



School District 10 (Arrow Lakes)
Curricular and Extra-Curricular Field Trip Protocol
Revised Draft Date: February 2016
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Overview

SD10 recognises that curricular and extra-curricular field trips are of substantial benefit to students in their learning and development of their characters and social skills. For many students, field trips offer opportunities to broaden their horizons and enrich their experience, which would otherwise be unavailable in their lives. School journeys and visits are of great educational value in developing the potential and qualities of children and young people, and as such make a valuable contribution to their lives both short term and long term.

This protocol is provided to assist teachers and school principals and vice-principals (PVPs) to prepare for field trips. It assists them in interpreting and carrying out the procedures appropriate for planning and leading all types of field trips. The first section explains policy, criteria and transportation issues for field trips. Special attention will be given to safety issues relating to field trips. The second section provides all the forms needed to plan the trip.

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Section A: Procedures

A.1. School and District Policy (*to be updated alongside policy review)

Field trips are an extension of school, therefore school rules and district policy will be adhered to for all extra-curricular and curricular field trips. The following are district policies that apply:

- 310 – Student Conduct and Discipline
- 311 – Student Conduct While Riding a School Bus

A.2. Criteria for a curricular field trip

- The field trip relates to and enhances the school program.
- Educational value is demonstrated in the planning and field trip.
- The field trip is appropriate to the physical, social, emotional and mental development of the students.
- The field trip encourages curriculum integration and articulation.
- The field trip demonstrates clearly stated objectives.
- The educational benefit is such that it warrants the travel, time and money required to make the excursion a quality experience.
- Health and safety factors are considered.
- The objectives of the excursion are conveyed in writing to the parent/guardian and to the school principal.
- Fees must not be charged for attendance on a curricular fieldtrip.
- Students may engage in fundraising for a curricular field trip as long as all students benefit from the fundraising.

A.3. Criteria for an extra-curricular fieldtrip

- The field trip is not part of the curriculum and is not a requirement for students to attend in order to complete a course.
- The field trip may happen during school time but usually it occurs after school, over a weekend or during school holidays.
- School sport teams' play days and tournaments are the most common type of extra-curricular fieldtrip.
- Learning experiences that are not part of the curriculum but that have educational value would be extra-curricular.
- Fees may be charged for participation in an extra-curricular fieldtrip. Often fundraising is used instead of a fee.

A.4. Use of / Booking Transportation

Availability of Buses/ District Van

District buses and van may be available on regular school days. Please check with the principal to ensure you have accurate and up-to-date information concerning busing and related matters. The availability of school buses is determined by the demands of the regular transportation of students to and from school. School buses are generally available between 9:00 am and 3:00 pm. Persons seeking the use of school district buses at any time to transport students must make application to the principal 10 days prior to the departure date for the trip. Bus request forms and field trip applications involving buses are to be received by the Manager of Operations and Transportation one week before the trip. The principal will advise the applicant whether a school bus is available. As per the CUPE Collective Agreement, school buses are to be used for groups over 20 in size.

Volunteer Drivers

Volunteer drivers must complete the volunteer driver form (Appendix A).

Ferry for Transportation

Because students can move about more freely on a ferry than almost any other means of transport, expectations and rules must be well understood by students and supervisors before the trip. Frequent roll calls may need to be made to ensure the whereabouts of all students.

Students must be informed of what constitutes safe conduct on board a vessel.

The trip planner should reserve space on the ferry well in advance. This is normally done in writing after telephone arrangements have been made. B.C. Ferries provide reduced rates for school groups.

Airplane or Train for Transportation

Student safety must be paramount when determining the means of transportation for a trip. Students must be instructed in regards to the safety features of the airplane or train on which they travel. Trip planners make arrangements directly with a travel agent for airplane and train transportation.

Walking Field Trips

The route to be followed should be familiar to the group leader and a route map or description should be left at the school as part of the trip plan. The size of the group and considerations such as student behavior will determine the number of supervisors needed. An adult leading and another at the end of the group is an advisable arrangement of supervisors for class groups. Before an outing, students should be advised of the expectation of safe and orderly behavior. They should know what route they will be following and how to behave when on sidewalks, road edges or street crossings.

