

Transportation of Students Policy

Purpose To establish the circumstances and conditions under which it is permissible for a VCC employee to operate their own vehicle to transport students, and
To minimize College liability while allowing for valuable learning experience off campus.

Policy The primary concern in student transportation is the safety of each student. **Public Transportation is to be used whenever possible** for the transportation of students for College related business. Volunteer employee drivers may use their own private vehicles with prior permission of the Department Head. Students are discouraged from volunteering to drive other students. The insurance coverage of the vehicle owner is primary.

Applies to The VCC community.

- Procedures**
1. An instructor using his/her privately owned vehicle to transport students while on VCC business, must accept responsibility and certify on the Vehicle Use Request Form (see Appendix):
 - adequate vehicle insurance coverage
 - a valid driver's licence with correct classification
 - no more than two moving violations in the previous 3 years; no more than one at fault accident in the previous 3 years, and 0 driving under the influence or felony traffic convictions.
 - the vehicle has adequate safety belts in operating condition
 - the vehicle is in safe mechanical condition, as required by law.
 2. The instructor must submit the vehicle use request form to the department head annually and is responsible for informing the department head of any changes in

status.

3. All traffic violations and citations are the sole responsibility of the driver, and in the event of an accident, the driver's auto insurance applies. Car owners are advised to check in advance with their own insurance agent to secure an appropriate endorsement to their policy if necessary.
4. In the event of an accident involving an employee's car driven on College business, despite fault responsibility, the owner's comprehensive /collision coverage will respond.
5. In the event of an accident occurring while on College business, the employee will immediately file an accident report in the office of the Vice President, Finance & Administration.

References: C 3.7 Student Field Trips Policy

Replaces: 1.1.0.2 Transporting Students

VEHICLE USE REQUEST FORM

This approval must be renewed annually
Department Head/Supervisor: Retain original copy

I hereby certify that, whenever I drive a privately owned vehicle on College business, I will have a valid driver's license with correct classification, and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by ICBC and insured for other than "Personal Use Only."
2. Equipped with safety belts in operating condition.
3. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on College business, all accidents will be reported as per College policy.

I also certify that :

- I have adequate vehicle insurance coverage
- I have not been issued more than two moving violations in the past three years
- I have no more than one at fault accident in the past three years
- I have no driving under the influence or felony traffic convictions.

Signed: _____

Date: _____

Department Head authorization: _____

Date: _____

1. Policy Sponsor Vice President, Finance & Administration

2. Approvals:

President _____ Date: _____

Education Council Chair _____ N/A _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ N/A _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date