



FORM 230-5	
Adopted	April 2005
Last Revised	May 2015
Review Date	May 2020

EXCURSION: AUTHORIZATION FOR DRIVERS

The Hastings and Prince Edward District School Board values your contributions as a volunteer driver and would like to thank you for participating. Please be informed and review the Board’s insurance coverage summary outlined on the reverse of this form.

School: _____

A “school excursion” is any school or Board approved Out-of-School Learning activity. An “excursion driver” is any person authorized by the School Principal to transport students on an approved school excursion, **while driving their own or another personal or personal rental vehicle**; to include trustees, employees, teachers, parents, volunteers and officials of the Hastings and Prince Edward District School Board. All “Excursion Drivers” including volunteer drivers are advised that, to bring into effect the Board’s excess liability insurance, they should:

- Use a licensed vehicle which carries valid third party liability insurance as required under legislation in the Province of Ontario.
- Provide the Board prompt written notice, with all available particulars, of any accident arising from use of a licensed vehicle during a trip on business of the Board.
- Be aware that the Board’s liability insurance comes into effect only after the excursion driver’s own insurance has been applied, to a total of \$20,000,000.
- Be aware that there is no board insurance for damage to the driver’s vehicle itself.

Declaration by Driver and/or owner: I declare that:

driver is over 21 years of age and holds an unrestricted driver’s license authorized to drive in Ontario
 vehicle has \$1,000,000 valid automobile liability insurance with: _____
(Name of Insurance Company)

I am aware that the primary Liability Insurance for this transportation is my responsibility and not that of the Hastings and Prince Edward District School Board.
 vehicle liability insurance covers the voluntary transportation of students on this (these) excursion(s)
 vehicle has a seat belt in working condition for each passenger
 vehicle is to my knowledge mechanically fit
 I have provided a Criminal Record Search and/or Offence Declaration to the Principal

 Driver’s Signature (and/or) Owner’s Signature _____
Date

If the Driver is not the Owner of the vehicle:

I declare that I have authorized _____ to drive my vehicle to transport students participating in the school events listed on this form.

Authorization by School Principal:

1. This will authorize _____ to transport students:
 participating in the events on dates listed on the attached Trip approval form
 for the school year
 participating in the following school activity:
2. **Vehicle Information:**
 Make/Model: _____ Year: _____ License Plate Number: _____

 Principal’s Signature _____
Date

This information is collected under the authority of the Education Act and in compliance with the Municipal Freedom of Information and Protection of Privacy Act. Should you have questions about this form, please contact the Principal of the school.

HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD

Summary of Insurance Coverage

1. **Volunteer Trip Supervisors:**

The Hastings and Prince Edward District School Board's insurance policy provides liability insurance to protect both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection to the \$24,000,000 million policy limit.

2. **Volunteer Drivers for School Activities:**

a) **Owner's Insurance is the Primary Insurance**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes **the owner's vehicle insurance the primary coverage**. In other words, the owner's insurance on the vehicle provides the first response to claims.

b) **Some Excess Board Liability Insurance**

The School Board's liability policy contains a non-owned automobile endorsement which extends liability coverage to those who are using personal vehicles on the business of the Board. In accordance with Ontario legislation, this coverage is in excess of the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school excursion, and the vehicle was insured for \$1 million of liability insurance, and there was a successful lawsuit against the owner of the vehicle for \$3 million, the Board's liability insurance would cover to the \$2 million in excess of the \$1 million carried by the owner.

c) **No Board Insurance for Damage to the Vehicle**

There is no coverage for damage to the vehicle itself. The Board provides excess insurance for liability only.

d) **Passenger and Driver Medical/Accident Benefits**

Drivers and passengers who are injured would recover accident benefits under their own automobile policies. Therefore, student passengers injured in an automobile accident would report the injuries to their own or their parent's auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

3. **Driver/Owner Responsibility to Check Insurance Coverage**

For the personal protection of volunteer drivers they must carry a minimum of \$1 million of liability insurance. *The Hastings and Prince Edward District School Board* takes no responsibility for checking the personal vehicle liability insurance of private drivers who volunteer to drive students on school excursions. Most vehicle insurance includes provision for voluntary transportation of students not on a regular basis. **If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance brokers.**