The leader's speed would be determined by the group's ability to keep together and to proceed in an orderly manner.

Special circumstances that should be considered in advance are:

- the possibility of poor weather
- stray animals and wildlife
- the possibility that in an emergency an adult might need to return to the school with a child from the class

Other Means of Transportation

The trip planner must consider both benefits and risks when planning the transportation aspects of a field trip. The participants must be aware of the risks, be judged to be capable of undertaking the activity safely and be prepared for success through a relevant educational program. The trip planner should consult with experienced persons when planning a means of transport that does not fit within the definition of conventions listed.

Keeping Track of Who is Being Transported

A list (manifest) of students and supervisors involved in a field trip must be left at the school and a copy must be taken along on the field trip by the teacher-in-charge and provide the bus driver with a copy. This applies to all forms of vehicular and commercial transportation. This will help determine who was traveling in the event of an emergency.

A.5. Safety Concerns

Environment

The safety of the environment depends on the degree of potential risk and how controlled the area is. Situations with greater risk require more supervision and greater vigilance. Uncontrolled areas are places that do not have safety professionals close enough to be of timely assistance.

Communication

The ability to communicate in case of an emergency is vital. Schools should have available communication devices capable of calling for help in case of emergency. When leaving school property on a field trip, teachers should bring a communication device with them. A cell phone or other communication device must be carried if the group is likely to be more than 20 minutes from Emergency Medical Services (including time to contact them and for them to arrive on site).

Competency

Students, volunteers and staff must have the skills and physical ability to be able to participate safely in the planned activities.

For certain activities, the teacher may need documentation of student proficiency, or specialized or certified staff or volunteers, e.g. swimming, skiing, rock climbing or any other higher risk activity. This information is available in the YouthSafeOutdoors '*Off-Site Experience Safety for BC Schools*' manual available at each school.

Supervision

There must be at least one district employee on any field trip. Volunteers must be over the age of nineteen. Chaperones for overnight trips must be over twenty one and have undergone a criminal record check. The amount of supervisors necessary for each level of field trip is explained in Section A.6.

Medical

Medical forms must be filled out for each student on a field trip that takes place in an higher risk environment, overnight or out of province.

Students must be responsible for their own medication and medicine. A written note from the parent outlining the need for the medication must be provided to the trip organiser. District staff will only be responsible for administering medicine for which they have been specifically trained.

First Aid kits should be carried if the group is likely to be more than 20 minutes from Emergency Medical Services

A.6. Risk Assessment

Risk assessment is the fundamental tool to ensure safety is effectively managed on a field trip. The purpose of the Risk Assessment process is to identify **hazards**; assess who may be harmed and how; and manage the hazards through safe systems of operation. While there are hazards around us in schools day to day, when we take students into an unknown location the hazards too are unknown and the trip organiser needs to have recognised these hazards and assessed the **risk** to the group prior to the trip. A risk assessment for a field trip visit need not be complex but it should be comprehensive. Safety must always be the prime consideration, even on low risk trips to a local historical site or museum. If the risks cannot be contained then the visit must not take place.

Definitions:

Hazard: a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an avalanche, vehicles, a cliff edge, an icy path

Risk: the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?

- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

A good risk assessment for a school trip would consider, amongst other things:

- the venue - site and environment, including accommodation where relevant;
- the group, including age range, fitness, competence and temperament;
- the special educational or medical needs of pupils;
- the programme of activities;
- the staffing and issues relating to effective supervision;
- transport issues;
- quality and suitability of available equipment;
- seasonal issues such as weather and timing;
- student and staff training in safety procedures, risk assessments and rescue drills.

