



DAY FIELD TRIP PROCEDURES

Day Trips: Occur during the school day. They include activities such as visits to museums, displays, etc.

Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Board grants approval. Grade 5 - 8 middle years students are restricted to provincial trips unless circumstances are exceptional and the Board grants approval. Senior 1 to Senior 4 trips are unrestricted.

Students on Field Trips may only attend if they are members of a sponsoring school.

Approval is from your School Principal.

Items for day trips must be submitted to the principal. Forms to be completed include:

- Day Field Trip Proposal Form
- Day Trip Parent/Guardian Consent and Acknowledgement of Risk Form
- Day Field Trip Checklist
- If required, Volunteer Driver Authorization Form
- If required, Day Field Trip Volunteer Consent and Acknowledgement of Risk

Form

Recommended Ratio:

K-8 students 1:10

Grade 9-12 students: 1:15

Trip Approval

Day Trips:

1. A signed *Parent/Guardian Day Trip Consent and Acknowledgement of Risk Form* must be obtained for each participating student for every trip away from the school site.
2. Trips must have approval of school administrator. The teacher in charge needs to submit the following forms to the school principal prior to the trip taking place:
 - 2.1. *Day Trip Proposal Form*.
 - 2.2. *A Parent/Guardian Day Trip Consent and Acknowledgement of Risk Form* for every student participating in the trip.
3. The following information is to be provided to parents/guardians on the permission form:
 - 3.1. A request to identify the needs of students with life-threatening allergies.
 - 3.2. Ramifications of trip cancellation.
 - 3.3. Risk management procedures including the names of staff supervisors and total number of supervisors.
 - 3.4 All applicable liabilities.

Transportation

Bus Transportation

1. A Sunrise School Division bus is recommended for most field trips requiring transportation.
2. Where more than one bus is used:
 - 2.1. A list of students traveling on each bus must be on file at the school office.
 - 2.2. Students must travel on the same bus at all times (pending emergencies).

Private Vehicles

1. When used, the basic safety guidelines from Transport Canada are to be followed:
 - 1.1. Students under 12 years of age must be transported in the rear seat(s) (away from an airbag unless it is deactivated).
 - 1.2. Forward-facing child seats are recommended for children weighing 10-18 kg (under 40 lbs).
 - 1.3. Booster seats are recommended for children weighing 18-27 kg (40 – 60 lbs).
 - 1.4. Seat belts are mandatory for everyone over 27 kg and 145 cm (over 60 lbs and 4 feet, 9 inches – over 8 years of age).

- 1.5. A list of students and adults in each vehicle must be on file in the school office, no changes are to be made unless there are extraneous circumstances (i.e., car breakdown).
- 1.6. A copy of the driver's current license and registration needs to be filed with the school office. Vehicles used must be properly licensed and insured.
- 1.7. Details of the trip and the itinerary must be filed in the school office prior to departure.
- 1.8. Parental permission must be obtained authorizing a student to be transported by private vehicle. Parents must be informed if the proposed driver is less than 25 years of age.
- 1.9. The driver is responsible for ensuring proper use of restraint systems (seatbelts, head restraints, etc.).
- 1.10. Drivers who transport students in private vehicles on school-sponsored activities are included as additional named insured as per the Division's liability insurance policy.
- 1.11. School administration needs to confirm that all drivers are appropriately licensed for the vehicle they are driving and the number of passengers (for example, Class 4 is required to transport 10 or more individuals).
- 1.12. A volunteer drivers' Autopac insurance is the primary coverage. Division insurance only covers an amount in excess of the limit on the drivers policy.
- 1.13. All volunteer drivers must complete and submit the following form:
 - 1.13.1. *Volunteer Driver – Authorization Form.*

Safety

1. Child abuse and criminal registry checks must be completed and reviewed for all volunteer supervisors who are not employed by the division.
2. Instructional staff need to inform volunteers of their duties and guidelines for supervision of students.
3. Male / female groups on extended field trips require both male and female staff supervisors.
4. All field trips require a first aid kit.
5. Instructional staff must ensure that special equipment required by children with allergies (i.e. epi-pens, inhalers, etc.) is taken on the trip.
6. Students are not allowed to leave the field trip unless prior written arrangements have been made.
7. For Kindergarten to Grade 8 Day Field Trips, a ratio of 1 supervisor to 10 students is recommended.

Use Of Volunteers

1. For all trips, parents/guardians may be used for supervision. In all cases, they should be selected on the basis of their ability to support staff and students (i.e., they have sufficient character, skills, knowledge to do the supervision they are required to fulfill).
2. For *Day Trips*, parents/guardians may be provided sufficient briefing regarding their role and responsibilities the day of the trip taking place.
3. All parents/guardians volunteers need to have completed a Criminal Record and Child Abuse Registry check.