**STANDARD OPERATING PROCEDURE (SOP)**

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<th>DOCUMENT ID: SOP-096 VERSION #3</th>
<th>TITLE: VOLUNTEER DRIVERS</th>
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**PURPOSE:**
- To outline driver screening protocol when authorized College employees coordinate transportation for off-campus activities through student and/or employee **volunteer drivers**, when the use of public transportation is not considered practical.

**SCOPE (Applies To):**
- ALL COLLEGE EMPLOYEES
- DOUGLAS COLLEGE STUDENTS
- SAFETY, SECURITY & RISK MANAGEMENT

**STATUS:** FINAL

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**CREATED:** 2015/09/04 (yyyy/mm/dd)

**RESponsible Owner:** VICe-PRESIDENT, FINANCE & ADMINISTRATION

**PROCESS REVISED: REVISION AUTHOR:** K. JANG, MANAGER, CONTRACT ADMINISTRATION AND INSURANCE

**REVISED:** 2020/06/17 (yyyy/mm/dd)

**RELEVANT FORMS:** See [DC Connect Forms](#)
- Volunteer Driver Form
- Volunteer Driver Screening Letter

**ACCORD/POLICY APPROVAL BODY:**
1. K. JANG, MANAGER, CONTRACT ADMINISTRATION & INSURANCE
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8. M. YIP, MANAGER, DOUGLAS INTERNATIONAL

**QUALITY ASSURANCE FORMAT APPROVAL:**
- Administrators’ Community of Practice (ACP) SOP Subcommittee
- Thor Borgford, Vice-President, Academic & Provost

**DATE APPROVED:** 2016/02/17 (yyyy/mm/dd)

**RELEVANT POLICY:** [Douglas College Policies:](#)
- Off-Campus Activity Involving Students

**RELEVANT ACRONYMS & DEFINITIONS:**
- **Drivers Abstract:** Record of driving history.
- **Volunteer Driver:** Is a Douglas College (DC) student, student’s parent/guardian, coach, and/or DC employee who volunteers to provide transportation to students and/or employees participating in an Off-campus Activity involving students.
PREAMBLE:

Wherever Douglas College students have not been advised that they are responsible for their own transportation arrangements, and the College is coordinating transportation for an Off-campus Activity, it is expected that transportation will be provided by the following services:

- Public Transit
- Commercial Ferry
- Commercial Airline
- Commercial Bus Line
- Commercial Passenger Rail

Where the use of professional transportation services is not considered practical, the College may coordinate transportation through Volunteer Drivers.

Before a Volunteer Driver can be utilized, they must complete and pass appropriate screening protocols as noted in Steps 4 and 5. (Note: Please allow adequate lead time before the off-campus activity to process the required documentation e.g. 3 - 5 business days.)

The following procedures shall apply for Volunteer Drivers:

STEPS:

1. **Volunteer Drivers** may not be utilized under the following circumstances:
   - where extreme weather driving conditions are present and/or anticipated (e.g., heavy snowfall),
   - when a travel route entails a higher degree of skill level than a volunteer driver would typically have (e.g., active logging roads),
   - if a driver possesses a Learner (L) or Novice (N) driver’s license designation.

2. If a transportation plan includes the use of rental vehicle(s), the Volunteer Driver(s) must have appropriate licensing (e.g. Class 4 Restricted) AND previous experience driving the model of vehicle under similar conditions (i.e., passenger and equipment loads and road conditions.)

3. Prior to the off-campus activity date, the Responsible Administrator (or designate) of the department/area responsible for coordinating the activity, will provide all volunteer applicants with the Volunteer Driver Standard Operating Procedure and the Volunteer Driver Form to complete.

4. Prior to transporting any students, volunteer applicants will review the Volunteer Driver Standard Operating Procedure and must:
   - Contact ICBC Customer Service to request a Driver’s Abstract
   - Complete a Volunteer Driver Form, and once completed, will;
   - Submit their Driver’s Abstract and Volunteer Driver Form to the Responsible Administrator (or designate) who requested the information.

5. The Responsible Administrator (or designate) will review the completed Volunteer Driver Form and Driver’s Abstract and will consult with the Director, Safety, Security and Risk Management with any questions or concerns.

6. At the conclusion of the event, the Responsible Administrator (or designate), will retain all completed Volunteer Driver Forms & Abstract documentation for secure records retention and destruction.