

**NON-OWNED AUTOMOBILE
INSURANCE COVERAGE**

The Board shall provide non-owned automobile insurance coverage for automobiles not owned by the division and which are used to transport students enrolled in schools controlled by the division provided always that such vehicles:

- Shall be driven by teachers, parent and/or guardian volunteers, students or other approved volunteers.
- Shall be used to transport students to or from activities which are both school related and are sponsored or authorized by the division.
- Shall not be used to transport students to or from school in lieu of normal school bus service.

School principals shall ensure that each volunteer has a valid driver's licence and that the automobile to be used is properly registered, in accordance with the Manitoba Public Insurance Corporation, for transporting students for all school sponsored events.

School principals shall ensure that full and proper records of all drivers and automobiles used for each event are maintained.