



## Volunteer Driver Checklist and Authorization Form Part B



### VEHICLE PROCEDURES

#### 1. Pre-trip inspections

Trip drivers are responsible for completing a thorough pre-trip inspection each day they drive. Any deficiencies must be reported. Any deficiencies must be remedied before carrying students.

#### 2. Loading Passengers

No vehicle shall be loaded beyond its legal capacity.

#### 3. Seat Belts

All occupants of the vehicle MUST wear seat belts in any vehicle equipped with such equipment.

#### 4. Luggage in Vehicles

Only small luggage may be carried inside a vehicle. All large baggage must be placed in the trunk, roof rack, trailer or accompanying vehicle.

#### 5. Hours of Driving

Trip drivers must operate within the guidelines of the National Safety Code. The following are a few key points:

- Trip drivers must have at least eight hours of off-duty rest before commencing driving.
- Trip drivers may not exceed 13 hours driving or 15 hours on on-duty time (this includes being a passenger in a vehicle).
- Trip drivers may not drive more than 60 hours in seven days.

#### 6. Alcohol Consumption

Trip drivers May not operate school vehicles if they have consumed any quantity of alcohol within the previous eight hours. Drivers must refrain from consuming excessive quantities of alcohol within 24 hours of driving.

#### 7. Prescription and Over-the-Counter Medications

Trip drivers need to be aware of the possible adverse reactions from taking both prescription and over-the-counter medications (e.g. Antihistamines). Trip drivers must not operate school vehicles when taking medications that may cause drowsiness or any other safety-related reactions.

#### 8. Vehicle Fueling

Further to the Motor Vehicle Act, all students must disembark from the vehicle before any fueling may take place.

#### 9. Cellular Phones

Trip drivers may not operate cellular phones while carrying students. The trip driver must bring the vehicle to a complete rest before dialing or engaging in a conversation. If necessary, the phone should be placed in the care of an accompanying teacher or responsible student.

#### 10. Drivers' Licenses

Every trip driver who carries students must possess a valid GNWT Driver's License. A copy of this license must be on file with the school administration.

### **11. Drivers' Abstracts**

The school administration will annually request driving abstracts for all individuals who drive students. Individuals whose records indicate they are potentially unsafe drivers will not be permitted to drive students (e.g. multiple speeding tickets, reckless driving, impaired driving, etc.).

### **12. Obeying of Laws**

Trip drivers must respect all Motor Vehicle Act regulations and obey posted road signs. Trip drivers are responsible to pay all fines incurred.

### **13. Night Driving**

Efforts should be made to plan trips to avoid the increased risk associated with night driving.

### **14. Vehicle Payloads**

The listed GVW for a vehicle must not be exceeded. This can be an issue for vehicles carrying students, gear and trailers. Assistance can be provided in making this calculation.

### **15. Negotiating Steep Hills**

Due to the heavy weight of loaded school buses and vans, extra precautions must be utilized when descending hills. Speed must be kept significantly lower than with traditional passenger vehicles and low transmission gears must be utilized. When descending at speeds slower than other vehicle traffic, four-way flashers should be utilized.

### **16. Winter Driving Conditions**

Only vehicles with suitable winter tires shall drive in winter conditions and chains shall be carried in vehicles for which they are available. Windows and lights must be kept completely clear of snow, ice and mist. Vehicles must operate at slower speeds subject to road conditions.

### **17. Vehicle Inspections**

Trip drivers using their own vehicles will ensure their vehicles are properly maintained and inspected.

### **18. Motor Vehicle Accidents**

If an accident occurs, trip drivers must stay at the scene of the accident. Collect insurance, driver's license and telephone information from other parties. Notify police and make a report if it is appropriate to do so. All accidents must be reported to the school administration immediately.

Be aware that any damage to the trip driver's vehicle, the cost of any insurance deductible or premium adjustment as a result of any accident while the vehicle is being used to transport students on school-related business will NOT be covered by the school board or its insurers.

## **DECLARATION TO BE SIGNED BY THE TRIP DRIVER**

I declare that I read and understand the above-noted "Vehicle Procedures" and will comply with all school requirements.

---

*Signature:*

*Date:*