**Updated February 2020**

# STAFF OPERATION OF VEHICLES FOR EMPLOYMENT PURPOSES

## Background

This Administrative procedure applies to all employees. Holy Spirit Catholic Schools recognizes circumstances where an employee may be required to transport a student as a required component of that student's educational program. Furthermore, the school division recognizes that there may be circumstances where staff members are required to engage in additional responsibilities of work that are authorized by the Principal, and requires the operation of Board or privately owned vehicles. All students should preferably be transported to and from school, or to and from school sponsored activities by school bus, taxi, or their parents. The three applications of staff transportation addressed by this procedure includes: transporting students to and from school, in-program transportation, and errands. Procedures for the authorization of private vehicles outside the scope of this procedure are addressed in *Administrative Procedure 352: Transportation of Students by Private Vehicles.*

## Value and Core Commitment Link

"Our Collaborative Community"

– "We share the responsibility of education with our students, parents, teachers and the parish community."
– "We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools."

"Stewardship"

- "We ensure our resources and efforts best serve the educational needs of all our students."
- "We are accountable to our supporters and will operate in a fiscally responsible manner."

## Procedure

1. When private vehicles are being used to transport students, the following conditions must be adhered to:

   1.1 The Secretary Treasurer will authorize employees in writing provided that:

      1.1.1 The employee has a valid Alberta Driver's license.

      1.1.2 Details of the vehicle insurance coverage, and a five-year driver abstract are submitted to the Secretary Treasurer.

   1.2 Primary insurance coverage for vehicles must provide bodily injury and property damage coverage of at least Two Million ($2,000,000) Dollars.

1.3 The Secretary Treasurer shall advise drivers that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students or engage in work responsibilities that requires the use of a privately owned vehicle, they shall so advise their insurance company.

1.4 The division-owned vehicle liability insurance provides coverage over and above the owner's policy. This secondary coverage covers the driver only while transporting students and/or approved supervisors on authorized school trips and applies only to claims advanced on behalf of the student(s) and/or approved supervisor(s).

2. Transporting Students to and from School

2.1 Parental eligibility for accessing transportation support to and from school will be reviewed annually through the development of a student's ISP in consultation with the Director of Support Services or designate. Funding for such services will be within the parameters of the School Act, and the fiscal framework established by the Board of Trustees.

2.2 Where the employee is transporting the student on a regular basis, the employee will be required to possess a valid Alberta Class 4 Driver's license with not more than 7 demerit points on his or her license.

2.3 Employees are not permitted to receive payment from parents who receive transportation support funding from the school division.

2.4 In special circumstances, where a parent who is entitled to transportation support is not available to provide transportation, other arrangements involving a school bus or taxi will be established through the Director of Support Services.

3. In – Program Transportation Services

3.1 Where employees are required to transport students for the purpose of fulfilling the goals of a student's educational program plan, the following parameters shall be followed:

3.1.1 Details of the employee's personal vehicle insurance coverage and driver's license will be submitted annually with the Secretary Treasurer Authorization to transport students will be provided in writing by the Secretary Treasurer and such authorization shall be done on an annual basis.

3.1.2 In order to provide "in-program" transportation of a student, the employee will be required to have a valid Alberta driver's license and meet the primary insurance coverage requirements stipulated within this procedure.

3.1.3 Where the employee is transporting the student on a regular basis, the employee will be encouraged to possess a valid Alberta Class 4 Driver's license. The driver shall not have more than 7 demerit points on his or her license.

3.1.4 Primary insurance coverage resting with the employee must by standard provide for bodily injury and property damage coverage of at least two million ($2,000,000).

3.1.5 Employees engaging in transporting students through an "in – program" transportation requirement will receive the full benefits of pay normally afforded through the performance of job related duties.

3.1.6 All "in-program" transportation services will be authorized by the Secretary Treasurer in consultation with the Director of Support Services and the school Principal that supervises the student's program.

3.1.7 All employees engaging in "in-program" transportation services will receive the per kilometer travel rate that is annually approved by the Board as per Policy 18: Appendix A.

4. Errands

4.1 For the purpose of performing office clerical work, staff, by consent, may engage in job related errands upon the request and prior approval of the Principal. In such instances, the per kilometer travel rate that is annually approved by the Board will apply and will be charged against the school's operating budget.

4.2 Employees authorized to perform errands will annually submit their personal vehicle insurance coverage and driver's license, and a five-year driver's abstract with the Secretary Treasurer.

4.3 In order to provide errands, employees will be required to have a valid Alberta driver's license and meet the primary insurance coverage requirements stipulated within this procedure.

4.4 Primary insurance coverage resting with the employee performing previously approved "errands" must by standard provide for bodily injury and property damage coverage of at least Two Million ($2,000,000). Since conducting errands is subject to the consent of the employee, the Board will not assume additional insurance support, if such coverage, as recommended by the Board.