

Principal Authorization for Volunteer Drivers

The collection and retention of the information requested on this form is authorized and governed by the Ontario *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

This will authorize _____ (Name of teacher or other volunteer driver)

to transport students participating in the following school excursions: **TRIPS AND TEAMS THROUGHOUT THE 2016-2017 SCHOOL YEAR.**

Driver Authorization

This form must be signed both by the owner of the vehicle and by the driver.

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

Vehicle Information: Make/Model _____ Year _____ Licence _____

I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form. She/he holds an unrestricted Class G2 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.

I declare that the vehicle described above is mechanically fit, there are seat belts in working condition for all passengers, and that the appropriate car/booster seats are used.

I agree to inform the school of any changes in the vehicle or driver information.

Name of owner _____ Signature _____ Date _____
(Please print)

2. Declaration to be signed by driver

I declare that I hold an unrestricted driver's Class G2 or better licence and am licensed to drive in Ontario, and that my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I agree to inform the school of any changes in the vehicle or driver information.

Name of driver _____ Signature _____ Date _____

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

I declare that my daughter/son 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 G2 or better driver's licence 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.

Name of parent/guardian _____ Signature _____ Date _____

Principal Authorization

The Principal shall request to see original documents where possession of such documents is to be shown.

All "Trip Drivers," including volunteer drivers, are advised that, in order to bring into effect the Toronto District School Board's (TDSB) Excess Liability Insurance, they must:

- ☐ have a booster seat for each child under the age of 8 or between 18-36 Kg and a standing height less than 145 cm;
- ☐ use a licensed automobile that carries valid automobile third-party liability insurance as required under Ontario legislation;
- ☐ provide the TDSB with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during an excursion on TDSB-related business;
- ☐ be aware that the TDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's insurance has been exhausted;
- ☐ be aware that any damage to the volunteer's vehicle, 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 TDSB's Excess Automobile Liability insurance;
- ☐ **carry a minimum of \$1 million of third-party automobile liability insurance (as recommended by the Board).**

Note: A "Trip Driver" is defined as any person authorized by the TDSB who has agreed to be a driver for a certain excursion while he/she is driving their own or another licensed automobile, to include trustees, employees, teachers, students, parents, volunteers and officials of the TDSB.

School Name _____ Date _____

Principal's Name _____

Signature _____

*For office use only

Distribution (after final approval):

Driver _____

Principal _____