



**Guidelines**

- Lord Selkirk School Division staff members and volunteers who use their personal vehicle for school/divisional business, shall have a valid drivers' license and use a properly registered vehicle.
- Staff or volunteers who will be transporting students in a private vehicle shall fill out the *LSSD Driver Form* on a one-time basis. This form is to be updated annually.
- Each principal is responsible for distributing and collecting forms for their school. Hardcopies shall be kept by the school and a copy shall be sent to the Human Resources Department at the Board Office.
- For any changes in status to a driver's license and/or registration, it is the responsibility of the individual to provide updated information to the school administration immediately.
- An Informed Consent/Permission Form shall be required when transporting students or when students are passengers in parent vehicles.
- Employees and volunteers using private vehicles on school business may be provided compensation.
- The kilometer rate will be reviewed regularly by the board.
- When planning to transport a student(s), the Rule of Two shall be followed, to the greatest extent possible, meaning two responsible adults are to be present with the student(s). For situations involving individualized student programming, where this can not occur, Senior Administration must be informed.
- All passengers must wear a seatbelt. The maximum number of people transported shall not exceed the number of available seatbelts.
- Children aged 12 and under shall not occupy the front passenger seat.

**Cross Reference:**

**Board Informed:**  
June 2011

**Procedure Review Date:**  
September 2023

**Procedure Revision Date:**

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