

# FIELD TRIP EXCURSIONS

## Background

The District recognizes the educational value of field trip excursions and other related activities when these are properly designed to enhance the curricular, co-curricular and extracurricular offerings of the school.

Student excursions must be selected, planned, organized and conducted in the context of:

- Clear educational benefit to students.
- Safety and security of all participants.
- Risk assessment and management of off-site activities.
- Protection of students, staff, volunteers and the District.

## Definition

*Supervisor*: An employee who exercises District authority according to District policies and directives for a specific activity within the context of this administrative procedure. The Principal shall approve the supervisor(s) for each activity.

*Curricular, co-curricular or extra-curricular events/programs*: A course of study or activity that is provided, organized, supervised or sponsored by a school authority.

For the purposes of this administrative procedure, *metropolitan area* includes the area defined as the Greater Vancouver Regional District (GVRD). [www.gvrd.bc.ca](http://www.gvrd.bc.ca)

## Procedures

### 1. Planning Field Trip Excursions

The following guidelines are to be observed when planning field trip excursions:

- 1.1 The safety, security, supervision and well-being of students must be the prime consideration when planning an excursion.
- 1.2 The teacher must carry or have access to a first aid kit during the field trip excursion, and ensure that first aid trained personnel are available to respond in the case of an emergency.

- 1.3 A copy of each student's medical form must be available in the school office as well as with the supervisor if the excursion is overnight, international, high risk or multiple-day.
- 1.4 Mandatory group medical/hospital insurance coverage must be purchased for all international excursions. In addition, each student must have a signed permission form for treatment by a doctor in a foreign country to treat an under-aged student.
- 1.5 All International field trips must have district-approved trip cancellation insurance in place before any final approval is granted. The insurance must allow for the cancellation by the School District without penalty.
  - 1.5.1 Specific cancellation insurance policies have been pre-approved by the district – approved policies are indicated on the International Field Trip application form.
  - 1.5.2 The District is not responsible for any losses which may arise from the cancellation or alteration of any field trip itinerary.
- 1.6 Appropriate pre-trip and post-trip instructions related to course learning outcomes are strongly encouraged to be a part of the field trip excursion plan.
- 1.7 Arrangements must be made to provide an instructional program for any students not participating in a curricular field trip and for the instruction of classes normally taught by teachers who will accompany students on the excursion.
- 1.8 Field trips will operate at no additional cost to the District, except where approved beforehand by school or District based administration.
- 1.9 Field trip excursion itineraries must not include areas where Foreign Affairs Canada has published a travel advisory indicating that safety is at a significant risk:  
<https://travel.gc.ca/travelling/advisories>
- 1.10 Any fund-raising activities for the field trip excursion must be approved by the Principal.
- 1.11 Revenues and expenditures are to be accounted for in a budget statement.
- 1.12 The School's Code of Conduct will apply at all times.

## 2. Informed Consent

- 2.1 The written informed consent of parent(s) is required for participation of students in all field trip excursions. A full description of the field trip must be provided to parents in writing which addresses the following areas:
  - 2.1.1 Curricular, co-curricular or extra-curricular purposes as appropriate for the type of field excursion,
  - 2.1.2 All transportation and accommodation arrangements,
  - 2.1.3 Overall level of supervision and the specific times when students may not be directly supervised

