

# Opaskwayak Educational Authority Inc

## Field Trip Policy 2015

Approved April 21, 2015



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# **OPASKWAYAK EDUCATIONAL AUTHORITY INC. (OEA)**

## **Field Trip Policy**

### **I. RATIONALE**

- 1.1 OEA endorses the concept of field trips and excursion as an integral part of the overall curriculum, to broaden the students' horizons and to provide the opportunity to experience other communities:
  - a. within Manitoba;
  - b. outside of Manitoba; or
  - c. authorize excursion to places outside Canada.
- 1.2 OEA recognizes that the delivery of varied programs using the field trip as a learning method requires coordination, safety precautions and financial resources.
- 1.3 In the interest of student's safety the field trips and excursion must be carefully planned, executed and controlled.
- 1.4 In order to protect the students, teachers and parents, the OEA Board will periodically issue, in consultation with the School Administrators, the administrative procedures specifying the OEA Board's position; these procedures will be outlined within this policy.

### **2. INTRODUCTION TO TRIP PLANNING**

- 2.1 In giving support to the use of field trips as an educational tool, the OEA Board expresses its concerns that the value of any trip must be assessed in the:
  - a. context of the amount of classroom instruction time lost;
  - b. potential contribution to the students learning;
  - c. cost of the individual student, the school and the community.
- 2.2 It is not the intention of OEA Board to impose rigid restrictions on learning activities which contribute to legitimate educational objectives.
- 2.3 This policy should enable all those responsible for the education of the students to assure that such activities are undertaken during the school year.
- 2.4 School trips planning component must ensure that the trip(s) are:
  - a. directly relation to school curricular and activities;
  - b. conducted within the scheduled school week;
  - c. planned to achieve educational outcomes; and

- d. conducted in a manner which will not bring discredit upon the teachers, the school or the OEA Board.
- 2.5 A list of potential chaperones shall be provided to the Principal upon applying for field trip or excursion; the chaperones must:
- a. be reliable; and
  - b. submit a Criminal Records Check.
- 2.6 School Administration will maintain the records of all chaperones.

### **3. STAGES**

#### **3.1 Pre-Planning**

Will include, along with Field Trip Application, (Form 1 or 2):

- a. discussion of the movement of students;
- b. expected behaviours; and
- c. the learning outcomes.

#### **3.2 Implementation**

The actual trip will:

- a. keep in mind the objective;
- b. be well organized;
- c. have a detailed itinerary; and
- d. ensure that the participants understand that the trip is to be an educational experience.

#### **3.3 Follow-up**

Requirements after the trip entails a:

- a. review of what was accomplished;
- b. report outlining the principles learnt;
- c. financial records;
- d. list of concerns or issues encountered.

- 3.4 Reports will be submitted to the Principal at the end of the trip.
- 3.5 In the event that a serious incident or concern arises during the trip, the trip supervisor will deal with it immediately and will inform the Principal as soon as possible and await further instructions.
- 3.6 The Principal will inform the OEA Board under the Principal's Report.
- 3.7 If an issue is serious and requires special attention to the OEA Board, an issue sheet will be forwarded and discussed in camera.

## 4. TRIP CLASSIFICATIONS

4.1 An assessment of the validity of a field trip might be made by considering the following values of field trip or excursions.

4.2 Each Field Trip Form must stipulate one or more of the following:

### a. Educational

*i. Enrichment*

- The regular academic program is made more meaningful by learning about the real world in a non-school environment
- Interest and enthusiasm are added to existing programs
- Organizational skills are developed by being in the field.

*ii. Responsibility*

- Responsibility to individuals and the group is required by all participants
- Good training is imparted through encouraging independence and inter-independence
- A student's academic achievements on the regular program are maintained.

*iii. Cultural*

- Participants learn to appreciate other people, their problems and traditions.

### b. Social

*i. Independence and Sharing*

- In many cases these trips are the first time the participants have been away from home and they must learn to rely on and get along with their peers and supervisors.