A.7. Field Trip Categories in SD10

Category A: Lower risk Field Trips

Level One Field Trip: Activity Near School

- involves negligible risk
- these trips take place near the school
- does not involve driving
- does not conflict with other classes
- takes place within school hours
- may be organized at short notice
- requires the level one consent form to be completed annually
- school office maintains a copy of an up to date list
- a planned route and destination must be left at the office
- approval of school principal required
- requires adequate supervision

Level Two Field Trip: Field Trip within SD10

- involves minimal risk
- takes place within the catchment area of SD10
- takes place within a controlled environment
- may involve transport
- does not require staying overnight
- requires parental consent
- approval of school principal required
- requires adequate supervision
- if transportation needed, field trip application and bus request forms must go to the Manager of Operations and Transportation giving 10 days' notice

Level Three Field Trip: Day trip beyond SD10's catchment area

- involves minimal risk
- takes place within a day's drive of the school
- takes place within a controlled environment
- will involve transport
- does not require staying overnight
- requires parental consent
- approval of school principal and superintendent required 10 days in advance
- requires one supervisor per 10 students with a minimum of two adults

Level Four Field Trip: Overnight Trip

- involves minimal risk
- requires staying overnight
- takes place within a controlled environment
- requires field trip medical form
- requires parental consent
- requires approval of school principal and superintendent two weeks in advance
- overnight trips involving both male and female students must have a supervisor of each gender present
- requires one supervisor per ten students with a minimum of two adults

Category B: Higher risk Field Trips

Level Five Field Trip: Wilderness Trip and Extreme Sports

- field trip could be in an higher risk environment
- activities involved have a greater risk (e.g. skiing, water sports, rock climbing)
- requires field trip medical form
- may involve staying overnight
- approval of school principal and superintendent required two weeks in advance
- requires parental consent two weeks in advance
- overnight trips involving both male and female students must have a supervisor of each gender present
- one leader, staff member or chaperone on a wilderness trip must have wilderness first aid training
- number of supervisors must be discussed with the principal with a minimum of one supervisor per 10 students
- requires risk assessment to be completed prior to trip

Level Six Field Trip: Out of Province and International Trip

- takes place within a low risk environment
- all participants must have travel insurance for international travel
- requires field trip medical form
- requires school principal and superintendent approval thirty days in advance, three months for international trips
- overnight trips involving both male and female students must have a supervisor of each gender present
- requires parental consent three months in advance for international trips and two weeks in advance for out of province trips

- requires one supervisor per ten students with a minimum of two adults
- requires risk assessment to be completed prior to trip

A.8. How to Plan Your Field Trip

1. Determine the Category and Level of Field Trip You Wish To Take

Refer to Section A. 7. for detailed descriptions of types of field trips.

2. Review the Appropriate Section Of The Handbook

When you have determined the type of trip, familiarize yourself with the requirements of that type of trip. You should consider the costs involved, including admissions and busing and have a plan for how these costs will be covered.

3. Discuss the Idea With Your Principal

You should discuss the destination, educational purpose, and proposed activities with your principal well in advance of any trip. Have a date in mind. If it is necessary to have a reservation for your trip, find out what dates are available. Check the school master calendar for potential conflicts. Discuss how any costs will be covered.

4. Work on the Field Trip Application Form, Appropriate Check list

Refer to field trip planning sheet to ensure that all appropriate forms and letters are filed and sent out. Refer to Appendix A to see what forms must be filed for your level of field trip. Work through the application form and check list. Ensure that you can meet any special requirements for expertise and supervision for your proposed trip.

5. Carry out a Risk Assessment for a Level 5 and 6 Trip.

6. Communicate With Parents and Students

Discuss the proposed trip with your students. Prepare and send home the Information Letter and Parent Permission Form well in advance of the trip, (especially if there is a cost) involved. Be very clear about the departure and return times. For outdoor, overnight, out of province and international trips, a Medical Form needs to be completed. Use a checklist to ensure you get back all the forms and store them in a binder. You may wish to have a binder, containing registration forms to bring with you. Bring the binder along on the trip or bring; a list of students with medical alert information, home and emergency telephone numbers. Leave information about who is on the trip at

the school. For extended trips, prepare a phone tree system to notify parents in the event of any delays.

7. Make Reservations

Make sure to contact institutions you wish to visit to ensure they are open to the public at your required time. Make reservations for admission and tours. Make hotel and travel reservations. Be sure to book the school bus or district van if needed. Ensure accommodation is reserved for the driver and that part of the field trip budget includes this cost.

