



## EDUCATIONAL EXCURSIONS: Volunteer Driver

An "Educational Excursion Volunteer Driver" is defined as any person authorized by the Principal who has agreed to transport students while driving his/her own or another licensed automobile that meets the requirements of the Board. Principals are expected to verify the volunteer's valid Ontario Class G License and proof of insurance.

APPROVED FORM – Effective September 2025

SCHOOL \_\_\_\_\_

DATE OF EXCURSION \_\_\_\_\_ TIME \_\_\_\_\_

DESTINATION \_\_\_\_\_ LOCATION \_\_\_\_\_

All Educational Excursion Volunteer Drivers are required by Hamilton-Wentworth District School Board to:

1. Use a licensed automobile which carries a minimum of \$1,000,000 valid third-party liability insurance in the Province of Ontario as required by Hamilton-Wentworth District School Board.
2. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during an excursion on business of the Board.
3. Be aware that the Board's excess liability insurance comes into effect only after the "excursion driver" insurance has been exhausted to a combined total of \$24,000,000.

### DECLARATION OF VOLUNTEER DRIVER:

I DECLARE:

- That I am a licensed Class "G" Ontario Driver, 18 years of age or older.
- That I have a valid Class G driver's license with no more than six demerit points.
- That I am responsible for following the driving laws of the Province of Ontario while acting in the capacity of a volunteer driver.
- That the vehicle carries a minimum of \$1,000,000 valid third-party liability insurance in the Province of Ontario as required by Hamilton-Wentworth District School Board.
- That the vehicle is mechanically fit with seatbelts in working condition for all passengers
- That I have confirmed with my insurer that nothing in my policy of insurance precludes coverage.
- That I am not being compensated.

VEHICLE INFORMATION: Make \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

VEHICLE OWNERSHIP:  Volunteer Driver  Other (please complete information below)

NAME OF DRIVER: (*Print*) \_\_\_\_\_ Signature of Driver \_\_\_\_\_

Date \_\_\_\_\_

### DECLARATION BY OWNER OF VEHICLE, IF VOLUNTEER DRIVER IS NOT OWNER.

I DECLARE:

- That I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the educational excursion indicated on this form.
- That the driver is a licensed, Class "G" Ontario driver, fully insured driver under the vehicle liability insurance as required by Ontario Legislation.
- That I have confirmed with my insurer that nothing in my policy of insurance precludes coverage.
- That I am not being compensated.

NAME OF OWNER: (*Print*) \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

Principal/Vice-Principal Approval

Date

\*HWDSB is not responsible for any fees, or fines incurred by the volunteer driver, including but not limited to, parking tickets or tickets issued by a police service for infractions of the Highway Traffic Act.

Hamilton-Wentworth District School Board – Educational Excursions Policy – Approved November 2011

**HWDSB**  
**BE YOU. BE EXCELLENT.**