- 2.1.4 Listing of all known adults who are acting as sponsors,
  - 2.1.5 Nature of field excursion and scope of risks and consequences of injury inherent in the activities,
  - 2.1.6 Assessment process of student skills and abilities,
  - 2.1.7 Safety rules and regulations,
  - 2.1.8 First aid provisions,
  - 2.1.9 Costs and policy around trip cancellation and deposits,
  - 2.1.10 In addition to the medical insurance in Section 1.4 it is the parents' responsibility to arrange for supplementary student accident and liability insurance,
  - 2.1.11 Parental responsibility to determine whether the student may participate in the field excursion,
  - 2.1.12 Recognition that English is a second language in some homes. When required, a written informed consent form is to include the West Vancouver Schools translation notice: "Important information. Please have this translated.
- 2.2 An informed consent form for the field trip excursion must be obtained with a parent /guardian signature.
- 2.3 An informed consent form must state that the parent has been alerted to the increased risk and consequences of injury inherent in the activity and accepts responsibility for the consequences of that risk should they freely choose to have the student participate.
- 2.4 The teacher, school office and supervisor traveling on the mode of transportation used to transport the students must have a student roster (including home and emergency contact telephone numbers) as well as any medical forms for students.
- 2.5 Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities.
- All district employees (excluded staff, teachers, support staff) as well as parents or other community members must be approved by the Principal.
  - Parents or other community members will need to have a criminal record check if they will be alone with students or if the trip is multiple day
- 2.6 Secondary students participating in activities of high risk may, at the discretion of the supervisor and/or Principal, be required to fill out a "Student Awareness of Risk and Responsibility Form".
- 2.7 Activities will be identified on the following Risk Management Continuum as low or high risk activities:

Low Risk	High Risk
Walking field trip	Wilderness experience
Public performances	Ropes courses
Museum tours	Kayaking
Camping	Swimming
	Horseback riding

- 2.8 A pre-excursion parent/student information meeting is mandatory for out-of- province, international, overnight education and wilderness activity field trip excursions.
- 2.9 The Principal may approve a permission form to obtain written informed consent of parents/guardians for the season or school term for repetitive or scheduled activities such as interscholastic games, walking field trip excursions or activities associated with a specific course.
- The informed consent form for repetitive or scheduled activities must provide the parent with the opportunity to list the activities from which the student is to be excluded.
- 2.10 In exceptional circumstances, the Principal may accept informed consent from the parent/guardian by email or other written communication for participation in a field excursion involving low-risk, one-day metropolitan Vancouver activities.

### 3. Field Excursion Approval

Each field trip excursion proposal will be considered for approval in accordance with the following categories:

- 3.1 Approval by the Principal
- 3.1.1 ONE DAY LOW RISK field trip
- 3.2 Approval by the Superintendent or designate
- 3.2.1 ONE DAY HIGH RISK field trip
- 3.2.2 COMPETITION / SPORTS field trip
- 3.2.3 MULTI-DAY LOW RISK field trip
- 3.2.4 MULTI-DAY HIGH RISK field trip
- 3.2.5 SKIING/SNOWBOARDING field trip
- 3.2.6 INTERNATIONAL field trip

### 4. Procedures for Excursion Approval

- 4.1 Approval by the Principal
- 4.1.1 ONE DAY LOW RISK field trip

- Complete the One Day Low Risk field trip form a minimum of 30 days prior to departure
- Have all written informed consent forms signed by parent/guardian.
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- Final authorization of the field trip resides with the Principal. A verification email will be provided to the staff member organizing the field trip excursion.

#### 4.2 Approval by the Superintendent or designate

##### 4.2.1 ONE DAY HIGH RISK field trip

- Complete the One Day High Risk field trip form a minimum of 30 days prior to departure
- Have all written informed consent forms signed by parent/guardian
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- Final authorization resides with the Superintendent or designate. A verification email will be provided to the staff member organizing the field trip excursion

##### 4.2.2 COMPETITION / SPORTS field trip

- Complete the Competition/Sports field trip form 30 days in advance if possible, prior to departure
- Have all written informed consent forms signed by parent/guardian
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- Final authorization resides with the Superintendent or designate. A verification email will be provided to the staff member organizing the field trip excursion

##### 4.2.3 MULTI-DAY LOW RISK field trip

- Complete the Multi-Day low risk field trip form 60 days in advance prior to departure
- Have all written informed consent forms signed by parent/guardian
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- A pre-excursion parent/student information meeting is mandatory for

out-of- province, international, overnight education and wilderness activity field trip excursions

- Final authorization resides with the Superintendent or designate. A verification email will be provided to the staff member organizing the field trip excursion