*ii. Variety*

- The programs provide a break from day-to-day routine
- A participant returns with enriched attitudes and outlooks.

*iii. Relationship Building*

- Students, supervisors and teachers see each other in a different setting
- Self-discipline is developed
- Relationships are developed,, and others are strengthened.

### c. Manitoba High School Athletic Activities – Zone Competition

### d. First Nation Sports and/or Athletic Events.

## 5. TYPE OF FIELD TRIP AND/OR EXCURSION

5.1 Trips are classified based on the geographical destination and cost of the proposed trip.

### Type A– Single Day or Partial Day Trips

- Under the complete jurisdiction of the Principal
- The Principal will be responsible for athletic trips, school related trips and so on. Basically, routine school field trips.
- Confirmation of finances in place includes contingency funding, if applicable.

### Type B– Within the boundaries of Manitoba

- Multiple day or overnight trips will come under the jurisdiction of the Principal
- However the Director of Education shall have final approval.
- Confirmation of finances in place includes contingency funding, if applicable.

### Type C – Outside the boundaries of Manitoba

- Prior to the Field Trip taking place, the OEA Board will authorize the Field Trip by way of the motion and the itinerary must included details such as:
  - Overall plans
  - Outcomes
  - Finances must be in place 1 month prior to departure
  - Information as to students spending money distributionConfirmation of finances in place includes contingency funding, if applicable.

### Type D- International travel.

- Prior to the Field Trip taking place, the OEA Board will authorize the Field Trip by way of the motion and the itinerary must included details such as:
  - Overall plans
  - Outcomes
  - Finances must be in place 3 month prior to departure
  - Information as to students spending money distribution
- Proper documentation, such as passports, travel visas, Parental-Guardian permission forms, medical coverage must be attained at least three months prior to departure
- Parental meeting will be scheduled during the pre-planning stage
- Confirmation of finances in place includes contingency funding, if applicable.

5.2 NOTE: no trips shall occur outside the boundaries of Manitoba, without the OEA Board's approval.

## **6. GENERAL REGULATIONS COVERING ALL FIELD TRIPS**

- 6.1 Principals must be convinced that the field trip is consistent with one or more of the requirement in section 4. The following authorization is required:
- a. Teachers must submit a Field Trip Application (Form 1 or Form 2 and Form 7);
  - b. Principal will review;
  - c. School Administration will consult with Transportation Supervisor regarding bus scheduling;
  - d. Principal will approve Form 1 application;
  - e. Principal will review and submit to OEA Board for approval for Form 2 application;
  - d. Field trip and excursions schedule will be placed on the school calendar.
- 6.2 Field trips are lawful school activities and applicable rules and regulations with respect to student conduct, supervision and safety must be enforced.
- 6.3 Field trips should be planned to minimize the disruption of other schedules in the school.
- 6.4 Arrangements must be made for the instruction of any students not participating in the field trip who are normally taught by the teacher(s) involved in the field trip.
- 6.5 All Type 'C' and 'D' must have approval of the OEA Board.
- 6.6 A ratio of one (1) chaperone to every four (4) students is required. Chaperones will be responsible for:
- a. the safety of those student assigned to them;
  - b. ensure that the students are following the itinerary;
  - c. account for students spending money
- Note: OEA will not be held responsible for any lost or stolen items/monies.
- 6.7 All trips will have a certified teacher in charge as the supervisor of the students and chaperones. The supervisor must ensure that:
- a. the safety of all those participating on the trip;
  - b. the itinerary is followed and if changes are made, the Principal and the Bus Driver will be informed;
  - c. the students meals are eaten as a group and wherever possible arrangements are to be made in advance;
  - d. signed parental consent/medical are handed in (Form 3);
  - e. have copies of all other relevant documents;
  - f. parents are informed of itinerary and emergency number are provided;
  - g. rules are followed and any disciplinary action is reported
  - h. final reports are completed and submitted to the Principal.

