

 <p>DIVISION SCOLAIRE <b>LOUIS RIEL</b> SCHOOL DIVISION</p>	<p><b>NON-INSTRUCTIONAL TRANSPORTATION: SCHOOLS, FAMILY CENTRES, AND COMMUNITY PROGRAMS</b></p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting <a href="#">Policy EEAG</a></p>

**A. Authorization**

When the use of private vehicles for transporting children, students and families is necessary:

- a. It will comply with the Manitoba Driver Licensing regulations which includes being able to pass a safety inspection, if requested.
- b. Divisional staff, parents, students or volunteers who drive family centre children, students or families will complete and comply with the [Employee/Volunteer Driver Form](#).

**B. Age- and Size-Appropriate Car Seats**

Car seats and booster seats must be age- and size-appropriate for the child(ren) being transported based [Manitoba requirements](#).

**C. Quality of Car Seats**

All car seats and booster seats must be in good condition and meet the current CSA standards.

**D. Installation**

If you need help with installation of a car/booster seat, please contact the L.R.S.D. Supervisor of Student and Family Supports.

**E. Reimbursement of Deductible**

Deductibles for at-fault vehicle damage will be not be reimbursed unless damage was caused by the actions of a family centre child, student, or family member being transported. Any deductibles reimbursed will be at the lowest premium that could have been purchased through MPI.

**F. Parental consent**

Except in emergent situations, parents/guardians must provide consent for their children and selves to be transported by school or family centre staff or volunteers by using the [Field Trip Informed Consent Agreement](#).

## **G. Specific Safety Procedures**

The Division and its schools attempt to ensure the safety of its children attending family centres, students and families, and the greater community by avoiding activity that may reasonably and foreseeably contribute to or cause injury. Accordingly:

1. “Volunteer” is defined to include volunteers or other adults designated as supervisors by the principal.
2. School principals will determine requirements for criminal and child abuse registry verification for transporting and accompanying adults.
3. Safety procedures will comply with all legal/legislative requirements.
4. “Volunteer” is defined to include volunteers or other adults designated as supervisors by the principal.
5. School principals will determine requirements for criminal and child abuse registry verification for transporting and accompanying adults.
6. Safety procedures will comply with all legal/legislative requirements.
7. Where necessary, planning for transportation activities will incorporate Individual Health Care Plans and Emergency Response Plans (see policies - First Aid and Emergency Medical Care - [JLCE-1 - Administration of Urgently Required Medication/Treatment](#) and [JLCE-2 - Anaphylaxis](#)).
8. Any accident must be reported, and an accident report form must be completed.

### **Reference:**

Manitoba Public Insurance: Child car seats: Securing your precious cargo,  
<http://www.gov.mb.ca/healthyliving/hlp/injury/booster.html>