

Curriculum & Instruction 8742	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Traffic Safety Act The Municipalities Act Administrative Application 7200 - Criminal Record/Vulnerable Sector Check Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils
	Status:	Operational

Application

1. All parent volunteers who transport students for curricular, co-curricular or extra-curricular activities must complete and have on file in the school's administrative office a copy of the Application for Automobile Driver Authorization (For the Current Year Only).
2. All volunteers must submit a current criminal reference check in accordance with *Administrative Application 7200 – Criminal Record/Vulnerable Sector Check*.
3. The teacher/coach must maintain an accurate list of who is transporting students. (School specific with names of vehicle drivers and students).
4. Principals in consultation with their staff and/or parents shall be encouraged to conduct an annual review of the co-curricular and extra-curricular activities that may require non-contracted transportation.
5. Principals, in consultation with their staff and parents shall be encouraged to conduct an annual review of **non-contracted** elementary student transportation practices, expectations, number of excursions in which students will be transported in parent and/or volunteer vehicles.
6. Principals shall be encouraged to use contracted school buses, wherever possible, when transporting pre-kindergarten, kindergarten, students in Grades 1 and 2 or students who are less than forty (40) pounds unless the parents/volunteer vehicles has been outfitted with government approved safety seats.