



Transportation of Students in Non-Board Vehicle (by Board employee or volunteer driver)

- 1 When transportation is provided by a non-Board vehicle, the Principal should ensure that those who provide transportation for students have adequate public liability and property damage insurance.
a) By car: only those who carry a minimum of \$1,000,000.00 of public liability insurance.
b) By up to 7 passenger van: not less than \$1,000,000.00 public liability insurance.
2 The Principal shall keep a record of the names of those employees who meet the public liability insurance coverage indicated above, and only those employees will be allowed to transport students for school activities.

Notes:

- 1 Each student transported must have a seat and a seat belt.
2 The Principal should inform drivers that the Waterloo Region District School Board provides Non-Board owned auto insurance for accidents resulting in damages beyond \$1,000,000.00 and that the first \$1,000,000.00 must be covered by the owner's insurance.
3 The Waterloo Region District School Board only allows the use of up to 7 passenger vans for transporting students and staff for school board related activities.

School/Department: _____ Date: _____
Driver's Name: _____ Driver Signature: _____
(please print clearly)
[] Driver is a Board employee [] Driver is a volunteer

Driver/Owner Assurance of Insurance Coverage

I have read the above requirements and I assure the Principal and the Waterloo Region District School Board that the vehicle and driver indicated are covered by at least the minimum amount of insurance indicated above. I give permission for my vehicle to be used by the driver indicated to transport students.

Please print: Vehicle make/model: _____ License Plate: _____
Insurance Company: _____ Policy #: _____
Driver's license number: _____
Driver's Signature: _____
Owner's signature: _____
(if different than driver)

* Once completed - print, sign and email to riskservices@wrdsb.on.ca