8. Pre-teach Students

Do the planning and pre-teaching necessary to prepare students to get the most out of the trip. This should include information about behavior expectations and safety. **Include a session with students on the hazards for a Level 5 and 6 trip and how the risk will be managed.**

8. Finalize Details

Complete your checklist and have your principal sign off on the Field Trip Application Form. Confirm transportation and ensure you have permission for all students. Collect any monies required. Submit to district office for further approval as required.

9. On The Trip

Do head counts at the beginning and end of the trip and at appropriate transition times. Ensure students behave safely and politely. They are representing your school. Support your bus driver. Take lots of pictures or a video if you are able to do so. Be prompt on your arrival and departure times. Have fun!

10. After The Trip

Complete appropriate follow up activities. A journal might provide a lasting memento of an important event of the school year. Evaluate the trip to determine whether it could be improved or should be repeated.

Section B: Forms

Required Forms

LEVEL OF FIELD TRIP	ANNUAL CONSENT	FIELD TRIP APPLICATION	LOW RISK CONSENT	HIGH RISK CONSENT	SUPERINTENDENT APPROVAL	REQUIRED DAYS NOTICE	RISK ASSESSMENT
LEVEL ONE	X					-	
LEVEL TWO		X	X		(X)*	10	
LEVEL THREE		X	X		X	10	
LEVEL FOUR		X	X		X	14	
LEVEL FIVE		X		X	X	14	X
LEVEL SIX		X		X	X	90	X

*see note on application form

FIELD TRIP PLANNING SHEET

(This form is a planning tool and does not have to be submitted)

Destination: _____

Leader's name: _____

Have you discussed the excursion with the principal or designate and received approval? **Y / N**

Has the Education Criteria been established? **Y / N**

Plan

1. Site selection _____
2. Itinerary _____
3. Pre-activity study plans _____
4. Post-activity study plan _____
5. Transportation _____
6. Costs:
 - i. Approval to collect funds _____
 - ii. Amount _____
 - iii. Source of funds _____
 - iv. Back-Up/Contingency _____
7. Supervision:
 - i. Leader's qualifications _____
 - ii. Supervisor _____
 - iii. Volunteers _____
 - iv. Ratio _____
 - v. Participants _____
8. Notification of other staff members _____
9. Provision for non-participating _____
10. First Aid Requirements _____
11. Evaluations _____
12. Pertinent student medical information _____
13. Appropriate laws, permits, registration, etc. are understood _____

Prior to taking the excursion students will all be aware of steps to take in case of such situations as:

1. Becoming lost, injured, or left behind (this might include how, who, or where to call; lists of addresses or phone numbers, etc.) _____
2. Appropriate emergency procedures _____

Do students have competencies required by trip? **Y / N**

Has a risk assessment been completed for a Level 5 and 6 trip been completed? **Y / N**

Have parents been notified of:

1. Proposed activity, including destination educational purpose _____
2. Personal needs of participants _____
3. Means of transportation _____
4. Costs _____
5. Guidelines for behavior expectations _____
6. Procedures in event of unforeseen circumstances _____
7. Potential risks and hazards _____

Have students been given notification of:

1. Objectives of the activity or trip _____
2. Details of the trip (lunch, clothing, groupings, etc.) _____
3. Behavior expectations (during transport and at destination) _____
4. Safety expectations _____

Has a list of participating students been distributed to all teachers whose classes may have students absent because of overlapping? _____

Transportation:

1. School bus or van booked _____
2. Drivers arranged, drivers abstracts received _____

Have supervisors/volunteers been briefed regarding:

1. Educational purpose _____
2. Duties _____
3. Assignments _____
4. Student groupings _____
5. Roles and responsibilities _____
6. Details of trip _____
7. Emergency plans _____
8. Other requirements _____

Have students, staff, and volunteers demonstrated:

1. Health and fitness required for the proposed trip _____
2. Have provisions been made for students with disabilities? _____

Have provisions been made to notify the office of "no show" students? _____

Has a final review and briefing of the principal taken place _____



SCHOOL DISTRICT 10 (ARROW LAKES)