#### 4.2.4 MULTI-DAY HIGH RISK field trip

- Complete the Multi-Day high risk field trip form 60 days in advance prior to departure
- Have all high risk consent forms signed by parent/guardian
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- A pre-excursion parent/student information meeting is mandatory for out-of- province, international, overnight education and wilderness activity field trip excursions
- Final authorization resides with the Superintendent or designate. A verification email will be provided to the staff member organizing the field trip excursion

#### 4.2.5 SKIING/SNOWBOARDING field trip

- Complete the Skiing/Snowboarding field trip form 60 days in advance prior to departure
- Have all high risk consent forms signed by parent/guardian
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- Final authorization resides with the Superintendent or designate. A verification email will be provided to the staff member organizing the field trip excursion

#### 4.2.6 INTERNATIONAL field trip

- Complete the pre-approval form for International field trips 4 months prior to departure
- Have all high risk consent forms signed by parent/guardian
- Complete the Student Roster with home/emergency contact telephone numbers
- Provide an accounting of all revenues and expenses
- A pre-excursion parent/student information meeting is mandatory for out-of- province, international, overnight education and wilderness activity field trip excursions

- Final authorization resides with the Superintendent or designate. A verification email will be provided to the staff member organizing the field trip excursion

## 5. Provision of Transportation by School to Curricular, Co-curricular or Extra-curricular Event

5.1 Student safety and well-being are the first and most important criteria that must be met for any excursion. The event supervisor is responsible for obtaining, prior to each excursion, the written consent of the parent or guardian of each student to be transported.

The method of transportation must be clearly stated. Transportation of individual students or groups of students to and from curricular or extra-curricular events must be authorized by the Principal or designate and must use:

5.1.1 A licensed common carrier such as a bus, train, taxi, etc.

5.1.2 Motor vehicles operated by adult volunteer drivers who have completed the Volunteer Authorized Driver Form This form must be completed annually.

5.1.3 Motor vehicles operated by employees of the District who have completed the Employee Authorized Driver Form

5.2 It is recognized that the school may not provide transportation to some events at the Principal's discretion. The parents of students participating in these events shall be notified in writing by the supervisor that the parent or guardian is responsible for transporting or arranging suitable transportation for their child to and from the event(s). This shall be signed by the parent or guardian and returned to the supervisor prior to the event.

### 5.3 Bus Companies

5.3.1 The Secretary Treasurer or designate will approve bus companies for use by District schools on an annual basis.

5.3.2 All bus companies must qualify as "school buses" under the Motor Vehicle Act Regulations.

5.3.3 15-passenger vans shall not be used to transport students on any field trip excursion.

### 5.4 Transportation by Private Vehicle

#### 5.4.1 Designated Supervisor

Prior to transporting students by private vehicle, if the Principal is not the supervisor of the event, the Principal shall designate the supervisor as defined in this administrative procedure to assume overall responsibility for arranging and supervising the travel activity.

#### 5.4.2 Passenger Loading List

A Passenger Loading List with passengers' home telephone numbers and contacts must be available both in the school and carried with the supervisor. All student medical alert information is to be included with the passenger loading list.

#### 5.4.3 Authorized Drivers

Each school will maintain a roster of authorized drivers and their completed Authorized Driver Forms. Secondary school students shall not be approved as drivers for curricular, co-curricular or extra-curricular events by any school official.

#### 5.4.4 Parent/Guardian Consent

The supervisor is responsible for obtaining, prior to each excursion, the written consent of the parent or guardian of each student to be transported.

#### 5.4.5 Carrying Capacity

The supervisor will ensure that the number of persons being carried in a given passenger vehicle will not exceed the normal carrying capacity of that vehicle and that the vehicle contains a seat belt for each person.

#### 5.4.6 Driving Conditions

If inclement weather is likely to cause adverse driving conditions, the supervisor is required to consult with the Principal, as well as the police or highway authorities as to driving conditions. The supervisor is to decide whether or not to proceed with the excursion. In making the determination, the rule shall be to exercise caution. The Principal may also decide to cancel the trip as necessary.

