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FACT – INFORMATION SHEET

Use of Personal Vehicle for Board Business

We have received a number of inquiries requesting information regarding the use of personal vehicles and the transporting of students in personal vehicles.

We recommend any staff person who uses their “personal vehicle” for Board business ensure they have read all of the applicable Procedures; completes any required forms and contacts their Insurance Agent/Carrier regarding the use of their personal vehicle for “Board business”.

Mileage is paid at the Board’s travel rate for authorized travel.

The following Policies – Procedures relate to personal vehicles and Board business.

Board Policy – Insurance BU-3040 – Approval 2016 – Review 2021

Administrative Procedure – Field Trips and Excursions ES-5016 – 2017 – Review 2022

- 4.2 – Transportation – 4.4 – Liability Insurance
- 5.5 – Appendix E – Informed Consent / Permission for Field Trips
- 5.9 – Appendix I – Volunteer Driver – Authorization to Transport Students
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Trillium Lakelands District School insurance coverage is through OSBIE (Ontario School Boards’ Insurance Exchange). www.osbie.on.ca

From 4.2 Transportation of ES-5016:

- There is no coverage for damage to personal vehicles
- Volunteer drivers (this includes staff) of private vehicles must carry a minimum of \$1million of liability insurance
- It is your personal insurance that is accessed first

From Appendix I – Volunteer Driver – Authorization to Transport Students:

“N.B. - A “trip driver” is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, and officials of the school Board. “Trip drivers” who use their personal vehicles for transporting students to student activities should advise their insurance carrier.”

Revised October 2018