



Section Responsibilities of Parents Paid to Drive their Child(ren) to/from School	Page 1 of 2
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Statement	<p>STWDSTS will pay parents to drive their children to and from school in exceptional circumstances.</p> <p>The payment will be at the STWDSTS staff current mileage rate for the trip to school and a return trip home in the morning and in the afternoon, the trip to school and return trip home.</p>
Responsibilities of the Parent Driver	<p>Parent Driver must:</p> <ol style="list-style-type: none"> 1. Abide by the terms and conditions of the Policies and Procedures of STWDSTS. 2. Complete monthly Invoice for Parent Drivers (TF013) with the dates, number of trips per day and the agreed upon kilometres and rate and send to STWDSTS. 3. Provide STWDSTS with the following documents: <ul style="list-style-type: none"> • Proof that the driver holds a valid driver’s license; • Proof of \$1,000,000 liability insurance (TF025); • School Purpose Vehicle Information form(TF026) • School Purpose Release Form for Record Search (TF024); and • Criminal Record Check if transporting any student that is not their child. 4. Ensure that the necessary steps are taken in the event of an accident, as stipulated in (023) Procedures for Accidents or Incidents. 5. 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 STWDSTS. 6. Notify the school in the event of any delay of more than 10 minutes. 7. Keep the vehicle clean and free of any hazards. 8. Ensure that student(s) are never left alone in the vehicle. 9. Ensure that only the student(s) registered as passengers as provided to STWDSTS are allowed to ride the vehicle.



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Responsibilities of the Parent Driver	<ol style="list-style-type: none">10. 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.11. 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.12. The General Manager is empowered to remove a parent driver for any improper practice.
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