



*The Board of Education of
School District No. 59 (Peace River South)
11600 – 7th Street
Dawson Creek, B.C. V1G 4R8
Phone: 250-782-8571 Fax: 250-782-3204*

Field Trip Handbook
Policy/Regulation/Practice
Revised March 2009

TABLE OF CONTENTS

SECTION:

1. General Field Trip Policy
2. Introduction to Field Trip Planning
3. Duties of the District Field Trip Coordinator
4. General Regulations Regarding all Field Trips
5. The Field Trip Application Process and Timelines
6. Type A and B Regular Trips– General Considerations
7. Field Trip Application Forms
 - Type A Trip (Pp-11)
 - Type B Trip (Pp-13)
8. Forms Relating to Field Trips
 - Form 1 –Student Medical Information (Pp-16)
 - Form 2 - Special Activities Consent (Pp-18)
 - Form 3 – Gwillim Lake High Risk Activities Waiver and Consent Form for Use of the Climbing Wall and for Canoeing (Pp-19)
 - Form 4 - Supervisors Checklist for Volunteer Drivers (Pp-21)
 - Form 5 - Information for Volunteer Drivers (Pp-23)
9. Use of Privately Owned Vehicles to Transport Students

Section 1. GENERAL FIELD TRIP POLICY

The Board of Education encourages the use of organized off-campus trips that will serve worthwhile educational outcomes and further the purposes of District and school goals.

The Board recognizes that the delivery of varied programs, using the field trip as a learning medium, requires coordination, safety precautions and financial resources. In order to protect the student, the teacher and the parent, and in order to distribute opportunities and resources as equitably as possible to all students in the district, the Board will review, from time to time, the regulations that specify the Board's position. These regulations and practices are outlined in the District *Field Trip Handbook*. The Board will provide the services of an administrator to manage these regulations.

Field trips within Canadian borders that focus on Canadian heritage, regional differences and cultural diversity are encouraged.

International field trips organized to focus on sound educational outcomes, and cross-cultural understanding, will be supported by the Board.

The Board believes that curricular and extracurricular activities involving travel are an important offering to our students. In the interest of student safety, these activities must be carefully planned, executed and controlled. The School District acknowledges they are often an established part of school life and may be one of the most memorable and enriching activities in an overall educational program. Such activities must advance legitimate educational goals and must be effectively supervised in a manner to protect the students and the programs. (End of policy)

Special Considerations Before Planning Begins:

The Board is fully prepared to support field trips for students in School District No. 59, and they advise that the primary consideration in field trip planning is the safety and well being of the students and staff. Increased concerns with regard to student safety and Board liability have prompted the field trip process to be reviewed regularly. Teachers are advised to consult with their Principal to be certain that there are no additional requirements that are not contained in this manual. The following considerations must be addressed by the trip supervisor in preparation for a field trip:

- In undertaking this field trip how will the risks increase to the safety and well being of my students?
- What are the nature and the degree of any increased risk(s)?
- Have I communicated the risks to the parents of my students, and provided an option for the parents to withdraw their child from the field trip if they feel the risks are beyond their child's comfort or capacity?
- Have I minimized the risks to a reasonable level by adjusting my travel destination and educating my students of the risks they may face?
- Can the outcomes involving higher risk activities be achieved in an alternate or safer way?
- Do I have a signed consent from the parent, stating that they accept the described risks that may arise while their child attends the trip?
- Is it necessary to arrange for certified people to assist with planned activities?

Section 2. INTRODUCTION TO FIELD TRIP PLANNING

In providing support to the use of field trips as an educational vehicle, the Board expresses its concern that the value of any trip must be assessed in the context of the amount of classroom instruction time lost, the potential contribution to student learning and the financial costs to the individual student, the School District and the community. It is not the intention of the Board to impose restrictions on learning activities which contribute to legitimate educational outcomes. Rather, this policy should enable all those responsible for the education of our students to ensure that such activities undertaken during the school year:

- Are directly related to the tasks the public school is expected to perform within a relatively short school year;
- Have been planned to achieve specific educational outcomes;
- Are organized with provision for adequate supervision; and
- Are conducted in a manner which will not bring discredit upon the teacher, the school or the Board.

All trips consist of two parts that will be reported on in the Field Trip Application:

1. *The educational pre-planning*, includes learning the culture, history, geography topography etc... of the destination; discussion of the movement of students, expected behaviors and the learning outcomes which will be achieved during the field trip.

Additional non-educational pre-planning activities will need to be arranged by the trip supervisor. These include, where necessary:

- Booking personnel who may assist in the trip;
 - Arranging for special equipment;
 - Identifying volunteers;
 - Ensuring a first aid attendant is accompanying the group, if necessary;
 - Meeting the volunteer driver requirements; and
 - Securing criminal record checks.
2. *The trip itself*: the trip should be well organized with detailed itinerary, learning outcomes, and assessment plans. Field trips are intended to provide an enriched learning environment to meet outcomes.

