



*"Inspire learners, Integrate sustainability,  
Involve community"*

## SCHOOL DISTRICT NO. 64

### PROCEDURE 412 Student Educational Travel

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Section: Students

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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1. The following guidelines should be observed when planning field trips:
  - a. The safety, security, supervision, and well-being of students must be the prime consideration and conscientious supervision of students is mandatory;
  - b. Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities;
  - c. Arrangements must be made for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip;
  - d. The teacher and school office must have a student roster list including home and emergency contact information for all participants;
  - e. At least one supervising adult will have a cellular phone or another radio communication device available for emergency use;
  - f. The teacher must carry or have access to a first aid kit during the field trip
  - g. A copy of each student's medical form must be available to staff on multiple-day field trips in case of medical emergencies;
  - h. Mandatory group medical/travel/cancellation insurance coverage must be in place for all out-of-province/international field trips;
  - i. Field trip itinerary must not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory. In the event that a significant security, safety or health issue arises before or during a trip, the trip will be effectively cancelled and participants will return home unless the Superintendent or his designate determines otherwise;

- j. The Board is not responsible for any losses which may arise from cancellation or alteration of a supplementary or optional field trip itinerary;
  - k. Fund-raising activities for a supplementary or optional field trip must be approved by the principal;
  - l. Supplementary or optional field trips will operate at no additional cost to the Board;
  - m. The cost of teacher(s)-on-call shall be included in the cost of a supplementary or optional field trip;
  - n. Related expenses of the supervisor(s) may be included in the total cost of a supplementary or optional field trip;
  - o. Revenues and expenditures for the field trip are to be accounted for in a budget statement.
2. Principals have the authority to approve travel for curricular field trips, extracurricular activities and competitive events within the school district.
3. The Superintendent or his/her designate has the authority to approve travel for field trips, extracurricular activities, competitive events and extended student travel beyond the school district.
4. In all cases, the proposed activity should be discussed with the school principal or designate prior to the commencement of detailed planning or fundraising.
5. A written description of the proposed travel arrangements must be prepared by the teacher/sponsor and submitted to the principal using Form 412-1, Volunteer Drivers Application and Authorization
6. Applications for approval will be submitted as follows:
  - a. One (1) day (or part thereof) outside of the Gulf Islands – Principal, with **seven (7) days' notice**
  - b. Overnight, up to and including three (3) days – Principal and Superintendent, with **fourteen (14) days' notice**
  - c. Four (4) days or more – Principal, Superintendent, Board, with **thirty (30) days' notice**
  - d. Outside British Columbia – Principal, Superintendent, Board: **thirty (30) days' notice**
7. Any one trip will not normally involve more than ten school days.

8. The written informed consent of parents/guardians is required for participation of students in all field trips. A full description of the field trip must be provided to parents/guardians in writing and must address:
- a. How the field trip supplements the educational program;
  - b. Notice:
    - i. that conscientious supervision of students is mandatory;
    - ii. that participation is optional, and that arrangements will be made for students who are not participating;
    - iii. that financial assistance is available to students otherwise unable to participate because of financial hardship;
    - iv. of mandatory pre-trip meeting in the case of multiple-day and/or out-of-province field trips;
    - v. that in the case of trips involving overnight travel, adult chaperones, sponsors or coaches of the same gender as the students will accompany the group.
    - vi. that , in the case of (v) above, chaperones, sponsors and coaches must have successfully completed a vulnerable sector check;
    - vii. that students are subject to school codes of conduct while on the trip;
    - viii. regarding particular rules and/or regulations that must be observed;
    - ix. of any situations where the sponsor/chaperone's costs will be borne in whole or in part by the students;
    - x. regarding emergency communication and emergency student return plan
  - c. Itinerary consisting of date(s), departure and return times and schedule of planned activities;
  - d. Behavioural expectations of students plus rules and regulations
  - e. Description of
    - i. planned activities and levels of direct and indirect supervision;
    - ii. supervisors: teachers, employees of the Board, and other adult volunteers, along with contact information;
    - iii. transportation and accommodation arrangements;
    - iv. inherent risks and potential consequences;
    - v. budget consisting of revenue (cost to student) and expenditures (cost of trip) (optional trips only)
    - vi. parent/guardian responsibilities including determining whether the student may participate in the field trip; and arranging student accident or liability insurance;
  - f. and, if applicable
    - i. Assessment of student skills and abilities as pertaining to the field trip activity

