



Bashaw School

HOW TO BECOME AN APPROVED DRIVER & FAQ's - Transportation of Students to and from Events

This document is **intended to clarify some frequently asked questions regarding transportation of students to and from sporting events and field trips.**

HOW DO I BECOME AN APPROVED DRIVER?

- If you were approved as a driver last year (2022-23 school year) please contact Sherry Jenkins ASAP to verify your insurance validation
- If you would like to be approved as a new driver, please see below.

Submit to School Office in person or email to sjenkins@brsd.ab.ca

- IF YOU ARE A TEACHER OR COACH - Please talk to the office.
- IF YOU ARE A PARENT OR OTHER ADULT REQUESTING APPROVAL - a completed [Transportation in Private Vehicles Form](#) (Form 559-1) DUE ANNUALLY
- Copy of Valid Operator's License DUE ANNUALLY
- Completed and signed [Driver's Abstract Consent](#) form DUE ANNUALLY
- Proof of Current Insurance policy with minimum \$2,000,000 liability DUE ANNUALLY
- Current Police IRC (Intervention Record Check) - Click [HERE](#) for information on how to obtain
- Current RCMP Vulnerable Sector Check - ***Come to the office to obtain a letter from the principal to submit to the RCMP to bypass payment***

All of the above must be submitted to the office and approved **BEFORE you drive any other students** other than your own children.

You will be notified once your forms have been approved.

TRANSPORTATION OF STUDENTS - IMPORTANT INFORMATION

When transportation such as a bus is provided, it is expected that students will take this transportation. **However, there are times** when this transportation is declined, **and students may need to be transported to and from sporting events or field trips by their own parents or an approved driver.**

Please read the information below. You can also refer to Administrative Procedure 557 and 559, which can be found by searching the BRSD website (www.brsd.ab.ca)

PICKING UP STUDENTS FROM AN EVENT

1. Are parents allowed to PICK UP **their own child(ren)** and take them from the event without completing any forms?

- No. The parent is **required to fill out a 557-3 Transportation Declined form *prior*** to taking a student from an event when transportation has been provided to/from the event. **They do not need to be an approved volunteer driver if they are only taking their own child (AP 559).**

2. Are parents allowed to pick up other students at the end of an event, and take them home from there?

- **ONLY IF**
 - The parent/guardian is approved as an authorized driver (AP 559 Transportation in Private Vehicles), AND
 - All required and approved documentation is submitted and on file with the school office, AND
 - They may only transport those students who are not their own children if written approval of the child's parent/guardian has been filed with the supervising teacher/coach prior to the commencement of the trip.

3. Are other adults - i.e. family friends, relatives, etc - allowed to pick up other students at the end of an event, and take them home from there?

- No. **No one can take students after an event unless**
 - They are the students' parent/guardian OR
 - An approved volunteer driver AND
 - Written approval of the child's parent/guardian has been filed with the supervising teacher/coach prior to the commencement of the trip.

4. What if a parent asks another parent to pick up their child?

- **Students are not to be released** to anyone other than their parent/guardian **unless written permission has been received prior to** the trip commencing, AND
- A 557-3 Transportation Declined form is completed, AND
- The student will be traveling with an approved driver for BRSD.

DROPPING OFF STUDENTS TO AN EVENT

5. Do the previous answers apply to transporting students TO events?

- **Yes.** The parent is **required to fill out a 557-3 Transportation Declined form prior** to taking a student TO an event when transportation has been provided to/from the event.
- **Any other driver, aside from the the parent, is required** to be an approved driver and **have all required documentation submitted and approved to the school office PRIOR** to driving any other students

WHERE DO I FIND FORM 557-3?

If you want to decline transportation, as stated above, please use this form Transportation Declined Form 557-3