- 6.8 The total group size shall not exceed the bus capacity; ie, seating capacity on a school bus will be set at:
- a. nursery - grade 6, will be 2-3 passenger per seat
  - b. grade 7 to grade 12, will be 1-2 passenger per seat.
- 6.9 At no time should the supervisor and other chaperone/adults exceed the 1 to 4 ratio except in cases where Special Needs Students are involved; and students must be supervised at all times.
- 6.10 Trips that involve swimming, certified lifeguard must be used at a:
- a. ratio of 1 to 30 students, one (1) certified lifeguard; and
  - b. ratio of 30 to 75 students, two (2) certified lifeguards.
  - c. Chaperones must also remain by poolside.
- 6.11 Appropriate field trip authorization forms must be completed and provide a copy of forms to the Principal such as:
- a. itineraries for the field trip or excursion;
  - b. consent and medical forms
  - c. confirmation of insurance coverage, if outside of Manitoba
  - d. for out of country, additional documents are:
    - i. Passports
    - ii. Parental-Guardian Forms (Form 8)
    - iii. Extra Medical Insurance
    - iv. Vaccinations, if applicable
    - v. Travel Visas, if applicable;
- 6.12 Funding not covered under the schools budgets will required that the cost be divided amongst the students and chaperones. These costs may be offset by fundraising.
- 6.13 Field trips may have additional costs associated, these cost can also be recovered by fundraising.
- 6.14 Additional cost may incur due to unforeseen circumstances and are not the responsibility of OEA. Budgeting for these unforeseen circumstances should be addressed in the financial requirements. Any funds that are not expended after the trip (fundraising) will be disbursed to each of the fundraising participants.
- 6.15 Students on a field trip or excursion shall always be under the supervision of a certified teacher. There is to be **NO** unsupervised time. The following will be adhered to:
- a. OEA Discipline policy regarding student conduct (ie: alcohol, drugs, behavioral expectations) shall apply on all field trips/excursions;
  - b. The use of alcohol by chaperones and staff is prohibited on all trips;



- c. Out of the community field trips, a behavioral contract which includes major and minor infractions must be developed by the supervisor, for each field trip;
  - d. Parents and students must understand that a prompt return home, at parents' expense, is a consequence of a student's inability to accept responsibility in this matter.
- 6.16 For out of town trips, in case of extreme and/or hazardous weather, or other emergencies, which present threats to the safety of students:
- a. the field trip will be cancelled if the weather is in excess of -35, as defined by Environment Canada; or
  - b. an extra night may be required, if unable to travel due to weather conditions, and this will be reported to the Principal.
- 6.17 The Principal, Director of Education or the OEA Board may withdraw their approval of a field trip if it is determined that there may be dangerous conditions existing which may affect the health, safety or welfare of the students traveling.

## **7. SCHOOL TRANSPORTATION REGULATIONS**

- 7.1 The Principal will name a supervisor to exercise OEA Board authority and to carry overall responsibility for the arrangements and supervision of travel and the curricular or extracurricular activity.
- 7.2 The 'supervisor' must be a certified teacher.
- 7.3 If the Principal does not designate a 'supervisor', then the Principal assumes the responsibility of the supervisor.
- 7.4 The OEA Board is not responsible for any additional expense incurred, with the exception of school bus failure, during or after the field trip has been completed. In the event that the trip exceeds its budget this can be recovered by:
- a. extra fundraising activities;
  - b. parental contribution.
- 7.5 Only staff and chaperones authorized shall be allowed on the field trip.
- 7.6 Should a major incident such as medical, behavioral, or missing student occur, it is the responsibility of the supervisor to deal with the issue immediately. The supervisor will:
- a. as soon as possible, contact the Principal to seek further direction;
  - b. ensure that the OEA Discipline Policy will be used for any misbehavior;
  - c. report to the appropriate authority for immediate action any criminal offences.

- 7.7 All staff and chaperones shall act in the capacity of 'in loco parentis', ie. as a judicious and responsible parent. Common sense and a standard duty of care shall be practiced at all times.
- 7.8 Employees shall be subject to disciplinary action as per OEA Personnel Policy if it is found that he/she was neglectful in performing their duties or they willfully behaved in a manner that was not conducive to their role as leaders.
- 7.9 Chaperones and non-employees acting in an irresponsible manner will be disqualified and their names struck from the list for the school year.

