

## Use of Personal Vehicle to Transport Students Authorization Form

**This form will authorize an “Excursion Driver” (as per APE006 Use of Personal Vehicles to Transport Students) to transport students participating in school-based activities/excursions throughout the school year.**

School:	School Year:
Excursion Driver’s Name:	Phone Number:
Address:	
Principal’s Signature:	Date:

The Board provides liability insurance coverage for persons or groups acting on the Board’s behalf on Board-related/approved activities. The limits of liability are reviewed regularly and adjusted as required.

- Under the *Insurance Act of Ontario*, an individual owner’s automobile insurance policy is always the primary insurance and must therefore respond in the first instance to any claim arising out of the use of such motor vehicle.
- The Board’s policy will not respond to a claim where there is no primary limit of insurance. Vehicle owners are responsible for their own insurance and must ensure that their insurance does not terminate or expire.
- The vehicle being used must be licensed and insured with a minimum of \$1,000,000.00 in liability insurance; \$2,000,000 is recommended.

### DRIVER/VEHICLE INFORMATION

**Note: This information is obtainable from the driver’s license, motor vehicle permit and liability insurance slip.**

Driver’s License Number:			
Vehicle Owner:			
<b>Type of Vehicle</b>	Make:	Model:	Year:
Vehicle Serial Number:			
Insurance Company Name:			
Liability Insurance Limit:			
Insurance Policy Number:			Policy Expiry Date:

**The legal authority for the collection of this information is the *Education Act*. The Board uses the information for the purpose of carrying out its responsibilities under the *Act*. If you require clarification about the collection of this information, contact the Privacy Information Officer at 705-268-7443.**

## DECLARATIONS

### DECLARATION to be signed by the Driver

<b>I declare:</b>	<input type="checkbox"/> that I am licensed to drive in Ontario and to carry passengers
	<input type="checkbox"/> my vehicle is insured by valid automobile insurance as required by Ontario law
	<input type="checkbox"/> the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
	<input type="checkbox"/> that I have read, understand and accept my responsibilities as outlined in procedure <i>APE006 Use of Private Vehicles to Transport Students</i> , under section 2.2 <i>Excursion Drivers</i> .
	<input type="checkbox"/> that I will provide the Principal prompt notice with all available particulars, of any accident arising out of the use of a licensed vehicle during a trip on business of the school/board.

**Signature of Driver:**

**Date:**

### DECLARATION to be signed by the Owner of the vehicle, if the volunteer driver does not own the vehicle

<b>I declare:</b>	<input type="checkbox"/> that I have authorized _____ to drive my vehicle to transport students participating in the school-based activities and excursions.
	<input type="checkbox"/> that they are licensed to carry passengers and are fully insured as a driver under the vehicle liability insurance as required by Ontario legislation. The vehicle is mechanically fit and there are seat belts in working condition for all passengers.

**Signature of vehicle owner:**

**Date:**