- ii. Student Awareness of Risk and Responsibility Form completed by student
  - g. Emergency Planning/Cancellation of Trip information, including cancellation provisions, collection/disclosure of student medical and personal information, first-aid arrangements, and the
- 9. An administrator must be present at any pre-trip meetings, as in 8,b (iv) above, to outline and discuss student behavioural expectations.
- 10. A written informed consent form for the field trip must be obtained with a parent/guardian signature. The form must state
  - a. that the parent/guardian has been alerted to the increased risk and the possibility and consequences of injury inherent in the activity;
  - b. and that the parent/guardian accepts responsibility for the consequences of that risk should they freely choose to have the student participate.
- 11. The principal may design a permission form to obtain written informed consent of the parent/guardian for the season or school term for repetitive or scheduled activities such as interscholastic games, walking field trips, or activities associated with a specific course.
- 12. A Student Awareness of Risk and Responsibility Form must be signed by the student indicating that the student freely chooses to participate and acknowledges being alerted to behavioural and other expectations, risks, safety precautions, and responsibilities associated with the proposed field trip.
- 13. In exceptional circumstances, the principal may accept informed parental/guardian consent given orally for participation in a field trip involving low-risk activities.
- 14. The Superintendent will inform the Board of unusual student travel circumstances.
- 15. The principal will, at his/her discretion, determine appropriate levels of supervision, following guidelines in Procedure 407, section 7.
- 16. Regarding the vehicles used:
  - a. with the exception of private or rented passenger vehicles with up to a 15-seat capacity, all vehicles must be permitted school buses, licensed taxis or licensed highway coaches.
  - b. all vehicles must be equipped with district-approved highway safety kits if the length of a trip is 100 km or more.
  - c. seat belts must be used in all cases except where regular school buses or highway coaches are used.

- d. private and rented passenger vehicles, including taxis, must be equipped with a CSA-approved booster seat for each student who is younger than nine years of age and less than 145 cm (4 feet, 9 inches) in height.
- e. passengers under 13 years of age must not be transported in the front passenger seat if the vehicle is equipped with an airbag.

**17. All volunteer drivers must**

- a. have a vulnerable sector check;
- b. have full privilege drivers' licenses;
- c. complete Form 412-1, Volunteer Application and Authorization;
- d. be at least 21 years of age and be in good health
- e. have three years' driving experience.
- f. not be secondary school students
- g. act as a prudent parent with respect to passengers.
- h. ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
- i. ensure that in winter, the vehicle is equipped with tires rated for winter driving.
- j. not allow smoking or consumption of alcohol by any occupant in their vehicles while transporting students.

**18. Cars volunteered for student transportation must be insured and must be properly equipped with seatbelts. Each student must have a seat belt properly secured when traveling.**

**19. The school district does not accept responsibility for:**

- a. the deductible portion of collision insurance in the event of an accident.
- b. damage caused by students to the volunteer driver's vehicle.

**20. Students may drive their own vehicles to and from an event:**

- a. if they have parental approval in writing and the approval of the sponsoring teacher or administrator.

- b. but may not transport other students.
21. A list of all trip participants and their emergency contact information must be filed with the school office, together with an itinerary, prior to the activity being undertaken. The itinerary must include the contact information of any establishments hosting overnight stays.
  22. Teacher/sponsors should refer to the documents referenced below before undertaking the activity, and ensure that all expectations identified therein are adhered to while the activity is underway:

**References:**

- Policies and Procedures 210, 412, 700, 407
- Form 412-1, Volunteer Drivers Application and Authorization