## **8. FIELD TRIP GUIDELINES**

- 8.1 Year-End Field Trip applications **MUST** be submitted by October 31<sup>st</sup> of each school year.
- 8.2 Teachers are encouraged to work together to combine and organize year-end field trips.
- 8.3 Each class/group must fundraise for their own field trip.
- 8.4 Field trips must be planned to minimize unnecessary disruption to bus schedules:
  - a. class schedules and return time should be no later than 10:00 p.m. if possible.
  - b. unnecessary stops should not be made except those listed on the field trip form.
- 8.5 Field Trip application forms and transportation requisition must be submitted to the Principal for approval and authorization one week in advance for in community trips.
- 8.6 Please refer to the field trip calendar when planning the date of your trip as two or more trips will not be permitted on the same date.
- 8.7 Approved field trip applications will then be marked on the field trip calendar.
- 8.8 The Parental Permission for Field Trip Form (Form 3) for each student must be signed, filled out and kept on record for students participating on the field trip.
- 8.9 Teachers Sign-Out Form (Form 4) regarding students approval is required to be filled out prior to departure.

- 8.10 The Parental Permission for Field Trip and Teachers Sign-Out Form should be referred to when the actual list of participants is submitted to the office before departure.
- 8.11 In regards to behavioral issues, parents/guardians will be asked to chaperone their child.
- 8.12 In the event that a student incurs a suspension immediately before the trip, the Principals in consultation with the teacher/supervisor will determine when the suspension will be served.
- 8.13 Teachers are encouraged to ask parents and guardians to chaperone before asking school staff.
- 8.14 Teachers and Educational Assistants will only be approved to chaperone a class field trip for the classrooms that they work in and supervising staff must fill out a Request for Leave form.
- 8.15 Staff that may not require a substitute must arrange to have recess and break duties covered.

## **9. STUDENTS TRAVELING BY PRIVATE VEHICLES**

- 9.1 A designated volunteer driver of the private vehicle may not carry more than 5 passengers.
- 9.2 Each passenger in the vehicle must have a fully functional seat belt, and must be buckled up while vehicle is in motion.
- 9.3 A Student Travel by Private Vehicle form (Form 5) must be given to the volunteer driver along with all other relevant documentation.
- 9.4 Where a parent or guardian has elected to transport his/her own child to an event, they are not deemed to be a volunteer driver.
- 9.5 Where students seek alternative means of travel that do not meet the guidelines outline in this policy, they will not be considered to be under the jurisdiction of the OEA transportation of students on field trips or excursion.

## 10. TRANSPORTATION OF STUDENTS – CHECKLIST

- 1. Transportation is arranged well in advance of the trip.
- 2. There is adequate seating for all trip participants. On buses, middle and senior(7-12) sit two to a seat and elementary (N – 6) can sit three to a seat. The rated capacity of the vehicle is not to be exceeded.
- 3. The trip has the appropriate approvals and deadlines met.
- 4. The vehicle used meets or exceeds the requirements of policy and the Highway Traffic Act.
- 5. A supervising teacher has been named to carry overall responsibility for the arrangements and supervision of the travel and the activity.
- 6. Motor Vehicle regulatory requirements are met and transportation is in accordance with the contract and OEA Transportation policy.
- 7. Passenger manifests and vehicle loading lists are available in the school office and with the supervisor on the bus.
- 8. The vehicle used carries basic coverage to at least \$1,000,000 in the case of private vehicles and \$2,000,000 for buses or van.
- 9. Drivers transporting children have a Driver’s Abstract on file.
- 10. Bus Drivers and or private vehicle drivers must have a current criminal record check on file.
- 11. All articles such as luggage, etc., are securely tied down. Roof racks must not be overloaded.
- 12. You are aware of road and weather conditions, potential travel risks, and have thought through any potential hazards.
- 13. You plan to leave early so that there is no need to make up time on the highway. If you leave late, plan on arriving late, safely.
- 14. You are a confident, capable, qualified driver who possesses and exercises good judgment.

