



PROCEDURE R-1

SUBJECT: RESPONSIBILITIES OF PARENTS OR GUARDIANS PAID TO DRIVE THEIR CHILD(REN) TO/FROM SCHOOL

Related Reference: OSBIE (Ontario School Boards' Insurance Exchange) Risk Management Advisories

HPSTS will, in exceptional circumstances, pay Parents or Guardians to drive their children to and from School.

The payment will be at the kilometer rate for the trip to School and a return trip home in the morning and in the afternoon, the trip to School and return trip home, as agreed between the Parent or Guardian and the HPSTS General Manager.

Parent or Guardian Driver must:

- Complete monthly Invoice for Parent or Guardian Drivers with the dates and number of trips per day.
- Provide HPSTS with the following documents:
 - Proof that the Driver holds a valid Driver's License;
 - Proof of \$1,000,000 liability insurance;
- Ensure that the necessary steps are taken in the event of an accident, as stipulated in Procedures for Accidents or Incidents.
- Maintain the vehicle and ensure that the Driver drives it according to the requirements of the Highway Traffic Act and the Regulations there under.
- Notify the School in the event of any delay.
- Keep the vehicle clean and free of any hazards.
- Ensure that student(s) are never left alone in the vehicle.
- Not allow a student under the age of 12 years to sit in the front seat of the vehicle as a safety precaution against injuries from air bags.
- Use the appropriate Child Safety Seat as required by MTO Regulations and HPSTS Procedure.
- Not use a cell phone or other personal portable electronic device while operating a vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this policy, an emergency exists if the Driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation.
- The HPSTS General Manager is empowered to remove a Parent or Guardian Driver for any improper practice.
- Named in insured

Last Review: February 2014

Next Scheduled Review: February 2017 or as required