FIELD TRIP APPLICATION FORM

LEVEL: Level 2 () Level 3 () Level 4 () Level 5 () Level 6 ()
SCHOOL: NSS () NES () LESS () EES () BAS ()

DETAILS OF TRIP

Date: _____(Month/dd/yyyy)
 Destination of Trip: _____ (City)
 Accommodations: _____ (Required if field trip exceeds 1 day)
 Purpose of Trip: _____
 Description of Activities: _____

 Risks of Participating: _____

 Name of Supervisors: _____

Important Note:
For all restricted activities, a detailed outline of the activity, including the inherent risks, must be signed by the parent. A copy of this outline must accompany the field trip application.

Information and Consent Form attached: **Y / N**
 Departure Date: _____ Time: _____
 Return Date: _____ Time: _____
 Number of Students: _____ Grade: _____ Adults: _____
 Students with Special Needs: **Y / N** Staff Supervisor: _____
 Cost per student: _____ Total Cost: _____

Level 4		X		X	X
Level 5		X		X	X
Level 6		X		X	X

**Note: Field trips that are level 2 that require the use of District transportation require approval from Superintendent.*

DRIVER'S DATA (To be completed by Transportation)					
Date:	_____ (Month/dd/yyyy)				
Destination of Trip:	_____ (City)				
Departure Date and Time:	_____	Return Date and Time:	_____		
Odometer Reading:	Start _____	Finish _____			
Total Hours:	_____	Total KM's _____			
Signature of Driver:	_____				

ACCOUNTING					
KM:	_____ x _____	=	\$ _____		
Wage Reg Hrs:	_____ x _____	=	\$ _____		
Wage OT Hrs:	_____ x _____	=	\$ _____		
Meals (per diem):	_____ x _____	=	\$ _____		
			TOTAL \$ _____		
Wage Rates: CA – Appendix 'A' – Non Regular Bus Trips					
Meals: Meals are covered at approved per diem rates: Breakfast \$9.00 / Lunch \$13.00 / Dinner \$23.00 OR Full Day \$45.00					

Sample Parental Consent Cover Letter
"School Letterhead"

<Date>

Dear Parents:

We have planned for a field trip to _____(location) on _____(date). On this field trip we will be learning about _____and will be involved in the following activities:_____

_____.

This trip is related to the _____ curriculum in the following ways: _____
_____.

We will be traveling to our destination by (school bus, van, walking, public transit, ferry or other).

We will depart from the school on _____ (date) at _____ (time) and return on _____(date) at _____(time).

We require your permission for your child to participate in this activity. Please complete the Field Trip-Parent Permission Form (on reverse side or attached) and return it to the school along with money to cover the cost for your child by _____. (date)

Please contact me here at the school if you have any questions. The best time to call me is on (days of week) at (give preferred times).

Sincerely,
<Teacher>

School District #10 (Arrow Lakes)

LOWER RISK SCHOOL FIELD TRIP (Levels 2-4)

INFORMATION & CONSENT FORM

Activity: _____ **Lead Teacher Name:** _____

Location: _____ **Date (s):** _____

Departure from school: _____ am/pm **Arrival back at school:** _____ am/pm

Overview Itinerary for the Field Trip Program: _____

Transportation: Walking to and from the activity School bus/ District van Volunteer Drivers

Parent Helpers Required: Yes / No **Lunch Required:** Yes / No

***This permission form must be returned for your child's participation, written notes or phone calls are not acceptable.**

CONSENT AND ACKNOWLEDGEMENT OF RISK

1. I accept the mode of transportation for this activity.
2. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
3. I freely and voluntarily assume the risks /hazards inherent in the program /activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his /her participation.
4. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and or/ service providers administrators, instructors and supervisors over all phases of the program /activity.
5. In the event that my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangement and I will be responsible for any costs associated.
6. I acknowledge that it is my duty to advise the Lead Teacher of any medical/ health concerns of my child that may affect his/ her participation.
7. I acknowledge that the board may choose to cancel the trip if travel conditions are deemed unsafe (e.g. weather and health advisory). I accept that the board will not be liable for any costs associated with such a cancellation.
8. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety and that I shall be financial responsible for such services.
9. Based on my understanding, acknowledgement and consents as described herein, I agree that (Name of student) _____ (Date of Birth) _____ has my permission to participate.

