



CLEARVIEW PUBLIC SCHOOLS

Volunteer Driver Authorization Form

SUMMARY OF INSURANCE

(1) Volunteer Drivers for School Activities

Alberta legislation makes automobile insurance compulsory in the Province of Alberta. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the School Division is being operated by a volunteer or any other Division employee for the approved school activities, the Division's Non-Owned Automobile Insurance Policy will respond to their Third Party Liability claim in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto Policy. It is important to note however that the School Division must also be named in the Third Party Liability claim along with the driver/owner of the vehicle in order for this policy to respond.

There is no coverage provided by the School Division's insurance for damage to volunteers' or employees' vehicles while they are being operated for Division activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own accident policies first as the Accident Benefits coverage under the Automobile Policy (SPF #1) is secondary coverage to all other accident policies. If there is not primary accident policy in place then the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(2) Personal Automobile Insurance Coverage

For the personal protection of the volunteer drivers, it is required that drivers carry a minimum of \$2 million Third Party Automobile Liability Insurance. Volunteers and Division employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE DIVISION'S NON-OWNED AUTOMOBILE LIABILITY INSURANCE, THEY MUST:

- a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Alberta legislation;
- b) Provide the School Division with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Division-related business;
- c) Be aware that the School Division's Non-Owned Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Division-related business is NOT covered by the School Division's insurance;
- e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

NOTE: A "trip driver" is defined as any person authorized by the Division who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, parents, volunteers, and officials of the School Division.

CLEARVIEW PUBLIC SCHOOLS Volunteer Driver Authorization Form

Volunteer Driver – Authorization to Transport Students (to be completed annually)

This will authorize

(Name of Volunteer Driver)

- 1 To transport students participating in the events listed on the attached school schedule, **OR**
2 To transport students participating in the school activity as listed below:

3 Vehicle Information:

Year	Make	Model	Licence Plate #
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The individual's driver's license, vehicle registration and insurance is to be presented to the school authority for copying before authorization can be granted to the volunteer driver

Principal's Signature

School Name

Date

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Alberta, and my vehicle is insured by a valid automobile liability insurance policy as required by Alberta law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I declare that I have read and understood page 1 of the Volunteer Driver Authorization Form and will fully comply with said information.
- I declare that my name may be released to a student's parent(s)/legal guardian(s) for the purpose of informing said persons of authorized volunteer drivers for the school event(s) on a per school event basis.

Volunteer Driver's Signature

Date

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on or attached to this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I declare that I have read and understood page 1 of the Volunteer Driver Authorization Form and will fully comply with said information.

Vehicle Owner's Signature (if applicable)

Date

Completed page 2 forms and copied items for documentation are protected FOIP documents, kept on file at the approving school, and are retained as per Division Records Retention guidelines.