity will not be exceeded,
(v) each seating position is equipped with a seat belt assembly as prescribed in the Motor Vehicle Act,
(vi) where a passenger vehicle is operated, seat belts will be worn by all passengers, and
(vii) the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act. and hereby undertakes, in respect of the above-described vehicle:

to maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the Tri-County Regional Centre for Education to which the undersigned provides the transportation service as to any cancellation, alteration or expiry of the documents.

Dated and Signed _____, _____

(Signature of person named above)

(Witness)



APPENDIX B – POLICY #509

Form K

Nova Scotia Utility and Review Board
In the matter of the Motor Carrier Act
Confirmation and Undertaking respecting
Clause 42A(2)(a)
For Taxi Vehicles
Only

The undersigned,

Name: _____, owner of the vehicle(s) described in Appendix K1 attached to this form,

Address: _____

_____ Phone (home) _____ (city) (postal code)
(office) _____

hereby confirms that, in respect of the vehicles described in Appendix K1:

- (i) the undersigned has effected and is maintaining a valid motor vehicle liability policy of insurance, insuring, in respect of any one accident, to a limit of at least \$1 000 000 inclusive, exclusive of interest and costs, against liability resulting from bodily injury to or the death of one or more persons and loss of or damage to property,
(ii) the undersigned possesses a current motor vehicle inspection for the vehicle,
(iii) each of the drivers of the vehicles described in Appendix K1 is in possession of a valid driver's license for the class of vehicles to be operated,
(iv) the manufacturer's designed seating capacity will not be exceeded,
(v) each seating position is equipped with a seat belt assembly as prescribed in the Motor Vehicle Act,
(vi) where a passenger vehicle is operated, seat belts will be worn by all passengers, and
(vii) the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act,

and hereby undertakes, in respect of the vehicles in Appendix K1:

to maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the Tri-County Regional Centre for Education to which the undersigned provides



the transportation service as to any cancellation, alteration or expiry of the documents.

Dated and Signed _____, _____

(Signature of person named above)

(Witness)

**Appendix KI List
of Taxi Vehicles**

Year	Model	License Number

Form K added: O.I.C. 97-308, N.S. Reg. 53/97.



APPENDIX "C"

TRI-COUNTY REGIONAL CENTRE FOR EDUCATION

Proposed Agreement Form for
Pupil Transportation

NAME: _____ Parent Teacher Volunteer (Circle One)

VALID DRIVER'S LICENSE: Yes

MOTOR VEHICLE: _____ MODEL/YEAR: _____

INSPECTION DATE: _____

INSURANCE COMPANY: _____

POLICY NO.: _____

MIN. AMOUNT OF LIABILITY INSURANCE – Yes No
ONE MILLION DOLLARS

SEATING CAPACITY OF _____ WILL NOT BE EXCEEDED

SEAT BELTS WILL BE WORN BY ALL PASSENGERS

THE DRIVER IS NEITHER NEWLY LICENSED UNDER THE MOTOR VEHICLE ACT
NOR LESS THAN 19 YEARS OLD.

THE AGREEMENT WILL BE IN EFFECT FOR THE SCHOOL YEAR _____

I received and have read a copy of the Tri-County Regional Centre for Education Transportation Policy 509
NonTri-County Regional Centre for Education Owned Vehicles. I agree to meet all of its terms.

Signature

Date

Witness/Signature

Date