



student  
transportation services

service de transport scolaire

Brant Haldimand Norfolk

<b>Title : Responsibility of Paid Parent Driver</b>	<b>Procedure # : 038</b>	<b>Effective : Nov 5, 2010</b>
<b>Section : Roles and Responsibilities</b>	<b>Page : 1 of 3</b>	<b>Review : October 2019</b>

<b>Statement</b>	Student Transportation Services Brant Haldimand Norfolk (STSBHN) will compensate parents to drive their children to and from school in exceptional circumstances.
<b>Responsibilities of the Parent Driver</b>	<p><b>Parent Drivers must:</b></p> <ol style="list-style-type: none"> <li>1. Abide by the terms and conditions of the Agreement for Transportation between STSBHN and the driver as well as the posted Policies and Procedures available at <a href="http://www.stsbhn.ca">www.stsbhn.ca</a>.</li> <li>2. Complete a monthly Invoice for Parent Drivers (TF013) and submit the document to the attention of STSBHN. Invoices are to include: the dates, number of trips per day, and the provided number of kilometres. The rate paid will equal the mileage reimbursement rate for the Board that the student being transported is registered.</li> <li>3. Provide STSBHN with the following documents:</li> <li>4. Proof that the driver holds a valid driver's license,</li> <li>5. Proof of \$1,000,000 liability insurance, and</li> <li>6. School Purpose Vehicle Information form(TF025)</li> <li>7. Completed Paid Parent Contract or annual renewal agreement</li> <li>8. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Accident/ Incident Procedures.</li> <li>9. Maintain the vehicle and ensure that the driver drives it according to the requirements of the Highway Traffic Act and the regulations thereunder, and any other vehicle laws and any transportation rules established by STSBHN.</li> <li>10. Notify the school in the event of any delay of more than</li> </ol>



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<b>Responsibilities of the Parent Driver Continued...</b>	<p>10 minutes.</p> <ol style="list-style-type: none"><li>11. Keep the vehicle clean and free of any hazards.</li><li>12. Ensure that student(s) are never left alone in the vehicle.</li><li>13. Ensure that only the student(s) registered as passengers as provided to STSBHN are allowed to ride the vehicle unless permission has been granted by STSBHN.</li><li>14. Not allow a student under the age of 12 years to sit in the front seat of the vehicle as a safety precaution against injuries from air bags.</li><li>15. Not use a cell phone or other personal portable electronic device while operating a vehicle transporting students, including while loading and unloading students, except in an emergency. For the purpose of this policy, an emergency exists if the driver requires immediate assistance to ensure the safety of his/her passengers or to report a dangerous or life-threatening situation. If such a situation was to arise, the parent is to pull their vehicle off at the closest safe location, secure the vehicle, and only then make/ receive the phone call.</li><li>16. The Manager of Transportation Services is empowered to remove a parent driver for any improper practice.</li><li>17. In the event that it is determined that a miscalculation has occurred whereby the Parent Driver has been overpaid for services rendered, the difference shall be deducted from every subsequent mileage reimbursement invoice until the entire amount is paid back.</li><li>18. The vehicle is not to be re-fueled while any students, are on board who are covered under the Agreement for Transportation with STSBHN.</li><li>19. Refrain from smoking on or near school property or in the vehicle used to provide transportation services.</li><li>20. Refrain from any activity which could impair the ability to</li></ol>
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<b>Responsibilities of the Parent Driver Continued...</b>	<p>the provide safe and timely transportation services (ex: alcohol, medications, etc).</p> <p>STSBHN will work with staff of the special education departments of the member boards to identify students who may benefit from having their parent/ guardian provide transportation services for them.</p> <p>The parent will be compensated for the distance traveled from the student's home address to school and a return trip home in the morning and the reverse in the afternoon; these distances will be provided by STSBHN and calculated using their routing software.</p> <p>Reimbursement will be made at the rate specified in the Paid Parent Agreement or renewal;</p>
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