Name (please print): _____ Date: _____

Signature: _____

Note any medical conditions or medication the staff or supervisors should be aware of: _____

Care Card Number: _____ **Family Physician:** _____

Emergency Contact Number: _____

Emergency Contact Name: _____

Parent/Guardian Signature: _____

Home Phone: _____ **Cell:** _____

I can help supervise: Yes / No

School District #10 (Arrow Lakes)

**HIGHER RISK FIELD TRIP (Levels 5-6)
INFORMATION & CONSENT FORM**

Activity: _____ **Lead Teacher Name:** _____

Location: _____ **Date (s):** _____

Departure from school: _____ am/pm **Arrival back at school:** _____ am/pm

Overview Itinerary for the Field Trip Program: _____

Transportation: Walking to and from the activity School bus/ District van Volunteer drivers

Potential Known Risks:

CONSENT AND ACKNOWLEDGEMENT OF RISK

- 10. I accept the mode of transportation for this activity.
- 11. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
- 12. I freely and voluntarily assume the risks /hazards inherent in the program /activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his /her participation.
- 13. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and or/ service providers administrators, instructors and supervisors over all phases of the program /activity.
- 14. In the event that my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangement and I will be responsible for any costs associated.
- 15. I acknowledge that it is my duty to advise the Lead Teacher of any medical/ health concerns of my child that may affect his/ her participation.
- 16. I acknowledge that the board may choose to cancel the trip if travel conditions are deemed unsafe (e.g. weather and health advisory). I accept that the board will not be liable for any costs associated with such a cancellation.
- 17. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety and that I shall be financial responsible for such services.
- 18. Based on my understanding, acknowledgement and consents as described herein, I agree that (Name of student) _____ (Date of Birth) _____ has my permission to participate.

Name (please print): _____ Date: _____

Signature: _____

Note any medical conditions or medication the staff or supervisors should be aware of: _____

Care Card Number: _____ **Family Physician:** _____

Emergency Contact Number: _____

Emergency Contact Name: _____

Parent/Guardian Signature: _____

Home Phone: _____ **Cell:** _____

I can help supervise: Yes / No

SCHOOL DISTRICT 10 (ARROW LAKES)

VOLUNTEER DRIVER APPLICATION

SCHOOL: _____

Driver's Name: _____

Address: _____

Telephone: _____

VEHICLE TO BE USED:

Year / Make / Style: _____

Colour: _____

License Plate No.: _____

Passenger Capacity: _____

Owner's Name: _____

Insur. Expiry Date: _____

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 \$3,000,000. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when traveling.
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 volunteer 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 under the age of 21. The driver must provide a copy of his/her current driver's license, vehicle registration, insurance documents, criminal record search results, and driving abstract to the school principal/vice-principal.
5. The vehicle must be equipped with winter, all season tires with the M/S (mud and snow) designation.

6. For safety and health reasons, volunteer drivers must 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 any alcoholic beverages or use any other substances which impair a person's ability to operate a motor vehicle.
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.

NOTES:

- A. If a vehicle is rated to carry 10 to 24 occupants, the driver must have a Class 4 drivers, license, regardless of the number of persons being carried.
- 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.

VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATION

I/We have read the above items 1 through 8, including notes, regarding transportation of students for sanctioned school activities and agree to follow these School District regulations.

(Driver's Signature)

(Date)

(Vehicle Owner's Signature)

(School Principal's signature)

SAMPLE

ANNUAL LEVEL ONE LETTER AND PERMISSION FORM

Dear Parents and Guardians,

At our school we work hard to enhance the learning opportunities for all our students. Our teachers recognise that valuable learning happens in the classroom and also in our surroundings too. In fact our village, our beach, our trails and our forests are extensions of our school.

During the course of the year, teachers plan to take students out of the school grounds so that learning can take place in situ. We will use local destinations in regular classes, PE lessons and for All-School Fitness.