**FORM 1 FIELD TRIP APPLICATION – TYPE ‘A’ AND ‘B’ TRIPS**

Submit to the Principal of \_\_\_\_\_ School – Elementary or High School:

Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_

Teacher in Charge: \_\_\_\_\_

Specific Destination(s): \_\_\_\_\_

\_\_\_\_\_

Departure Time(s) & Date(s): \_\_\_\_\_

Return Time(s) & Date(s): \_\_\_\_\_

Names of Teacher Supervisor(s): (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

Other Adult Supervisor(s): (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

If private vehicles are to be used, have you given the drivers the form letter outlining their legal situation? Yes \_\_\_\_\_ No \_\_\_\_\_

Direct cost to students: \$ \_\_\_\_\_ per student.

Source of other funds:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Dates Substitutes are Required: \_\_\_\_\_

Signature/Approval of School Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Attach the following information:

1. Educational activities prior to trip date received?

2. Educational activities during trip.

3. Criminal record checks are on file for adult volunteers.

**FORM 2 FIELD TRIP APPLICATION – TYPE ‘C’ and ‘D’**

NOTE: All Type ‘C’ and ‘D’ Field Trips need the approval of the Board by a formal motion.

**Teacher in Charge:** \_\_\_\_\_

**# of Students:** \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**Grade(s):** \_\_\_\_\_

**Specific Destination:** \_\_\_\_\_

A typewritten proposal must be included for the trip specifically outlining:

1. A philosophy or rationale.
2. An outline of the pre-trip planning.
3. Details of the learning objectives which will be experienced.
4. A detailed itinerary of the trip including contact phone numbers.
5. A detailed budget of projected revenues and projected expenses.
6. The teacher in charge must submit a post trip report to the Principal.

**Accommodations for students and supervisor:** Where and method of supervision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comment of the School Principal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_

**Comment of the Director:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date received for approval in principle: \_\_\_\_\_

**Date Final Approval Given:** \_\_\_\_\_

**Approval – Board Motion #** \_\_\_\_\_

**FORM 3 PARENTAL PERMISSION FORM (IN COUNTRY)**



**Opaskwayak Educational Authority Inc.**

Box 10370 Opaskwayak, MB R0B 2J0  
Phone 623- 7431 Fax 623 - 2870

**Parental Permission For Field Trip**

1. Purpose of trip: \_\_\_\_\_
2. Date: \_\_\_\_\_ School: \_\_\_\_\_
3. Where: \_\_\_\_\_
4. Time of Departure: \_\_\_\_\_ Approximate Time of Return: \_\_\_\_\_
5. Telephone Number of Emergency calls: \_\_\_\_\_
6. Teacher(s) responsible: \_\_\_\_\_  
\_\_\_\_\_
7. Materials Needed: \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Return this portion to the school**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
\_\_\_\_\_

Medical #(6 digits): \_\_\_\_\_ Treaty #: \_\_\_\_\_ PHIN (9 digits): \_\_\_\_\_

Parents Name: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

\_\_\_\_\_ Doctors #: \_\_\_\_\_

Any Medical Problems?: \_\_\_\_\_ Known Allergies: \_\_\_\_\_  
\_\_\_\_\_

**For the safety of our Students, only approved Students/Teachers & Chaperones will be allowed to travel on the bus.**

My son/daughter \_\_\_\_\_ has my permission to attend this school sponsored field trip. This is also my written permission to have my child admitted and/or seek medical or dental treatment in case of sickness or injury.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Athletics Sign-Out Form  
Grades 7 - 12**

Students participating in Extra-curricular Excursions must have this form signed by **all** course teachers and Vice Principal, three days prior to the event. This form must be completed prior to the student leaving on the excursion or sport trip.

