



**SCHOOL FIELD TRIP REQUEST  
REQUEST TO PRINCIPAL**

(A two week minimum for trips outside SD61, SD62, SD63, and a two day minimum for trips within SD61, SD62 and SD63)

1. Date of Submission:		
2. Trip Supervisor:	Class/Team/Club:	
3. Date of Trip:	Departure Time:	Return:
4. Destination:		Phone #
5. # of Students:	# of Males:	# of Females:
6. Purpose of Trip:		

<u>NAMES OF SUPERVISORS</u> <input type="checkbox"/> meets required supervision ratio		Staff (S) Parent (P) Volunteer (V)	Preferred Gender M/F
1. Trip Supervisor: _____	Cell Phone #: _____		
2. Other Supervisors: _____		_____	_____
3. Other Supervisors: _____		_____	_____
4. Other Supervisors: _____		_____	_____
5. Name of Service Provider: (if applicable) (eg. SEVEC, Victoria Rowing Club etc.)		Contact Person:	S.P. Phone #:

<u>TRANSPORTATION</u> (check all that apply)	<u>Driver</u>	<u>Name of Volunteer/Student</u> <u>Driver(s)</u>	<u>Staff (S)</u> <u>Parent (P)</u> <u>Volunteer (V)</u>	<u>Volunteer</u> <u>Driver</u> <u>Form</u> <u>Completed</u>
<input type="checkbox"/> Walking	<input type="checkbox"/> Professional	1. _____	1. _____	1. _____
<input type="checkbox"/> School Bus a) private b) school owned	<input type="checkbox"/> Volunteer (staff/parent/other)	2. _____	2. _____	2. _____
<input type="checkbox"/> Public Transit	<input type="checkbox"/> High School Student(s)	3. _____	3. _____	3. _____
<input type="checkbox"/> Charter Bus:	<input type="checkbox"/> Other: (specify)	4. _____	4. _____	4. _____
<input type="checkbox"/> 15 Passenger Van (Class 4 required)		5. _____	5. _____	5. _____
<input type="checkbox"/> Private Vehicle(s)				
<input type="checkbox"/> By Service Provider				
<input type="checkbox"/> Transportation not provided				
<input type="checkbox"/> Other: (specify)				

Estimated Total Cost of Trip: _____	Cost Per Student: _____
Source of Funding: _____	
Plan for Non Participating Students: _____	

SAFETY

- Code of conduct will be reviewed with students.
- Safety guidelines will be reviewed with students and volunteers.
- First aid kit will be stocked and carried.
- Roster of Drivers and Passengers form will be completed.
- Adult supervision requirements will be met. K-5 schools have assigned student buddies and adult pod supervisors.
- Medication will be carried for students (if applicable).
- Trip Supervisor Initial (above items will be completed prior to departure).

FOR MULTIPLE DAY & HIGH RISK TRIPS

- A detailed trip itinerary attached (includes a schedule of events, free time, destination/accommodation and phone numbers).
- If approved, "Code of Conduct" form and "Student Overnight Accommodation" form must be completed for each student and signed by parent and student. (Reg. 3545.25)

For high risk activities, students have been instructed in risk assessment and safety to address key risks related to environment (weather, terrain, wildlife), activity (outdoor pursuits, aquatics) and group (clothing, equipment and behaviour).

- Trip Supervisor Initial (will ensure the above items are completed prior to departure.)

NOTES:


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TRIP SUPERVISOR SIGNATURE: \_\_\_\_\_

ADMINISTRATOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Notes:

1. No student will be denied required educational opportunities due to financial hardship.
2. There will be a program of instruction given to those students choosing not to participate in the field trip.
3. Schools reserve the right to limit student participation due to safety concerns.
4. **For out-of-province field trips, the principal is to send a copy of this completed form to the Associate/Deputy Superintendent.**



## Field Trip Planning Checklist

(see over for Definitions)

(to be completed with School Field Trip Request form)