Section 3. DUTIES OF THE DISTRICT FIELD TRIP COORDINATOR

- Enforce Board policy and regulations regarding field trips.
- Report trips to the Board annually or as directed.
- Improve Field Trip policy and regulation, and bring recommendations to the Policy Committee of the Board.
- Coordinate the educational use and development of the Pat O'Reilly Gwillim Lake/Outdoor Environmental Studies Centre with the District Facilities Manager.
- Act as liaison by informing and advising Principals of the Board's Field Trip policies and regulations.
- Review and approve Type A and B Field Trip Applications in coordination with the Principal of the school, and the trip supervisors.

- Maintain the currency of the Field Trip Handbook, and communicate revisions to the staff in the District.
- Maintain the currency of the Site Use Guide for the Pat O'Reilly Gwillim Lake/Outdoor Environmental Studies Centre.
- Coordinate professional development opportunities for caretaking and Outdoor Education staff to maintain credentials that support outdoor education activities.

Section 4. GENERAL REGULATIONS REGARDING ALL FIELD TRIPS

- Whenever the teacher, Principal, Superintendent, or Board determines that dangerous circumstances may exist that could affect the health, safety, or welfare of those traveling on a field trip, the Principal, Superintendent, or Board may withhold or withdraw approval for the field trip. Prior to departure, the teacher/supervisor will actively make himself/herself aware of any travel advisories that may be available through the RCMP, or The Department of Foreign Affairs. The District Field Trip Coordinator will immediately be made aware if any travel advisory is in effect for the proposed trip. Should emergent events cause the withdrawal of approval for a trip, the school, District and Board will assume no liability for reimbursement of costs or expenses incurred by the cancellation of any trip. *Parents will need to be aware of this condition in advance of committing money to a school based field trip.*
- Trip supervisors and principals **shall** familiarize themselves with Board Policies in the Field Trip Handbook and regulations covering the transportation of students.
- Principals will be convinced that a field trip is educationally relevant, and that safety considerations have been covered, if a trip is to receive further consideration.
- A suitably equipped first-aid kit will be available on all school bus trips (including mini bus) and on all outdoor education trips.
- Field trips are lawful school activities and applicable school policies and regulations apply regarding student conduct, supervision and safety. Parents and students must be informed *prior to departure* that a prompt return home at parents' expense is a logical consequence if their child was unprepared to accept responsibility for their conduct.
- Students on trips shall always be under the supervision of a teacher. There is to be **NO** unsupervised time or “free time” provided for students.
- Every effort should be made to include students who might not be able to participate due to legitimate financial reasons.
- Volunteer drivers of automobiles carrying students on field trips must provide a Driver’s Abstract, ensure their vehicles are in excellent mechanical condition, and have current liability insurance coverage. Completion of form 4 and 5 in Section 8 will precipitate the bridging coverage necessary for volunteer drivers to be covered under provincial insurance. It is important to note that this coverage does not address property damage.
- Under no circumstances shall a student be permitted to act as a volunteer driver.
- Volunteer drivers shall receive a completed Form 4 and 5 in Section 8. Schools should not remunerate

volunteer drivers directly unless they are commercially licensed. Providing remuneration to volunteer drivers alters the necessary insurance requirements. Expenses related to school travel such as fuel, accommodation, and meals, may be reimbursed by the school.

- Parents must be kept well informed of field trip activities. Signed parental consents, and in some case waivers, must be received prior to departure. Forms 1 in Section 8 will also be used for trips longer than one day. Emergency contacts and health information should travel with the trip supervisor. It is advisable that a copy of this information is also on file at the school.
- Non-athletic trips that extend longer than a day must have Approval in Principle AND Final Approval using the appropriate form from Section 7. International trips are approved by the Board of Education.
- All volunteers who travel with, or who may otherwise have “unsupervised access” to students, must have a criminal record check on file with the District. This must be current within three (3) years of the planned event.

Section 5. THE FIELD TRIP APPLICATION PROCESS AND TIMELINES

Trips are classified by their length, and by the destination of the proposed trip.

TYPE A:

Field Trips proposed to occur *within the boundaries of British Columbia and Alberta*:

- Single day or partial day trips are under the jurisdiction of the Principal. The Principal will also be responsible for overnight athletics trips. A Field Trip Application approved by the Principal, is necessary for each occasion the team/athletes may travel.
- All other approvals are under the jurisdiction of the Principal and the District Field Trip Coordinator.
- Anytime a class of students is moved off-campus, for any reason (eg, swimming, curling, running, tennis courts...), an approved Type A Field Trip Application must be on file.

