

Administrative Procedure 9080

Private Use of Vehicles

Board Governance Policy Cross Reference: [1, 12, 14, 16](#)

Administrative Procedures Cross Reference:

[Transportation of Students by Support Staff](#)

Form Cross Reference:

[Use of Private Vehicle Form](#)

Legal/Regulatory Reference:

The Interlake School Division (ISD) prefers that Division buses be used whenever possible for off-site school activities. However, if a school bus is not available, or deemed unsuitable for the activity (e.g. transporting less than ten students), alternate means of transportation may be used.

The use of private vehicles to transport students to school-related activities must meet the following conditions:

1. A [Use of Private Vehicle Form](#) is to be submitted to the School Administrator prior to departure. The form must be easily accessible in the case of an emergency.
2. Parents/guardians shall be informed of and consent to their child's transportation in a private vehicle.
3. No driver of a privately-owned vehicle may transport more passengers than they are legally approved to transport. A copy of the driver's licence must be on file.
4. If students are driving private vehicles:
 - a) They must have signed permission from their parent/legal guardian and the teacher-supervisor.
 - b) They may not transport other students.