



OCDSB 657: AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL EVENTS

THIS FORM MUST BE SIGNED BY THE OWNER OF THE VEHICLE, THE DRIVER OF THE VEHICLE, THE PARENT/GUARDIAN (IF THE DRIVER IS A STUDENT), AND BY THE PRINCIPAL OF THE SCHOOL.

1. Declaration to be signed by the owner of the vehicle

I, , declare that my
vehicle, , will transport students participating
in school excursion: , dated .

I declare that: (please read and check off every bullet)

- The vehicle listed hereby is mechanically fit;
- The vehicle listed hereby has seat belts in working condition for all passengers;
- The vehicle listed hereby has appropriate car/booster seats for each child under the age of 8 or between 18-36 kg and a standing height less than 145 cm;
- The vehicle listed hereby carries a valid automobile third-party liability insurance, as required under Ontario legislation;
- The vehicle listed hereby carries a minimum of \$ 1 million of third-party automobile liability insurance, as recommended by the board;
- I am aware that the OCDSB's Excess Automobile Liability insurance comes into effect only after my insurance has been exhausted;
- I am aware that the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on board-related business, is NOT covered by the OCDSB's Excess Automobile Liability insurance;
- I will provide the OCDSB with prompt written notice, with particulars, of any accident arising out of the use of a my vehicle during the above-mentioned excursion; and
- I will inform the school of any changes in the vehicle information or its liability insurance.

Signature _____ Date _____

2. Declaration to be signed by the driver of the vehicle

A "Trip Driver" is defined as any person authorized by the OCDSB who has agreed to be driver for a certain excursion while he/she is driving their own or another licensed automobile. A "Trip Driver" could be a trustee, an employee, a teacher, a student, a parent, a volunteer, or an official of the OCDSB.

I, , declare that I hold an unrestricted driver's

Class G or better license and am licensed to drive in Ontario. I hereby declare that:

- I will inform the school of any changes in my information; and
- I will provide the OCDSB with prompt written notice, with particulars, of any accident arising out of the use of the above vehicle during the excursion listed herein.

Signature _____ Date _____

3. Declaration to be signed by parent(s)/guardian(s), if the driver is a student

I, [_____] , declare that my child, [_____] has my permission to be a volunteer driver for students participating in the school excursion(s) listed on this form. I further declare that my daughter/son holds an unrestricted Class G or better driver's license and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.

Signature _____ Date _____

4. Declaration to be signed by the Principal

I, [_____] , principal of [_____] , declare that in order for [_____] excursion to take place on [_____] , I have reviewed and ensured the validity of the following original documents:

- An automobile third-party liability insurance for the vehicle listed herein, with a minimum of \$1 million insurance as recommended by the OCDSB; and
- An unrestricted Ontario driver's Class G or better license carried by the driver named herein.

Signature _____ Date _____

For office use only:	
Distribution (after final approval):	
Driver [_____]	Principal [_____]

Personal information on this form is collected under the authority of sections 58.5(1) and 265(d) of the Education Act, R.S.O. 1990, c.E2, as amended, and in accordance with section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. It will be used for the purpose of managing student learning and well-being. Questions about this collection should be directed to the school principal.