TYPE B:

These are field trips proposed to occur *outside the boundaries of British Columbia and Alberta, including international trips*. Planning for international trips entails longer timelines for approval, and close communication with the District Field Trip Coordinator. Staff considering an international trip should discuss the possibility with the District Field Trip Coordinator 1 year in advance.

The application process for Type A field trips that may be (1) day or overnight athletics trips, **or** one (1) day class trips, involves a single step.

- Staff submits a Type A Field Trip Application, with supporting documents, to their Principal for final approval. Timelines for field trip applications are at the discretion of the school Principal.

Note: On all occasions where classes may leave the school campus for non-routine activities, an approved Type A Field Trip Application shall be on file. In this way the School Protection Plan is engaged to cover liability.

The application process for all other Type A field trips, that are overnight or multiple day trips, involves two steps.

Step #1

- The trip supervisor will submit a Field Trip Application requesting Approval in Principle, together with supporting documents, to their Principal. The Principal will assess the application and if approved, will forward it to the District Field Trip Coordinator ***no less than 8 weeks in advance*** of departure. A letter of Approval in Principle will be sent to the trip supervisor and copied to the school Principal.

Step #2

- The trip supervisor will again submit a Field Trip Application requesting Final Approval, demonstrating that all planning is complete with all supporting documents, to their Principal. The Principal will assess the application and if approved, will forward it to the District Field Trip Coordinator ***no less than 4 weeks in advance*** of departure. A letter of Final Approval will be sent to the trip supervisor and copied to the school Principal. Upon receiving final approval, the trip becomes insured under the School Protection Program.
- *Groups scheduled for field trip departures in September and October will require approvals to be completed before June 30 of the previous school year.*

The application process for Type B field trips that are international in nature, involves three steps. (Note: The District will not ordinarily approve international field trips to destinations the trip supervisor has never travelled, unless the services of a tour company will be contracted.)

Step #1

- ***No less than six (6) months*** in advance of departure, not including vacation breaks, the sponsor teacher(s) will submit a “letter of intent” to the school Principal, describing their plan to initiate a national or international trip. The Principal makes a note on the letter, indicating their approval to proceed. A copy (with Principal’s comments) is then sent to the District Field Trip Coordinator. This letter will be brought to the attention of the School Board. A formal reply to the letter of intent will be provided to the trip supervisor(s) with a copy to the Principal.

Step #2

- ***No less than three (3) months*** in advance of departure, not including vacation breaks, the sponsor teacher will submit a Field Trip Application Type B-Section 9, requesting Approval in Principle to proceed. As many details as possible are provided at this time to facilitate approval from the Principal, District Field Trip Coordinator, and to inform the Board of Education in detail. A number of conversations may occur at this time between District staff and the school staff, to ensure safety and liability concerns are fully addressed. A letter providing approval in principle will be sent to the trip supervisor and the school Principal.

Step #3

- ***No less than one (1) months*** in advance of departure, not including vacation breaks, the supervising teacher will submit a Field Trip Application Type B (Form 2 in Section 9) once again, requesting Final Approval to proceed. All details are provided at this time to facilitate approval from the Principal, District Field Trip Coordinator, and Board of Education. A letter providing final approval will be sent to the trip supervisor(s) and school Principal. Upon receiving final approval, the trip becomes insured under the School Protection Program.

Note: the trip supervisor(s) are advised to learn the date of the regular Board meetings that are in advance of the date for final approval. Submissions for final approval that arrive at the District office between the Board meetings, may delay approval on the above timeline.

Section 6. GENERAL CONSIDERATIONS FOR FIELD TRIPS

- Arrangements must be made for the instruction of any students not participating in the trip who are normally taught by the teachers involved in the field trip. A **minimum of 2/3** of any class must participate if the trip is to go ahead.
- There will be male and female adult supervisors with any mixed group. All volunteer supervisors must clear a criminal record check prior to departure.
- A School District employee will be identified as the field trip supervisor, and will be the final authority on the trip.
- Students must assume responsibility for their conduct and for work missed. Where necessary, they must approach their teachers for permission to miss classes, and to receive direction for maintaining currency in their studies.
- Where a child's history suggests that he/she may present a discipline problem on the trip, a meeting of the Principal, teacher and parents will occur to establish a clear plan for behavior management prior to departure.
- Trip supervisors must ensure that parents have full knowledge of student requirements in the areas of: risks that may be encountered, travel expenses, accommodation, clothing, personal expenses, behavior, responsibility for missed work and itinerary. Parent "informed consent" forms, signifying this knowledge, must be signed and returned as a prerequisite for participating in a field trip. *Information concerning medical problems must be directly requested from parents during the trip preparation.* The public health nurse should be consulted when a medical condition exists for a participating student.

