

# CLASS IV LICENSING

## Background

In order to comply with the Motor Vehicle Administration Act and the Insurance Act, the Division acknowledges that it has a statutory and moral responsibility to ensure that students being transported to offsite locations supporting special programming needs as part of their Individual Program Plan (when bussing is not a viable option) by Foothills employees need to have the appropriate licensing and insurance.

Administration at each school where this service is required will work with Learning Services to designate specific staff at the school level that will be transporting students for this purpose. Every effort should be made to minimize the number of staff who would be required to provide this service and only those staff members who transport students on a regular basis will be required to have this licensing and insurance.

## Procedures

1. Each school requiring this service needs to make the request to the Assistant Superintendent, Learning Services/Specialized Programming prior to implementing this service.
2. The types of programs that warrant this additional licensing and insurance would be to attend such things as: therapeutic riding, therapeutic swimming. The programs need to be identified in the student IPP and only those that are repetitive in nature require this additional licensing. Employees that transport students sporadically are not required to obtain a class IV license.
3. If not designated as such when hired the Principal will identify those employees that will be transporting students as per the students Individual Program Plan and ensure that they have or that they obtain their class iv license from the Province.
4. Staff members required to transport students and obtain their class IV license will also be required to obtain and provide proof that they have at least \$2,000,000 of insurance.
5. Foothills School Division recognizes that it is responsible to compensate employees that are, as a condition of their employment, required to obtain their class IV license and additional insurance. Employees will need to complete Appendix A – Class IV Driver's License Reimbursement Form along with proof of insurance and license to Corporate Services for payment. Employees will also be reimbursed for the mileage that they transport students to and from these activities.
6. New employees that are hired who already have the appropriate licensing or insurance will not receive any additional compensation.

7. An original copy of a current driver's abstract is required before commencing the transportation of students and then on an annual basis thereafter. It should be sent to Employee Services for review and filing.
8. Employees must contact their insurance carrier and advise them that they will be transporting students for compensation. Their carrier may require them to purchase an S.E.F. No. 6a Permission to Carry Passengers for Compensation endorsement. A copy of the endorsement or written correspondence from the carrier acknowledging that they have been notified shall be forwarded to Employee Services for review and filing.

**CLASS IV DRIVER’S LICENSE REIMBURSEMENT**

Name of Employee: \_\_\_\_\_  
School Location: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Details of Expenses:</b>	Amount
Include all receipts. If you are submitting for reimbursement of your Driver's License or Driver's Abstract, please include a copy.	
Total	

Employee's Signature \_\_\_\_\_

School Administrator Signature \_\_\_\_\_

Division Office Approval \_\_\_\_\_