

# Volunteer Driver Form

This is a two page document:

- Page 1 – Information for School Districts only (**NOT to be included on the form provided to volunteers**).
- Page 2 - Sample Form

As an alternative to requiring the volunteer to fill out the Vehicle Make, Model, Year, Plate Number, and Third Party Liability Insurance sections of the Volunteer Driver Form, a copy of the driver's insurance certificates could be kept on file instead.

The Schools Protection Program ("SPP") requires that all motor vehicles, including non-standard vehicles driven "on-highway" in the business of the School District (SD) carry a minimum of at least \$1,000,000 primary automobile liability. Buses (i.e. a motor vehicle designed to carry more than then (10) persons), are required to have a minimum of \$10,000,000 primary automobile liability. These minimum limits for primary automobile liability are SPP requirements. SDs should not recommend that employees or volunteers only carry \$1,000,000 automobile liability on their vehicles as there are many circumstances where employees or volunteers use their vehicle for other purposes, including personal use. Employees and Volunteers should place automobile liability limits on their vehicles in line with their own risk tolerance.

When an employee or authorized volunteer driver has an accident while operating an owned or borrowed licensed vehicle for an approved school activity, SPP provides automobile liability coverage in excess of the owner's primary automobile liability limit. **The vehicle owner's automobile liability is always the primary coverage to the full extent of the limit of coverage carried.** For an additional layer of protection, SPP has in place with ICBC a Special Excess Third Party Liability Policy that bridges the gap that may exist between the owner's primary automobile liability limit and \$1,000,000. It is very important to note that this policy does not remedy a situation where an individual may have rated their vehicle incorrectly (e.g. personal use vs. business use).

As of May 1, 2021, ICBC will change to a "no-fault" liability model and introduce Basic Vehicle Damage Coverage and Enhanced Care. If an individual is injured in a vehicle accident while on SD business, to the extent they are not able to work, Enhanced Care will cover their daily costs and bills by paying 90% of their net income up to \$100,000 in gross income. If the individual earns above \$100,000 and does not have any other income replacement coverage, they can buy from ICBC additional optional coverage to top up the amount of wage loss provided by the Enhanced Care benefit. However, this ICBC benefit will be secondary to any disability insurance available to the individual from another insurance provider (i.e. WorkSafeBC for employees injured while driving on SD business).

With the above change, ICBC will also phase out liability coverage under its basic insurance for non-standard vehicles (i.e. golf carts, 'gators', etc.) for off-highway<sup>1</sup> usage on the expiry of these insurance

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<sup>1</sup> Per the BC *Motor Vehicle Act*: Highway includes (a) every highway within the meaning of the Transportation Act, (b) every road, street, lane or right of way designed or intended for or used by the general public for the passage of vehicles, and (c) every private place or passageway to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited; but does not include an industrial road.

policies. ICBC will offer an Optional Off-Highway Third Party Liability product with \$200,000 policy limits for non-standard vehicles. As employees and volunteers are afforded SPP Excess Automobility Liability coverage when using their own vehicles for SD business purposes, it is recommended that SDs encourage their employees/volunteers to purchase “off-highway” liability coverage as the employee/volunteer will not be covered for this exposure when using a non-standard vehicle for personal use “off-highway”.

**Sample  
Driver Information Form**

I have a valid Class \_\_\_\_\_ Drivers Licence No. \_\_\_\_\_ (copy attached)

My Drivers Abstract dated \_\_\_\_\_ is attached.<sup>2</sup>

I certify that I have had no moving violations, no impaired driving charges, no distracted driving charges, and no criminal charges related to a motor vehicle in the past 24 months.

Vehicle Make, Model and Year \_\_\_\_\_

Vehicle Plate Number \_\_\_\_\_

The vehicle has \$ \_\_\_\_\_ Third Party Liability Insurance.

The vehicle is maintained in a safe operating condition and will be equipped with tires appropriate for winter driving conditions.

The vehicle has \_\_\_\_\_ operating seat belts.

I agree to wear a seat belt and require all passengers to wear a seat belt.

I agree that I will not permit a child under 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag.

All drivers are responsible for complying with all child restraint requirements. My vehicle has \_\_\_\_\_ places/seats that meet the criteria for safe placement of booster seats.

I agree to operate the vehicle in a safe and legal manner.

I agree that I will abide by the Motor Vehicle Act Use of Electronic Devices While Driving Regulation, which includes a prohibition on the use of hand-held electronic devices while driving.

I authorize a Criminal Record Check.

\_\_\_\_\_  
Printed Name of Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Driver

<sup>2</sup> Drivers Abstracts may now be ordered online through the ICBC website at <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>