Outdoor/Environmental Studies Trips:

- Principals will determine the competence of their outdoor education trip supervisors through previous successful experience or certification. It is essential that the trip supervisor is familiar with, and is competent and comfortable in, the environment where s/he may be placing their class. This point is particularly relevant when outdoor education trips are planned.
- At least one adult accompanying the trip **must** possess a valid First Aid Certificate. An appropriately equipped first aid kit will be available at all times.
- The length of trips will not normally exceed the following:
 - Grade 7 to 12 - five (5) school days;
 - Grade 6 – four (4) school days;
 - Grade 5 – three (3) school days;
 - Grades 3 to 4 - two (2) school days;
 - Kindergarten to grade 2 - one (1) school day
 - [Split grades may go with the higher grade recommendation.]

- The student/supervisor ratio should be kept as low as possible with 15:1 as a maximum guideline. The District recommends a ratio closer to 8:1 for middle and elementary school trips. The total group size should be kept under 35 students where feasible. In addition to the trip supervisor, other supervisors may be teachers, support staff, parents, responsible adults or, in the case of elementary students, responsible grade 11/12 students. Ratios will need to be improved as students with particular challenges may increase the need for adult supervision. It is understood that the trip supervisor is always in charge, and may not delegate their role as overall supervisor.
- All supervisors using the Pat O'Reilly Outdoor Education Centre will be familiar with, and guided by, the **Gwillim Lake Site Use Guide**. The guide is available on the District web site: sd59.bc.ca.
- All supervisors on all such trips will promote non-intrusive, non-consumptive use of the environment. Wherever possible conservation of energy should be modeled and practiced. All garbage will be diligently controlled and carried away to a dumpster location.

Cold Weather:

- For outdoor field trips and/or winter camping programs conducted during sub-zero temperatures, the trip supervisor must ensure that a heated facility is available within a reasonable walking distance (not more than 30 minutes away), in the event of extreme weather changes or other emergency situations that may arise.
- It is recommended that outdoor camps or winter camps, where buildings are not available, not be held when weather forecasts indicate that temperatures may drop below minus 20 C (including wind chill).
- It is recommended that all outdoor activities be canceled at temperatures below minus 30 C.

Water Activities:

- Waiver forms for these activities must be signed and on file.
- For field trips involving swimming activities, the trip supervisor must ensure that the activity is under the direct supervision of a trained water safety instructor with current life-saving qualifications. The rule to follow is that if any student goes in water beyond their knees, there must be a water safety instructor present.
- All students involved in boating activities must wear Ministry of Transport approved life jackets or Type I approved personal flotation devices. These will be worn in a properly fastened manner at all times during the activity.
- For boating activities involving canoeing, kayaking, rowing, sailing and power craft, a qualified instructor trained in the supervision and operation of the craft type being used, must be present and supervising the activities.
- For canoe trips on lakes, the trip supervisor must be familiar with existing water conditions and the route traveled. Travel by canoe is expected to be within 50 meters of shore. Students will not travel on any water without a certified flat water or moving water instructor being present.
- Each watercraft must have a whistle, paddle, and P.F.D. for each person. A minimum of one (1) water bailer will be present in the watercraft. The watercraft will have a spare paddle and will have appropriate flotation.

Wilderness Areas:

- For field trips in remote or wilderness areas, the trip supervisor must ensure that the volunteers and students are properly prepared.
- Waiver forms for these activities must be signed and on file.
- The trip supervisor has first-hand knowledge of the area and has established class safety and emergency procedures that are understood by all participants.
- The local area authorities such as R.C.M.P., Forestry, or Park officials have been informed about the program, destination, and route to be followed with an itinerary and list of participants on file with the school.
- When traveling on active logging roads, notify the companies involved that you will be using the road. They will inform their drivers to be aware of your movements.
- The trip supervisor and assistants are aware of the closest telephone, medical services, and R.C.M.P station. It is recommended that the trip supervisor carry a satellite or cellular telephone and have appropriate emergency numbers in their possession. An emergency evacuation plan will need to be considered prior to departure.
- Permits for fishing, and necessary permission for access will be obtained where required.
- Pre-trip physical conditioning will be part of the students' preparation.
- Where firearms may be required for safety concerns, the person carrying the firearm must have a valid provincial hunting license and a valid federal license to carry firearms. No student will be allowed to carry a firearm. Where the trip supervisor plans to carry a firearm at any time during the trip, this must be indicated on the Field Trip Application.
- Students will not participate in “solo” experiences. Establish a buddy system prior to departure. All students and volunteers will be instructed as to what to do if they should become separated from the group.
- All participants will have a whistle, compass and map, and matches on their person. They will be practiced on the use of these items should they become lost.

