



**ADMINISTRATIVE RULE/
PROCEDURE** **EEAF-R**
SUBJECT: **STUDENT TRANSPORTATION INSURANCE**
APPROVAL DATE: April 16, 1985
REVISION DATE: October 21, 1994
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Insurance required

44 The school board shall enter into an agreement with any insurer licensed and authorized to carry on insurance business in Manitoba, to indemnify the School Division or any conveyor under agreement or under the authority of an agent of the school board against loss or damage resulting from bodily injury to or death of any pupil being conveyed and against any other peril that may arise as a result of the conveyance of pupils.

Liability Insurance Coverage for all Types of Field Trips

To ensure that the proper insurance for the protection of the Division and staff members is in effect, all trips outside the Province of Manitoba or any trip of an unusual nature within the Province of Manitoba must be reported before the event on an "Advice re Field Trips" form. If there is any doubt whether the trip is of an unusual nature it should be reported.

Failure to do so could result in the insurance company denying liability thus raising the possibility of claims being made against the members of the staff who arranged the particular event, and the Division.

A supply of "Advice re Field Trips" forms may be obtained by contacting the Transportation Section.

Liability Insurance - School Bus Transportation

The successful tenderer will be required to provide the School Division with an insurance certificate setting forth details of the liability insurance carried on the vehicles to be used under the contract. This liability insurance shall provide for third party liability within limits of not less than \$2,000,000.00 for the loss or damage resulting from bodily injury to, or the death of, one or more persons, and for loss or damage to property.

Paragraph (c) of General Conditions of Tender for Transportation of Pupils.

Use of Power Aircraft

1. The School Division should:

- (a) Obtain a Certificate of Insurance outlining coverage.
 - The Winnipeg School Division should be added as a Named Insured.
 - Limits of \$1,000,000.00 bodily injury, property damage and passenger bodily injury should be requested.
- (b) Does the carrier have a valid Operation Certificate issued by the Canadian Transport Commission? What is License Number?

2. Supervisor should:

- (a) Make sure that the plane carries only the number of passengers licensed/insured for. This is usually determined by one seat belt for every passenger. (Because kids are small, some operators have been known to use one seat belt for two kids. Insurance could be void.)

Student Accident

There is no exclusion re: unscheduled flights. The Winnipeg School Division is protected under the Comprehensive Liability for Non-Owned Aircraft.