### A. GENERAL

1.  All school field trips require the approval of the Principal prior to any planning or information campaign.
2.  School Field Trip Request form completed and sent to Principal for approval and parents informed. (A two week minimum for trips outside SD61, SD62, SD63 and a two day minimum for trips within SD61, SD62, SD63.)
3.  Parental Authority form completed: a) "Blanket Certificate of Parental Authority" filled out in September, and b) parental authority for each field trip for students without blanket permission form.
4.  Adult Supervision
  - **K-5 Schools** - minimum of 2 adults or a ratio of 1 to 10 students. Student buddies and adult pod supervisors assigned.
  - **Middle Schools** - minimum of 2 adults or ratio of 1 to 15 students.
  - **Secondary Schools** - minimum of 1 adult per class if within SD61, SD62, SD63. Outside SD61, SD62, SD63 ratio of 1 to 15.
  - **Secondary and Middle School Extra-Curricular Athletics** - A teacher or teacher-on-call employed by the GVSD will travel with a school team on any trip which requires an overnight stay.
5.  School code of conduct is reviewed with students and volunteers prior to field trip.
6.  A Roster of Driver and Passenger form for each vehicle is filed in the office and carried by the teacher.
7.  Plans, anticipated costs and procedures for handling emergency situations have been reviewed with students, parents and supervisors. If, in the case of serious misconduct or health issues, the Trip Supervisor determines it is necessary for a student to be sent home from the field trip, in consultation with the Principal, a plan to return the student home will be determined according to the unique needs of the student involved and the circumstances under which the student is leaving the travel group. Students returning home must be accompanied by a responsible adult who is approved by the trip supervisor. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.
8.  Cell phone numbers for contact during field trip have been given to main office.
9.  Medical alert forms have been completed and first aid kit secured. Supervisors must ensure that medication is available for students with serious allergic reactions or medical conditions. Take a copy of the Anaphylaxis Action Form (AAF), and ensure the student has his/her Epinephrine Auto-Injector. Be aware of anaphylaxis exposure risk and ensure supervising adults are aware of student with anaphylaxis and emergency treatment.
10.  A plan is in place to support students with special needs or behaviour challenges which may have safety implications.
11.  A program of instruction has been provided for students not attending the field trip.
12.  A Ski Trip/Snowboard Permission and Consent form is required for all ski trips.

\*Additional supervision is expected in high risk activities.

### B. TRANSPORTATION - Bus

13.  Volunteers are not to be used for driving school buses or passenger vans carrying more than eight passengers.
14.  Regular school bus request submitted to Transportation Coordinator (519-2105) or directly to Garden City (385-0699), Wilson Transport (475-3235) or DVS Tours (386-8652).
15.  Supervisors to ensure inspection certificate on bus is current and valid prior to students boarding the bus and that driver has appropriate license for vehicle capacity.
16.  Grade K to 8 students cannot use public transportation unaccompanied.
17.  The vehicle must have a school bus designation if the seating capacity is 10 or more people and the driver must have a Class 4 license.
18.  Certificate of Parental Authority for 15 Passenger Van Use form must be completed prior to use.

#### Private Vehicles

19.  The vehicle to be used will NOT carry more than eight passengers.
20.  Verify that Volunteer Driver forms are completed and on file in school office (with copy of vehicle registration/ insurance and driver's licence).
21.  Any driver must submit a criminal record check and driver's abstract to the principal.
22.  Verify that vehicle is adequately insured (min. \$1,000,000 third party liability).
23.  Verify driver has valid B.C. driver's licence.
24.  Verify number of operating seat belts equals the number of passengers.
25.  A booster seat secured with a shoulder harness must be used when transporting students at least 18 kg (40 lbs) until their 9<sup>th</sup> birthday or they reach 145 cm (4'9") tall, whichever comes first. If a shoulder harness is not available, students must be secured with a lap belt (no booster).
26.  If vehicle is equipped with an air bag on the passenger side, then no student under 13 shall travel in the front seat.
27.  If high school students are driving other students, parents must be informed, Student Volunteer Driver form completed and a copy of vehicle registration/ insurance and drivers licence be kept on file in the school office. All high school students are restricted to carrying ONE passenger regardless of the driver's age or licence stage. A "Novice" driver must display an "N" sign.
28.  Students may drive within SD61, SD62 and SD63 only.
29.  A School District employee is permitted to drive students 6 times per month. Anything over 6 times per month requires additional "Business Use Insurance".