International Trips:

- For international trips the question should be asked whether the outcomes may be met as effectively on a trip closer to home. The Principal will be convinced that the trip will be a sound learning, and broader educational experience for the students, prior to approval.
- The Federal Ministry of External Affairs is to be consulted prior to assigning a destination for student travel that is outside the boundaries of Canada.
- Trips will not normally be approved to destinations where the trip supervisor has no recent experience unless the services of a travel organization has been contracted.

Section 7.

FIELD TRIP APPLICATION - TYPE A TRIP

To be used for Approval in Principle and Final Approval for field trips that extend no further than the BC and Alberta borders.

This application is requesting permission for:

- An athletic/team trip or regular day trip (principal approves trip)
- An overnight class or group trip (district and principal approve trip)

For regular overnight field trips, this application must be received by the District Field Trip Coordinator no later than eight (8) weeks in advance of the trip for Approval in Principle and no later than four (4) weeks in advance of the trip for Final Approval.

High risk activities such as remote camping, downhill skiing, snowboarding, canoe treks etc... require a waiver of liability to be signed for each participating student.

Date: _____(Day/Month/Year)

- This request is for: Approval in Principle (A minimum of 8 weeks in advance.)
- Final Approval (A minimum of four 4 weeks in advance.)

- This application is within the required timelines: Yes
- No (Explanation is attached for trip to be considered for approval.)

School: _____

Grade(s): _____

Anticipated number of males: _____ females: _____

Trip Supervisor(s) (teacher(s) in charge): _____

Destination: _____

Departure date: _____ Return date: _____

Name(s) of volunteer supervisors(s)

1. _____
2. _____
3. _____
4. _____

Supervisor holding first aid certification: _____

Level of first aid certification: _____

Expiration date of first aid certification: _____

A criminal record review is on file for all volunteers? Yes
 No

Mode of transportation of students: _____

Direct cost per student: _____

Volunteer drivers have a clean Driver's Abstract? Yes
 No

Form 5, **Information for Volunteer Drivers** has been given to drivers? Yes
 No

Form 4, **Supervisors Checklist for Volunteer Drivers** was complete prior to departure? Yes
 No

The following information is **attached** and **has been reviewed** by the principal and supervisor with initials provided below.

1. A description of the pre-trip educational activities undertaken to prepare the students for the trip;

Trip Supervisor's Initials _____ Principal's Initials _____

2. A description of anticipated learning outcomes linked to classroom IRPs;

Trip Supervisor's Initials _____ Principal's Initials _____

3. A detailed itinerary of locations and events that will occur;

Trip Supervisor's Initials _____ Principal's Initials _____

Signature of trip supervisor: _____

Trip supervisor's comments:

Signature of Principal approving trip: _____

Principal's comments: _____

Section 7.

FIELD TRIP APPLICATION - TYPE B TRIP

To be used for Approval In Principle and Final Approval of Type B trips extending beyond the borders of BC and Alberta, including international trips.

This application is requesting permission for:

- An athletic team overnight trip (principal approval)
- A regular overnight field trip (district and principal approval - 8 weeks)
- An international field trip (trustees, district and principal approval - 6 months)

Timelines for field trip applications to be completed vary in each of the above situations. See regulations under section 5.

High risk activities such as remote camping, downhill skiing, snowboarding, canoe treks etc... require a waiver of liability to be signed for each participating student.

Date _____ (Day/Month/Year)

This request is for: Approval in Principle
 Final Approval

This application is within the required timelines: Yes
 No (Explanation attached to receive consideration.)

School: _____

Grade(s): _____

Number of males: _____ females: _____

Trip supervisor(s) (teacher(s) in charge): _____

Destination: _____

Departure time and date: _____

Return time and date: _____

Total trip days: _____ Total school days: _____

Name of tour company contracted to facilitate this trip (if applicable):

Contact(s) for tour company: _____

Name(s) of additional/volunteer(s) and supervisor(s)

1. _____
2. _____
3. _____
4. _____

Supervisor holding first aid certification: _____

Level of first aid certification: _____

Expiration date of first aid certification: _____

A criminal record review is on file for all volunteers? Yes
 No

Mode of transportation of students: _____

Volunteer drivers have a clean Driver's Abstract? Yes
 No

Form 5, **Volunteer Drivers Information** has been given to drivers? Yes
 No

Form 4, **Supervisors Checklist for Volunteer Drivers** is prepared and ready to complete prior to departure? Yes
 No

Direct cost per student: _____

Source of funds: _____

The following information is attached and has been reviewed, with initials provided below: *partial Final Applications will not be approved.*

1. A description of the pre-trip educational activities undertaken to prepare the students for the trip;

Trip Supervisor's Initials _____ Principal's Initials _____

2. Approved learning outcomes linked to classroom IRPs;

Trip Supervisor's Initials _____ Principal's Initials _____

3. A detailed itinerary of locations and events that will occur;

Trip Supervisor's Initials _____ Principal's Initials _____

Signature of trip supervisor: _____

Trip supervisor's comments: _____

Principal's signature approving trip: _____

Principal's comments: _____

Student Medical Information

Student's name: _____

Parent(s), please fill out and sign all sections of this form.

