

<b>Administrative Application</b>	
<b>Students</b> <b>9730</b>	<b>Last Reviewed /Approved on:</b> January 21, 2026
<b>Automobile Use By Students</b>	<b>References:</b> The Highway Traffic Act The Education Act, Sec. 85, 232 Policy 12 – Role of the Director Automobile Drivers Authorization Form – (Appendix)
	<b>Revised:</b> Operational

## **Application**

Schools within the Regina Catholic School Division (RCSD) shall establish policies regulating student driven vehicles.

Where parking is required or is in use on school property, restrictive measures shall be followed to separate vehicles from areas of student play and traffic.

RCSD discourages the use of student driven vehicles to transport students for curricular activities. The school division strongly encourages the use of the school division vehicles for transporting students to and from these activities.

In the rare situations where a curricular course requires transportation and only in the event that contracted transport is unavailable or inaccessible to students, principals with the permission of the area superintendent, may authorize students to use their vehicles to convey **themselves only**, during school hours, to off-site curricular programs that have been approved by the principal.

1. Permission for student drivers must be obtained in advance by the principal from the area superintendent who will examine the merits of this exception.
2. An Automobile Driver Authorization form must be completed and include parental/guardian authorization for students under the age of 18 years. Travel is restricted within the city limits.
  - a. Both the driver and vehicle must be properly licensed. Drivers are to be encouraged to acquire additional third-party liability insurance, exceeding the liability insurance provided when licensing a vehicle.
  - b. Drivers shall be responsible for payment of any deductible associated with their personal insurance coverage.
  - c. Drivers shall be advised that the route of travel to and from the approved activity shall not include stops at any other locations.

- d. The principal shall ensure that completed Automobile Driver Authorization Forms are securely filed and that a list of authorized drivers is compiled and maintained.
- e. The principal shall ensure that parents/guardians and students understand that the use of personal vehicles in these special circumstances, for authorized school activities, is voluntary and operators shall not receive payment from the Division for the use of their vehicle.

## **AUTOMOBILE DRIVER AUTHORIZATION FORM**

(For Current School Year Only)

The Local Authority Freedom of Information & Protection of Privacy Act applies to the School Division and the collection of your personal information contained on this form. The purpose of collecting this information is for the School Division including the Principal and Vice-Principal to determine whether you would be suitable as a volunteer driver and vehicle for the Regina Catholic School Division. By completing this form, you are providing informed and voluntary consent to release your personal information to the Regina Catholic School Division and its staff.

A. SCHOOL YEAR	<hr/>	SCHOOL NAME	<hr/>
DRIVER'S NAME	<hr/>		
DRIVER'S ADDRESS	<hr/>		
DRIVER'S TELEPHONE	<hr/>		
C. DRIVER'S LICENSE #	EXPIRY DATE <hr/>		
LICENSE CLASS	LICENCE RESTRICTIONS (Circle) Yes OR No		

As the applicant of this form:	
<ul style="list-style-type: none"> <li>have you been convicted of an offence under <i>The Traffic Safety Act</i>, or for any motor vehicle related offence under <i>The Municipalities Act</i> for the province of Saskatchewan during the last 12 months?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>has your licence been suspended in the last 12 months?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>have you been convicted of an offence under <i>The Criminal Code of Canada</i> and/or <i>The Controlled Drugs and Substances Act</i> that is not described on the driver's Criminal Record check?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>have you provided the School Division with a current Criminal Record/Vulnerable Sector Check in compliance with <i>Administrative Application 7200 Criminal Record Check/Vulnerable Sector Check</i>?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### A. VEHICLE INFORMATION

#### Vehicle #1

Vehicle Owner's Name 

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 Telephone # 

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Vehicle Owner's Address 

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 Postal Code 

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Does the vehicle have a current and valid insurance Policy?

Yes    No

If yes, Insurance Company 

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Make _____	Model _____	Capacity _____
Plate # _____		Expiry Date _____

**Vehicle #2 (IF ANY)****Vehicle Owner's Name** \_\_\_\_\_ **Telephone #** \_\_\_\_\_**Vehicle Owner's Address** \_\_\_\_\_ **Postal Code** \_\_\_\_\_**Does the vehicle have a current and valid insurance Policy?** Yes  No

If yes, Insurance Company \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Capacity \_\_\_\_\_

Plate # \_\_\_\_\_ Expiry Date \_\_\_\_\_

**B. Commitments:**

I agree to abide by the requirements of provincial law including, but not limited to, *The Traffic Safety Act*, and applicable municipal bylaws while acting as a volunteer driver for school functions. I undertake to report to the school principal all incidents and any suspension of my licence or change in my driver's licence and insurance status that may occur after the date of this authorization while it remains in force within the current school year.

I agree to operate the vehicle(s) referred to herein in a safe manner, to ensure the vehicle is in roadworthy condition, to drive in accordance with provincial and municipal law including *The Traffic Safety Act*, to limit the number of passengers to the number of seatbelts that are usable and to comply with the directions of teachers or agents of the Board of Education. I undertake to report to the school principal all changes of automobile and/or insurance status that may occur after the date of this authorization while it remains in force within the current school year.

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge.

Driver \_\_\_\_\_  
Signature of Driver \_\_\_\_\_Vehicle Owner \_\_\_\_\_  
Signature of Registered Owner of Vehicle \_\_\_\_\_**Notes:****Insurance Reminders:**

- In case of a claim, the vehicle owner's automobile liability insurance (plate coverage and package policy) applies before Regina Catholic Schools' insurance.
- Regina Catholic Schools does not insure damage or loss to the owner's vehicle or its contents.
- Applications can be approved by Principal or Vice-Principal only when the driver
  - possesses a valid driver's licence with no unaddressed restrictions, and
  - is able to respond "no" to questions concerning convictions, and suspensions.

**For Office Use Only:**

The above-named driver is authorized to drive for the school during the current school year.

\_\_\_\_\_  
Signature of Principal (or Vice-Principal)\_\_\_\_\_  
Date