



**VOLUNTEER DRIVER APPLICATION**

School(s)/Department(s) Name(s)

Driver's Name

Phone Number

Email

Address

Applications may be approved only when the driver is at least 19 years of age, holds a valid Class 5 or higher driver's licence appropriate to the vehicle being used, and is able to respond No to questions concerning convictions and suspensions over the last three years.

Driver's Licence Number

Class

Expiry Date (yyyy/mm/dd)

Has your driver's licence been suspended in the last three years?  Yes  No

If Yes, please provide date of reinstatement:

Have you been convicted of an offence under the *Highway Traffic Act*, or for any motor vehicle-related offence under the *Criminal Code of Canada* during the last three years?  Yes  No

If Yes, please identify the offence(s) here:

Were you found responsible/partly responsible for any motor vehicle accident(s) over the last three years?  Yes  No

**Insurance Related Considerations:**

1. The board requires that the vehicle owner maintain, at all times, valid automobile **Third Party Liability Insurance** as required under provincial legislation in respect of liability for injury or death of any participants who are passengers in the vehicle the volunteer driver is operating.
2. In case of an insurance claim (i.e., third party damage and/or personal injury) the vehicle owner's automobile liability insurance applies **before** that of the organization board.
3. Additional automobile liability insurance protection is provided under the organization board's comprehensive general liability insurance policy for authorized drivers transporting participants in privately-owned vehicles on an approved organization activity. This insurance is **only** for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.
4. **Damage to any vehicle**, including the owner's, is the responsibility of the volunteer driver and not the organization board.

**Vehicle**

Make

Model

Licence Plate No.

Seating Capacity (including driver)

Owner's Name

Owner's Address

Day Phone No.

Evening Phone No.

Cell

Insurance Company

Insurance Policy No

## COMMITMENTS

By submitting this application to become a volunteer driver for the board:

1. I confirm that I am at least 19 years of age.
2. I confirm that I possess a valid Class 5 or higher driver's licence appropriate to the vehicle being used, and, where the vehicle has a seating capacity of 11 to 25 passengers (including the driver), that I hold a valid Class 4 driver's licence.
3. I undertake to ensure that the vehicle used to transport participants is in safe operating condition and meets highway safety requirements, and appropriately equipped for the season/conditions, including the vehicle being equipped with winter/all season tires and/or chains for winter conditions.
4. I agree
  - a) to operate the automobile referred to herein in a safe manner,
  - b) to abide by all applicable laws at all times while I am transporting participants,
  - c) to limit the number of passengers to the number of useable seat belts; to require the proper use of occupant restraint systems, including seat belts, head restraints, airbags, and appropriate seat positioning; to ensure all occupants wear secured seat belts at all times while the vehicle is in operation; to ensure children under thirteen years of age are not transported in the front passenger seat of a vehicle; and to ensure booster seats are used when required in accordance with the Motor Vehicle Safety Act,
  - d) to not smoke in vehicles transporting students, this includes e-cigarettes and vapour products,
  - e) to not use a cell phone or other hand-held electronic devices including handsfree/Bluetooth while transporting students,
  - f) to not, at any time during my performance as a volunteer driver, consume any alcohol or other substances or medications which impact my ability to drive, and
  - g) to comply with the directions of leaders or agents of the organization board.
5. If I drive a School District owned vehicle, I will review and adhere to the stipulations of the Fleet Safety and Maintenance Plan and complete the additional forms and requirements provided by the Maintenance Department ([https://sd46.bc.ca/wp-content/uploads/regulations/regulations-4000/4140-SD46\\_Fleet\\_Safety\\_and\\_Maintenance\\_Plan.pdf](https://sd46.bc.ca/wp-content/uploads/regulations/regulations-4000/4140-SD46_Fleet_Safety_and_Maintenance_Plan.pdf)).
6. I undertake to report to the board or its designate any accidents, suspensions, or changes to my driver's licence or insurance status that occur after the date of this authorization. I further undertake to renew my documentation annually, per school year, by submitting a copy of my driver's licence, driver's abstract, and vehicle insurance as a condition of this authorization remaining valid. This authorization remains in effect for a period of five years from the date of signing at the listed school(s)/department(s).
7. I undertake to maintain, at all times, appropriate personal liability and indemnity insurance.

**Acknowledgements and Consents**

- I have read the above items 1 through 7 regarding transportation of students for sanctioned school activities and accept and agree to follow these School District expectations.
- I understand that I must also complete the School Volunteer Form and a Criminal Record Check to be approved as a volunteer driver (not applicable to current staff who follow internal HR processes).
- I will complete my volunteer driver's application by attaching or providing a copy to the school office my: driver's licence, driving record (abstract), and insurance policy.
- I acknowledge that the principal/supervisor or designate has the right to refuse this application.
- I understand that the Volunteer Driver Application Form is valid for a period of up to five years from the date of signing at the listed school(s)/department(s). I further understand that, to maintain validity, I must resubmit updated documentation each school year.
- I understand that the principal/supervisor or designate reserves the right to withdraw approval of this authorization at any time, and that any significant changes to this form or related district requirements may require resubmission of this application.
- I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

<i>Signature of Driver</i>	<i>Date (yyyy/mm/dd)</i>
<i>Signature of Vehicle Owner (if different):</i>	<i>Date (yyyy/mm/dd)</i>

**FOR OFFICE USE ONLY**  
The above-named driver is authorized to assist the school/department listed above for the duration of five years from this date.

<i>Name of Approval Administrator</i>	<i>Signature</i>
<i>Date (yyyy/mm/dd)</i>	