Statement of student health: please list any ongoing medical concerns, disabilities, or problems involving your child which may affect his/her participation in a field trip.

Asthma _____ Allergies _____

Bronchitis _____ Sleepwalking _____

Bedwetting _____ Nightmares _____

Head lice _____ Epilepsy _____

Other _____

Is your son/daughter taking any prescription medication? Yes
 No

Medication required by the student, that is to be administered by the trip supervisor, must be clearly labeled with the student's name, the name of the medication, what it is to be used for, how it is to be administered, the quantity to be administered and the times it is to be administered.

Only the amount of medication required for the duration of the trip is to be provided.

Name of medication: _____

What is it used to treat: _____

How is it administered: _____

Quantity to be administered: _____

How often is it administered: _____

By my signature below, I am requesting that the trip supervisors administer these medications, as directed above, to my son/daughter.

Student's name: _____

Signature of Father or Guardian Date _____ (Day/Month/Year)

Signature of Mother or Guardian Date _____ (Day/Month/Year)

IN CASE OF EMERGENCY: I hereby request the physician selected by the trip supervisor to provide treatment for my child named above.

Signature of Father or Guardian Date _____ (Day/Month/Year)

Signature of Mother or Guardian Date _____ (Day/Month/Year)

In an emergency event where parents cannot be contacted:

Please contact: _____

Phone #: _____ Relationship to student: _____

Name of Family Doctor: _____

Phone # of Family Doctor: _____

Name and number of Medical Plan: _____

Special Activities Consent Form

(This form is used for routine travel for Type A Field Trips.)

School Name: _____

Parent(s), please fill out this form, and return to the trip supervisor.

Trip supervisor(s): _____

Name of Father: _____

Name of Mother: _____

Street Address: _____ Phone No. _____

Name of student: _____

I, the parent (or guardian) of give permission for my child to attend the field trip to

(destination) _____,

from (date) _____, to (date) _____.

I acknowledge that this trip involves (nature of the trip including risks involved):

We have read the information to parents explaining the organization and purpose of this trip and acknowledge that School District No. 59 (Peace River South), through the schools in the District, endeavors to enhance the educational activities and benefits available to the students in the School District by initiating and sponsoring activities for which teachers and supervisors volunteer their time, and further acknowledge that I/we [parent(s)] understand and agree to assume all risks and hazards involved or arising out of such activities or transportation to and from such activities.

Parents should feel free to contact the school with any questions concerning the trip.

Signature of Father or Guardian Date _____ (Day/Month/Year)

Signature of Mother or Guardian Date _____ (Day/Month/Year)

**GWILLIM LAKE HIGH-RISK ACTIVITIES
WAIVER and CONSENT FORM**

Waiver:

In consideration of offering my child _____, an opportunity to: (Parents initial one or both boxes below for your child to participate.)

- 1 Climb on the Gwillim Lake climbing wall (potential risks listed below)
- 2 Canoe instruction, and lake travel in a canoe (potential risks listed below)

on (dates)_____, I waive any and all claims I may have against, and release from all liability and agree not to sue the school, District, its Board of Directors, and its officers, employees, agents, volunteers and representatives for any personal injury, death, property damage or loss sustained as a result of my child’s participation in the activities described here, arising out of any cause whatsoever, including negligence.

As the parent/guardian, I am 19 years of age or more and have read and understand the terms of this waiver, and I understand that it is binding upon me, my heirs, executors and administrators.

Signature of father (or custodial parent(s): _____
AND

Signature of mother (or custodial parent(s): _____

Date: _____ (Day/Month/Year)

Consent:

Climbing wall risks:

1. The children will be assisted and will receive instruction on the safe use of the climbing wall, and will be and observed by a minimum of two (2) supervisors while climbing. All reasonable efforts will be taken to prevent accident or injury, and ensure a safe experience. Nevertheless, there are risks associated with this activity that may include:
 - Falling while climbing or rappelling (children are in a harness intended to take their weight should they lose their grip or fall);
 - Injuries related to slips, trips, falls in the climbing area;
 - Collisions with other climbers and/or the wall;
 - Becoming entangled in the ropes, harness or apparatus;
 - Equipment malfunction;
 - Human error;
 - Mechanical failure of the suspension devices or ropes;
 - Loss of manual dexterity while climbing, due to cold or fatigue;
 - Other risks associated with participation in the outdoor environment in this region.