Student Name: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Team or Group Name: \_\_\_\_\_

Coach/Group Leader: \_\_\_\_\_

<b>Name of Course</b>	<b>Teacher Signature</b>

Vice Principal \_\_\_\_\_

Teachers,

Please note: ***Do not sign out a student if they do not meet the requirements of your course – there are no exceptions.***



**FORM 5 STUDENT TRAVEL BY PRIVATE VEHICLE  
- INSTRUCTIONS TO SUPERVISOR**

**Date of Trip:** \_\_\_\_\_

**Supervisor** (as named by Principal): \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Drivers**

Name	Vehicle is Mechanically Sound	Drivers Abstract	\$1,000,000 Insurance

*Regulation Note:* A designated volunteer driver may not carry more than 5 passengers in his/her vehicle, even if the vehicle has greater seating capacity. 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.

**Students**

1. Consent forms received from every student.
2. List of students traveling, including vehicle assignments and home contact telephone numbers.
  - a) Filed with principal
  - b) Provided for supervisor

Adults other than supervisor traveling with group:

Criminal Record Check(s) is/are on file:

The supervisor is instructed to put all forms relative to this trip in an envelope, along with any supplementary forms and/or reports to the Principal for filing, prior to undertaking the trip. All of the forms necessary for the supervisor are to be found in the envelope. If the supervisor is uncertain about any course of action required, the supervisor should check with the Principal.

*Regulation Note:* Where a parent or guardian has elected to transport his/her own child to an event, they are not deemed to be a volunteer driver. Therefore no "other" child may travel with that parent, either to the destination or returning. All children may only travel in the manner arranged for by the school, or travel with his/her parent/guardian. Where children seek alternate means of travel that do not meet these guidelines, they are not considered to be part of the event.

\*Note: Use of private vehicle is warranted when travel by bus is not feasible (ie. small groups or emergency vehicle).

# Opaskwayak Educational Authority Inc.



Box 10370 Opaskwayak, MB R0B 2J0  
Phone 623- 7431 Fax 623 - 2870

## Letter to Parents/Guardians of Students Traveling in a Private Vehicle

Dear Parent(s)/Guardian(s):

Please sign and return this form with your child back to \_\_\_\_\_  
Administration. By signing this waiver form, for your son/daughter, I will allow them to  
participate in the activities planned. In return for being permitted to participate as a  
student in the program, I hereby waive, release and forever discharge Opaskwayak  
Educational Authority Inc., the educational board, \_\_\_\_\_ and their respective  
administration, employees, agents and successors from any and all claims, demands,  
actions or damages.

I agree to let \_\_\_\_\_ (students' name) participate in this school  
sponsored trip. I understand that this program is part of the \_\_\_\_\_  
School program,

\_\_\_\_\_ Students Name  
\_\_\_\_\_ Students birth date  
\_\_\_\_\_ Personal Health Identification Number  
\_\_\_\_\_ Treaty Number  
\_\_\_\_\_ Parents Guardians names  
\_\_\_\_\_ Contact number in case of emergency  
\_\_\_\_\_ Signatures of Parent(s)/Guardians

**FORM 6 DRIVERS OF VOLUNTEER VEHICLES**

Date: \_\_\_\_\_

Authorized School Function: \_\_\_\_\_

Dear:

*Re: Volunteers Transportation \_\_\_\_\_ School Students*

Let me express our sincere appreciation for your help and cooperation in transporting our students. Since you have offered your services it is only fair that we, the school and the Board of Education, ensure that you are aware of the situation in which parents, teachers and volunteers place themselves when they transport students in private vehicles.

The students must wear seat belts "in a properly adjusted and securely fastened manner." There must be a seat belt for each student transported. Each volunteer driver must have a copy of their insurance papers and a Driver's Abstract on file with the Principal at the school.

A volunteer may not carry more than 5 passengers (beyond the driver) in the vehicle. This rule applies even in cases where the vehicle has greater carrying capacity. The purpose of this is to reduce the exposure to students and to drivers by carrying more 5 students in one private vehicle.