**C. MULTIPLE DAY AND/OR HIGH RISK FIELD TRIPS**

**(Require a four week minimum approval. Principals may waive this requirement under extenuating circumstances.)**

30.  Principal approval of concept is obtained before any fundraising, publicity or information campaign begins.
31.  For high risk activities, students have been instructed in risk assessment and the safety planning process to address key risks related to environment (weather, terrain, wildlife), activity (outdoor pursuits, aquatics) and group (clothing, equipment and behaviour).
32.  Parents are given opportunity for initial input and provided with all pertinent information.
33.  Parental Authority for Special School Journey form (Reg. 3545.1) is completed.
34.  Detailed trip itinerary is provided to parents and filed in school office (includes a schedule of activities, free time, destination contact and phone numbers and cell phone number of teacher leader).
35.  For overnight field trips there must be at least one adult supervisor the same gender as the students.
36.  Any volunteer wishing to serve as a student chaperone on overnight trips, must submit a criminal record check to the principal.
37.  Student Overnight Accommodation form (Reg. 3545.25) completed for each student and signed by parents.
38.  Code of Conduct form (Reg. 3545.25) is completed and signed by student and parent.
39.  If students are billeted the billeting family are made aware of Regulation 3545.25 and have copies of Student Overnight Accommodation form.
40.  Teacher has phone number (home & cell) of Principal or Vice Principal and should call immediately if an accident/incident occurs.
41.  Provisions are in place for sending a student home due to serious misconduct or health issues. If it becomes necessary for a student to be sent home from the field trip, the group leader, in consultation with the Principal, will develop a plan to return the student home according to the unique needs of the student involved and the circumstances under which the student is leaving the travel group. Students returning home must be accompanied by a responsible adult who is approved by the trip supervisor. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.
42.  For out of province travel, adequate medical insurance coverage must be obtained.
43.  For international travel a valid Canadian passport is required for all participants.
44.  A safety, emergency, and supervision plan is in place.

**DEFINITIONS**

**a) SCHOOL FIELD TRIPS - Reg. 3545.2**

A school field trip is a school sponsored activity (curricular or extra-curricular) where students leave the school premises for part of a day, a day or multiple days. (1 day extracurricular trips require a "Roster of Driver and Passenger Form" but not a "Field Trip Request Form").

**b) FIELD TRIP CALENDAR**

Each school is required to have a calendar of field trips in the main office for immediate access of information for staff and parents.

**c) WALKABOUTS - Reg. 3545.2**

Short supervised walking trips within the vicinity of the school. These trips may be taken with the principal's permission with relevant times recorded in the field trip calendar without having to complete the field trip request form. Supervision requirements and ratios for walkabouts may be reduced to 1 adult per 15 students with permission of the principal if the following factors are taken into consideration: age of the students, needs of the student, nature of the activity and location of the activity. Supervising teachers require a contact number (cell phone or walkie talkie).

**d) HIGH RISK FIELD TRIPS**

Activities that involve a higher degree of risks and dangers than usual. These risk and dangers may be related to:

- the environment (weather, terrain, wildlife)
- an activity (outdoor pursuits, aquatics)
- the group (clothing, equipment)

Examples: ski trips, river rafting, mountain/rock climbing, winter camping, kayaking, canoeing, whale watching, sailing, wind surfing, snorkeling, scuba diving, etc. Participation in these activities may involve the possibility of serious injury or death.

**e) WORK EXPERIENCE - (Ref: "Program Guide for Ministry Authorized Work Experience Courses" Ministry of Education, March 2005)**

That part of the educational program that provides a student 14 years or older the opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career.

- For all school-arranged work experience placements or volunteer service arranged by the school, the "District Work Experience Agreement" form must be completed, signed and filed in a central location in the school (preferably the Career Centre) prior to the start of the placement.
- Students who wish to use paid employment to satisfy the work experience graduation requirement must show that they are working at a site where WorkSafeBC coverage is provided.
- For extended work experience placements (100 - 200 hrs) schools should not place a student with a self-employed person unless that person has purchased WorkSafeBC insurance.
- Monitoring students on work experience should consist of work site visits and phone calls or email with the student's supervisor.
- If a student on work experience is injured on the job a "WorkSafeBC Form 6A" must be sent to Human Resources within 24 hours.