Canoeing risks:

2. The children will be assisted and will receive instruction on the safe use and maneuvering of a canoe by a certified instructor. All reasonable efforts will be taken to prevent accident or injury, and ensure a safe experience. Nevertheless, there are risks associated with this activity that may include:
 - Injuries related to slips or falls on a rocky and/or slippery shoreline;

- Falls or sprains or other injuries related to stepping into and stepping out of a canoe if launching from shore;
- Injuries related to collisions with other watercraft or being struck by a paddle or rope;
- Injuries related to equipment malfunction or becoming entangled in cord, bailer, overhanging limbs;
- Hypothermia/hyperthermia due to getting wet and/or insufficient clothing or hydration;
- Allergic reactions to natural substances in the outdoor environment (insects, nettles, ivy);
- Motion sickness if on the lake in wavy circumstances;
- Human error;
- Drowning or near drowning from being in the water due to an overturned canoe or fall from a canoe or falling into the water when getting into or out of the canoe at the floating dock;
- Other risks associated with participation in a paddle-sport activity.

3. Accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the child, or the supervisors or the District or its Board, employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in one or both of the activities described above, you are accepting the risk of an accident occurring, and agree that the activities, as described above, is/are suitable for your child.

In signing this Consent I am not relying on any oral or written representation or statements made by the organizers, agents, employees, or authorized volunteers, to induce me to permit my child to participate, other than statements set out here.

Signature of father (or custodial parent(s): _____

AND

Signature of mother (or custodial parent(s): _____

Dated: _____ (Day/Month/Year)

Supervisors Checklist for Volunteer Drivers

Date of trip departure: _____ (Day/Month/Year) Return: _____ (Day/Month/Year)

Trip Supervisor(s): _____

Destination: _____

Note: Trips by private vehicle are not allowed beyond 250 kms of the school campus.

Purpose for trip: _____

Checklist for Volunteer Drivers:

Volunteer's name:	Vehicle inspected?	Driver's Abstract?	Criminal Record Check?	Insurance?
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regulation Note: a designated volunteer driver may not carry more than four (4) passengers in his/her vehicle, even if the vehicle has greater seating capacity and even if other passengers are non-students. This is to reduce the exposure of students and volunteers to risks. Each student must have a fully functional seat belt, and must be required by the volunteer driver to wear it whenever the vehicle is in motion.

Checklist for Trip Supervisors:

1. Consent forms received from every student.
2. I have a file of students traveling, including vehicle assignment and home contact telephone numbers and relevant medical information.

The trip supervisor is instructed to put all forms regarding this trip into an envelope, along with any supplementary forms and/or reports or correspondence and keep it available if needed throughout the trip. A copy of the information is given to the Principal prior to the trip. If the trip supervisor is uncertain about any course of action required, the supervisor should check with the Principal.

Regulation Notes: where a parent or guardian has elected to transport his/her own child to an event, and they are not deemed to be a volunteer driver, (see section 11, forms 5 and 6), no "other" child may travel with that parent. All children may travel to events only in the manner arranged for by the school, and/or travel with his/her custodial parent or legal guardian. Where a child seeks an alternate mode of travel that does not meet these guidelines, they are not considered to be part of the event and cannot participate.

Where a parent requests, in writing, that a child is permitted to spend time with a principle relative in the course of a field trip, the request must be received by the Principal prior to departure. The receiving relative will be required to produce picture identification, to ensure that the child is released

to the designated relative. The child will not be released to anyone other than the designated relative identified in the communications. Visitations of this kind will only be permitted where the itinerary for the trip is not interrupted.

Drinking on Field Trips: Under no circumstances are students or supervisors (volunteers or Board employees) permitted to drink or be under the influence of a controlled substance while on a field trip with students. Supervisors/volunteers, are deemed to be carrying out the business of the Board at all times and are responsible for the students from the time the trip commences, until the students are dismissed into the care of their guardians at the completion of the trip. This restriction applies in all countries, regardless of domestic laws or customs. Trip supervisors may be called upon at any time to deal with circumstances that require clear thinking and decisive actions.