#### 5.4.7 Reimbursement for Expenses

Neither the volunteer driver nor the vehicle owner shall be reimbursed or remunerated for expenses incurred for the use of any vehicle used in the voluntary transportation of students.

#### 5.4.8 Insurance

To transport students to or from an approved curricular, co-curricular or extra-curricular activity, the District will provide additional Third Party Legal Liability Insurance in excess of the vehicle owner's personal limit, according to its special third party legal liability insurance provisions to:

- Each officer or teacher employed by the District.
- Each parent who has a student enrolled in a school administered by the District.
- Each volunteer person other than officers, teachers, or parents who uses a motor vehicle with the approval of the school supervisor, to provide transportation during an approved, school-sponsored activity.

The excess insurance policy is provided only as an extension of the vehicle owner's third party liability coverage and shall not provide the vehicle owner with any additional collision or comprehensive coverage.



The vehicle owner's automobile liability will always be the primary coverage to the full extent of the limit of the coverage carried, to be supplemented by the District's Third Party Liability insurance (up to a maximum of \$1,000,000) only as necessary.

Personal belongings contained within a vehicle are not insured by the Insurance Corporation of BC (ICBC), nor the Schools Protection Program (SPP). Drivers must look to their own homeowners/tenants insurance for this coverage.

#### 5.4.9 Vehicle Capacity

Vehicles used for transporting students by staff or volunteer drivers may not have a capacity to carry more than ten (10) occupants including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Vehicles used for transportation purposes with higher vehicle capacity ratings require additional Drivers License Classifications, Third Party Liability coverage and School Bus Permits.



**VOLUNTEER AUTHORIZED DRIVER FORM**

***Thank you for volunteering to drive students. Your offer and assistance is much appreciated. In order to protect our children and you as a driver, we ask you to complete the following. We will also need to photocopy your driver's license and current Autoplan Insurance Policy (a minimum of \$1,000,000.00 insurance coverage is required).***

**SCHOOL:** \_\_\_\_\_

**DRIVER'S NAME:** \_\_\_\_\_

**DRIVER'S ADDRESS:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

<b>VEHICLES TO BE USED:</b>	<b><u>Vehicle 1</u></b>	<b><u>Vehicle 2</u></b>
Year/Make/Style	_____	_____
Colour	_____	_____
License Plate No.	_____	_____
Passenger Capacity	_____	_____
Owner's Name	_____	_____
Summary of traffic violations received over the past 3 years	_____	_____

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**REGULATIONS**

In volunteering to transport students, I confirm my awareness of the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with minimum Third Party Liability Insurance of \$1,000,000. The vehicle must be properly equipped with a seat belt for each occupant; seat belts must be secured when travelling. The driver agrees to wear a seat belt and will require all passengers to wear a seat belt. The driver agrees to not permit a child less than 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat airbag.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount, or loss of use.
3. The driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident free for at least three years and cannot be a secondary school student. Upon request, the driver must provide a copy of his/her current driver's license and abstract to the school principal or designate.
5. The vehicle must be equipped with winter, all-weather tires and/or chains for winter conditions.
6. For safety and health reasons, volunteer drivers will not allow smoking in their vehicles while transporting students.
7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe or be under the influence of any alcoholic beverage or use any restricted substance.
8. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

- NOTE: a) If a vehicle has the capacity to carry more than 9 passengers, the driver must have a Class 4 driver's license and the vehicle must be licensed as a school bus.  
 b) The School District provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District (see AP260 for more information).

**VOLUNTEER DRIVER AND VEHICLE OWNER DECLARATIONS:**

I have read the above items 1 through 8 including notes, regarding transportation of students for curricular and extra-curricular activities and accept and agree to follow these School District regulations.

I affirm that the vehicle that I am driving is insured with a minimum Third Party Liability Insurance of \$1,000,000.00, that I have never been convicted of impaired driving or any other criminal offence, and that, to the best of my knowledge, the vehicle(s) identified above is/are in safe, roadworthy condition and my driver's license is in good standing.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Principal (or designate)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date