We require your permission for your child to participate in these activities during the school year 20xx-20xx. All of these activities are within walking distance of the school. Any elementary group that leaves the school grounds will have the teacher and another adult with them. At the secondary level there will be the teacher with groups less than 10, or when larger, another adult too. If a teacher needs to use a school bus for their field trip they will sent home a separate letter, notifying you of this and ask for your consent on a different form.

Please complete the Field Trip-Parent Permission Form and return it to the school by _____ (date).

Please contact me here at the school if you have any questions.

Sincerely,

Principal

I _____ (Name of Guardian) give consent for _____

(Name of student) to go on the type of field trip outlined above.

Signature _____

Date _____

Risk Assessment Form 1/2

Date of visit:	Time of departure:	Return time:
Destination:	Telephone no of destination	Cell phone no of group leader:
Grade Group:	No of students:	Adult/Student ratio:
Group Leader:	Accompanying adults:	First Aiders:
Transport:	Name/No of driver(s) co.:	Risk assessment: Date Completed:

Risk Assessment Forms 2/2

(Risk – L – Low – unlikely to occur M – Medium – could occur H – High – could well occur if inadequate caution taken)

Hazard/Event	Risk	Action to be taken to reduce risk	Action to be taken in event of occurrence

Risk Assessment Form Sample

Date of visit: <i>October 4th 2015</i>	Time of departure: <i>8.30am</i>	Return time: <i>3.30pm</i>
Destination: <i>Idaho Peak</i>	Telephone no of destination <i>N/A</i>	Cell phone no of group leader: <i>778 123 4567</i>
Grade Group: <i>Grade 10 -Science</i>	No of students: <i>15</i>	Adult/student ratio: <i>3:15</i>
Group Leader: <i>Edith Cavell</i>	Accompanying adults: <i>Tom Thompson, Simon Fraser</i>	First Aiders: <i>Tom Thompson</i>
Transport: <i>Private vehicles</i>	Name/No of driver(s) co.: <i>Edith Cavell, Tom Thompson, Simon Fraser</i>	Risk assessment: <i>Yes</i> <i>Date Completed: September 30th 2015</i>

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Sample Risk Assessment Forms 2/2

(Risk – L – Low – unlikely to occur M – Medium – could occur H – High – could well occur if inadequate caution taken)

Hazard/Event	Risk	Action to be taken to reduce risk	Action to be taken in event of occurrence
Bear / Bear attack	L	Students to be trained in bear spray use, students to carry bear spray, group will make lots of noise, no dogs on hike, train students in measures to take in case of attack, walkie talkies	First Aiders to administer First Aid, Group to retreat to vehicles, use walkie talkies to call S&R, cell phones to call 911 if in reception,
Steep slopes / Broken leg	L	Students to be advised to walk on trails, no students to leave lookout platform unsupervised, students to walk in no more than twos	First Aiders to administer First Aid, use walkie talkies to call S&R, cell phones to call 911 if in reception, rest of group to return to vehicles at Parking Lot 1
Steep slopes /asthma attack	M	Students to have shared medical history prior to trip, bring medication needed, students with asthma to take a slower pace than group leaders and staff member to take regular stops with student	First Aiders to administer First Aid, group to retreat to vehicles, use walkie talkies to call S&R, cell phones to call 911 if in reception,
Cold temperatures/ hypothermia	M	Students to have warm clothes in packs, kit check before leave, all students to have mittens, cancel trip if forecast poor	First Aid administered, warm clothing, drinks and blankets in vehicle, one staff member to take student down mountain in truck.
Loose stones / sprained ankle	H	Students to have kit list to include sensible hiking students and kit check prior to leaving, group leader to set steady pace, group leader to warn off any loose sections ahead	First Aid administered and decision for student to continue or return to vehicle to wait with staff member for group to return
Sun stroke	L (it's October)	Look at weather forecast prior to trip and advise students day before to bring water, hats, sunscreen, sit under trees in shade on route when rest, steady pace set by group leader	First Aid administered, water for student, return to vehicle when ready and take down mountain to Slocan Lake Health Centre