Information for Volunteer Drivers

Date: _____(Day/Month/Year)

Authorized School Activity: _____

Dear Volunteer Driver:

Re: *Volunteers Transporting School District No. 59 (Peace River South) Students*

Let me express our sincere appreciation for your assistance in transporting our students. Since you have offered your services, it is only fair that we, the school and the Board of Education of School District No. 59 (Peace River South), ensure that you are aware of the situation in which parents, teachers and volunteers place themselves when they transport students in private vehicles. These regulations will apply:

- The students must wear seat belts “in a properly adjusted and securely fastened manner”. There must be a seat belt for each student in the vehicle;
- All children weighing 18–36 kg (40-80 lbs) and less than 145 cm tall (4’9”) must be secured in an approved booster seat, restrained with a lap and shoulder harness, or in a booster seat, restrained with a lap belt, only where a shoulder harness is not available;
- Each volunteer driver must have a copy of their insurance papers, and a Driver's Abstract on file with the Principal at the school. These will be kept in a confidential file;
- A volunteer may not carry more than four (4) passengers (driver + 4) in their vehicle. This rule applies even in cases where the vehicle has greater carrying capacity. The purpose of this is to reduce the potential risk to students, and to drivers;
- Drivers should be aware that they are in a very different insurance situation if they receive pay for transporting students. Your insurance would have to cover you as a commercial carrier. Licensing would also have to be upgraded accordingly. In such a case, you would require a school bus permit;
- The school can pay all travel expenses associated with a field trip, where receipts are submitted (fuel, accommodation, food);
- While using or operating a motor vehicle with the approval or authority of the School District (this signed letter will give you authorization) on a school function, you are covered for liability concerns to a limit of 50 million dollars;
- Be aware that School Protection Program covers third party liability only, and does not cover property damage;
- The driver must have the names, addresses and phone numbers of their four (4) passengers, and must ensure that his/her vehicle is in good repair;
- Be certain that you know the routes, schedules and details of the travel plan and the activities the students are attending;
- Confirm with the trip supervisor that parental consent has been received for all students in your vehicle.

Once again, let me thank you for your valuable assistance and the extra effort you put into our schools' activities.

Yours truly,

Principal

Section 9. Use of Privately owned Vehicles to Transport Students

1. Definitions:

Curricular or Extra-Curricular programs are studies or activities that are provided, organized by, or sponsored by an authority of a school.

Trip supervisor is the employee who exercises School Board authority in accordance with Board policies or directives for the planning and undertaking of a field trip.

2. The use of private vehicles to transport students is limited to the following:

- a) Travel within 250 kilometers from campus of origin;
- b) Travel outside of the 250 kilometer limit shall be by mini bus, coach-type bus, school bus or by public transportation, commercial aircraft, etc.

3. The Principal may designate, in writing, the “trip supervisor”, as defined in the Field Trip Handbook, to assume overall responsibility for arrangements and supervision of the travel and activity. The “trip supervisor” would normally be the sponsor or classroom teacher, coach or activity sponsor. If the Principal does not designate someone else to be the supervisor, then the Principal assumes the responsibilities as trip supervisor.

4. A passenger list including home contact telephone numbers for the passengers must be available in the school and carried with the trip supervisor.

5. Each school shall maintain a roster of authorized drivers having at least three (3) years of driving experience and possessing an unrestricted license (not including corrective lenses) to drive the particular vehicle being used. The Principal should ensure that a Driver’s Abstract for each driver is updated each calendar year. Only the authorized driver for a vehicle may drive that vehicle during the trip for which the driver's services are requested. All drivers of mini-busses are required to have a class 4 Driver’s License, current Driver's Abstract on file with the school whose busette they are driving, and have completed the District’s mini-bus safety course. Driver's Abstracts will be kept in a confidential file.

Schools may reimburse volunteer drivers for any costs associated with providing a criminal record check, or for providing a Driver’s Abstract.

6. It is the responsibility of the trip supervisor to obtain, prior to the trip, the written consent of the parent or guardian of each student being transported, in each instance. In the absence of a written consent form, the student may not travel.

7. The trip supervisor will ensure that the number of persons being carried in a passenger vehicle shall not exceed four (4) passengers, nor shall the passenger vehicle exceed the designated carrying capacity of that vehicle, and that there is a seat belt for each person in that vehicle.

8. In the case where bad weather is likely to cause problematic driving conditions, the trip supervisor is advised to check with police and/or highways authorities with respect to driving conditions to or from an event. Any time a travel advisory has been issued for the roads to be travelled, the trip should be postponed until favorable driving conditions exist. Where a return trip is delayed by bad weather and road conditions, the principal and the parents will be notified. Do not be concerned about waiting for better road conditions as long as all concerned are informed! If costs are incurred as the result of a delay due to inclement weather, the parent/guardian will be responsible, except where such costs would represent a financial hardship.

9. Students may be charged fees for transportation, meals and lodging, but every effort will be made to accommodate the student who legitimately cannot afford it.

10. The Special Excess Third Party Legal Liability Policy from ICBC will increase the volunteer driver’s insurance to \$1,000,000.00, if necessary. Beyond that amount, the School Protection Plan will insure the volunteer for liability to a maximum of \$49,000,000.00. Completing the work entailed in Forms 4 and 5, Section 8 initiates the above coverage.

11. Volunteer drivers may be reimbursed for their fuel, lodging and food costs. Their insurance is not affected unless they are driving students for profit.