



# Driver Authorization Form

Phone: 1-306-752-5741  
Toll Free: 1-888-752-5741  
402 Main Street  
PO Box 6000  
Melfort, SK S0E 1A0

Approval Requested for:  Private Vehicle (**Transporting Students**)  15 Passenger Van/MFSAB  Division Owned (non-bus)

Were you an approved driver during the immediately preceding school year? Yes  No

Are you a current employee of the North East School Division? Yes  No

Will you be transporting students? Yes  No

School/Office: \_\_\_\_\_ School Year: \_\_\_\_\_ Driver Name: \_\_\_\_\_

Driver Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Class: \_\_\_\_\_

License Plate (s): (Private vehicle applicants only) \_\_\_\_\_

Has your driver's license been suspended in the last five years?  Yes  No

Have you been involved in any accidents as a driver during the last five years?  Yes  No

Have you been convicted of an offence under the *Highway Traffic Act*, the *Motor Vehicle Administration Act*, for any motor vehicle related offense under the Criminal Code during the last three years?  Yes  No

*\*\*If you answered "yes" to any of the above questions your request for driver authorization may be denied.*

## COMMITMENTS:

I agree to abide by the requirements of *The Traffic Safety Act* and the applicable Traffic Bylaws while acting as a volunteer driver for school functions or while driving any division owned or leased vehicle. I undertake to report to my direct supervisor all incidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e. current school year).

I agree to operate the automobile referred to herein in a safe manner, to driver in accordance with *The Traffic Safety Act*, to limit the number of passengers to the number of seat belts which are usable and to comply with the directions of the supervising teachers or agents of the Board of Education.

I have read and understand the North East School Division No. 200 related policies and procedures. AP 516, AP 713 AP 807, AP 808.

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

### North East School Division No. 200 – Office Use Only

All required documentation is complete and has been reviewed or attached and I approve this applicant for further processing.

I have reviewed the criminal record check with vulnerable sector (do not attach)

I have reviewed the Certificate of Insurance (do not attach)

Not applicable

\_\_\_\_\_  
Direct Supervisor or Designate

\_\_\_\_\_  
Date

The appropriate information has been reviewed and collected for the above named driver and driver authorization is granted.

\_\_\_\_\_  
Administrative Assistant – Business Administration

\_\_\_\_\_  
Date

#### AFOREMENTIONED POLICIES:

<a href="#">AP 516 – Reporting Criminal Charges</a>	<a href="#">AP 713 – Use of Division Owned Vehicles</a>
<a href="#">AP 807.0 – Transportation in Private Vehicles</a>	<a href="#">AP 808 – 15 Passenger Vans and MFSABs</a>

#### PRIVATE VEHICLE REQUIREMENTS

1. Insurance Requirement
  - a. Individuals authorized to use their vehicle MUST have third party liability insurance of at least two (2) million dollars in accordance with *AP 807.0 (e)*.
  - b. In case of claim, the vehicle owner’s automobile liability insurance applies before the School Board Insurance.
  - c. Excess automobile insurance protection is provided under the School Board’s insurance policy for authorized drivers while transporting students in privately owned vehicles on a school approved activity or function. This insurance is only for an amount in excess of liability (\$2 million) provided by the vehicles owner’s automobile liability insurance policy.
  - d. Damage to the owner’s vehicle is not insured by the School Division.
  - e. **Provide a copy of your certificate of insurance policy showing \$2 million liability for review and verification. This document will be returned to you.**
    - i. Ensure that when renewing your package policy that you review the “business use” information carefully with your insurance broker. Refer to SGI Bulletin #08-19-10 for additional information.
2. Driver’s License
  - a. **Attach a copy of your current driver’s license including picture identification.** You will be responsible to provide an updated copy when you renew your license.
3. Driver’s Abstract
  - a. **Attach a completed *Individual Driver’s Abstract Authorization Form*. If you have completed this form previously there is no need to submit it again.**
  - b. Completing this form allows the Division to access your drivers abstract indefinitely. If at any time you wish to have your name removed from our account, please advise your Direct Supervisor. The division may request a copy of your driver abstract at any time once this release is signed.
  - c. Alternatively, you can request a copy of your abstract from an SGI Insurance issuer and attach it this application.
4. Criminal Record Check with Vulnerable Sector (CRC)
  - a. **Provide a current (within 6 months) criminal record check with vulnerable sector. This document will be returned to you.**
  - b. Current employees of the North East School Division are NOT required to provide a CRC. All volunteers/parents are required to provide a CRC annually when submitting this form.

#### 15 PASSENGER VAN / MULTI-FUNCTION SCHOOL ACTIVITY BUS – THIS CATEGORY IS CONSIDERED A COMMERCIAL VEHICLE AND IS GOVERNED BY THE TRAFFIC SAFETY ACT AND THE COMMERCIAL VEHICLE AND DRIVERS (RECORD-KEEPING) REGULATIONS

1. Driver’s License
  - a. **Attach a copy of your current driver’s license including picture identification.** We are required to maintain a current copy of your driver’s license at all times.
2. Driver’s Abstract
  - a. **Attach a completed *Individual Driver’s Abstract Authorization Form*. If you have completed this form previously there is no need to submit it again.**
  - b. Completing this form allows the Division to access your drivers abstract indefinitely. If at any time you wish to have your name removed from our account, please advise your Direct Supervisor. The division may request a copy of your driver abstract at any time once this release is signed.
  - c. Alternatively, you can request a copy of your abstract from an SGI Insurance issuer and attach it to this application.
3. Criminal Record Check with Vulnerable Sector
  - a. **Provide a current (within 6 months) criminal record check with vulnerable sector. This document will be returned to you.**
  - b. Current employees of the North East School Division are NOT required to provide a CRC. All volunteers/parents are required to provide a CRC annually when submitting this form.

#### DIVISION OWNED – NON SCHOOL BUS

1. There are no additional requirements beyond completing this form, however, if you are transporting students in a division owned vehicle as defined in *AP 713 Use of Division Owned Vehicles (Non School Bus)* you are required to provide the additional information outlined under 15 Passenger Vans above.

**\*\*Submit your completed Driver Authorization Form package to your direct supervisor for further processing.\*\***