



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Responsibility of Parent Paid Driver	Procedure # : 038	Effective : Nov 5, 2010
Section : Roles and Responsibilities	Page : 1 of 2	Retire : Nov 5, 2013

Statement	<p>STSBHN will pay parents to drive their children to and from school in exceptional circumstances.</p> <p>The rate paid will be at the respective Board rate for which the parent has been granted permission from STSBHN to transport the student. The parent will be compensated for the kilometres actually driven from the student's home address to school and a return trip home in the morning and in the afternoon, the trip from home to school and return trip home.</p>
Responsibilities of the Parent Driver	<p>Parent Drivers must:</p> <ol style="list-style-type: none"> 1. Abide by the terms and conditions of the Policies and Procedures of STSBHN. 2. Complete monthly Invoice for Parent Drivers (TF013) and send to STSBHN. Invoices are to include: the dates, number of trips per day, and the agreed upon number of kilometres. The rate paid will equal the mileage reimbursement rate for the Board that the student being transported is registered. 3. Provide STSBHN with the following documents: <ul style="list-style-type: none"> • Proof that the driver holds a valid driver's license, • Proof of \$1,000,000 liability insurance, and • School Purpose Vehicle Information form(TF025) 4. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents. 5. Maintain the vehicle and ensure that the driver drives it according to the requirements of the Highway Traffic Act and the regulations thereunder, and any other vehicle laws and any transportation rules established by STSBHN. 6. Notify the school in the event of any delay of more than 10 minutes.



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Responsibility of Parent Paid Driver	Procedure # : 038	Effective : Nov 5, 2010
Section : Roles and Responsibilities	Page : 2 of 2	Retire : Nov 5, 2013

Responsibilities of the Parent Driver	<ol style="list-style-type: none">7. Keep the vehicle clean and free of any hazards.8. Ensure that student(s) are never left alone in the vehicle.9. Ensure that only the student(s) registered as passengers as provided to STSBHN are allowed to ride the vehicle.10. Not allow a student under the age of 12 years to sit in the front seat of the vehicle as a safety precaution against injuries from air bags.11. Not use a cell phone or other personal portable electronic device while operating a vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation. If such a situation was to arise, the parent is to pull their vehicle off at the closest safe location, secure the vehicle, and only then make/ receive the phone call.12. The Manager of Transportation Services is empowered to remove a parent driver for any improper practice.13. In the event that it is determined that a miscalculation has occurred whereby the Parent Driver has been overpaid for services rendered, the difference shall be deducted from every subsequent mileage reimbursement invoice until the entire amount is paid back.14. The vehicle is not to be refuel while any students of STSBHN are on board or in the process of being transported.
--	--