We require that all volunteer vehicles which are to be used in transporting students carry a minimum of \$1,000,000 third party insurance coverage. This additional coverage is available for a small premium. Drivers should be aware that they are in a very different insurance situation if they receive remuneration 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 driver should have the names and phone numbers of all passengers, should ensure that his/her vehicle is in good repair, should know the routes, schedules and details of the activity, should ensure that parental approvals have been received by the supervisor and must limit the number of passengers. Ideally, anyone transporting students frequently should have a Class 4 license although it is not a requirement.

Once again, thank you for your valuable assistance and the extra effort you put into our school's extra-curricular activities.

# Opaskwayak Educational Authority Inc.



Box 10370 Opaskwayak, MB R0B 2J0  
Phone 623- 7431 Fax 623 - 2870

## Bus Requisition

1. Destination and Purpose: \_\_\_\_\_  
\_\_\_\_\_

2. Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

3. Estimated Length of Event : \_\_\_\_\_

4. Estimated Time for Pick Up: \_\_\_\_\_

5. Number of Persons to be Transported:

Adults: \_\_\_\_\_ Students: \_\_\_\_\_

6. Name of Contact For Trip: \_\_\_\_\_

7. Date Requested: \_\_\_\_\_

8. Principal's Signature: \_\_\_\_\_

**FORM 8 PARENTAL/GUARDIAN PERMISSION FORM (OUT OF COUNTRY)  
NOTARY PUBLIC**

*Note: The original of this form must be available for presentation at the US-Canada border crossing in case officials want proof that a student's parents/guardians have provided their approval.*

We/I, \_\_\_\_\_ (and) \_\_\_\_\_, (both) of the City of \_\_\_\_\_, parent(s)/guardian(s) of \_\_\_\_\_ born on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, hereby consent to him/her traveling on a trip with \_\_\_\_\_ (\*see below) to \_\_\_\_\_ from \_\_\_\_\_ (dates of trip\*\*), \_\_\_\_\_ as part of \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Parent(s)'/guardian(s)' signature(s)

SWORN before me at the City of \_\_\_\_\_, in \_\_\_\_\_ (Province/Territory)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
A **NOTARY PUBLIC** in and for the  
Province/Territory of \_\_\_\_\_



**Please affix seal**

\* Regarding the program participant noted on this form, please note the school or organization or the name of an authorized, adult program representative who will be travelling with the program participant.

With respect to the permission granted for \_\_\_\_\_'s travel to \_\_\_\_\_, his/her trip dates have been changed from \_\_\_\_\_ to the new dates of \_\_\_\_\_. This is to certify that the undersigned parent(s)/guardian(s) has/have approved the said change.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Parent(s)'/guardian(s)' signature(s)

**Note: The original of this form must be available for presentation at the US-Canada border crossing in case officials want proof that a student's parents/guardians have provided their approval.**

We/I, \_\_\_\_\_ (and) \_\_\_\_\_, (both) of the City of \_\_\_\_\_, parent(s)/guardian(s) of \_\_\_\_\_ born on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, hereby consent to him/her traveling on a trip with \_\_\_\_\_ (\*see below) to \_\_\_\_\_ from \_\_\_\_\_ (dates of trip\*\*), \_\_\_\_\_ as part of \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Parent(s)'/guardian(s)' signature(s)

SWORN before me at the City of \_\_\_\_\_, in \_\_\_\_\_ (Province/Territory)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A **COMMISSIONER OF OATHS** in and for the  
Province/Territory of \_\_\_\_\_  
My Commission expires on \_\_\_\_\_

\* Regarding the program participant noted on this form, please note the school or organization or the name of an authorized, adult program representative who will be travelling with the program participant.

With respect to the permission granted for \_\_\_\_\_'s travel to \_\_\_\_\_, his/her trip dates have been changed from \_\_\_\_\_ to the new dates of \_\_\_\_\_. This is to certify that the undersigned parent(s)/guardian(s) has/have approved the said change.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_  
Parent(s)'/guardian(s)' signature(s)