

<b>Policy:</b>	<b>Student Travel</b>	<b>PROG-320</b>
Division:	Programs	
Cross-Reference	PROG-300 Volunteers in Schools PROG-301 Administration of Medications, Medical Intervention PROG-308 Student Supervision Policy PROG-313 School Materials and Student Fees PROG-316 Cannabis and Smoke-Free Policy PROG-324 Athletics Policy FIN-406 School Fundraising OPER-603 Weather or Facilities Related School Closure	

## **ADMINISTRATIVE PROCEDURES/REGULATIONS**

### 1. Supervision of Students

Supervision of students on all school trips will be in accordance with the District's Student Supervision Policy (PROG-308) and associated administrative procedures/regulations.

### 2. Approval for Field Trips and Excursions

- 2.1 All school-sponsored field trips and in-province excursions shall be approved by the school administrator or his/her designate as per section 2.3 of the Student Supervision Administrative Regulations.
- 2.2 Overnight excursions shall normally be limited to students in Grades 6 and above as per Administrative Regulation 2.16 of the Student Supervision Policy.
- 2.3 When approving field trips and in-province excursions, the school administrator will take into account the total number of such field trips for students during the school year, and the amount of instructional time lost due to travel to and from the destinations, as per the Use of Instructional Time Policy (PROG-318).

2.4 Out-of-province excursions shall be approved by the regional Assistant Director of Education - Programs, or designate. Such approval must be received prior to any fundraising being conducted or travel arrangements being confirmed (e.g., airline tickets, accommodations) as per policy directive # 9 of the School Fundraising Policy (FIN-406).

2.5 An application for approval of out-of-province trips must be completed by the school and submitted to the relevant Director of Schools.

### 3. Trip Planning and Student Safety

3.1 For all school-sponsored field trips/excursions, student supervision must be in place as outlined in Administrative Regulation 2 of the Student Supervision Policy: Field Trips/Excursions, Co-Curricular and Extra-Curricular Activities.

3.2 Students should only be billeted for overnight stays when other forms of accommodation are not feasible. It is required that a minimum of two students be assigned per billet.

3.3 The school administrator or the teacher sponsor shall ensure that parents/guardians consent to the billeting arrangements.

3.4 Students are to be advised to bring any concerns regarding their billets to the teacher sponsor.

3.5 Emergency Protocols:

3.5.1 Schools will ensure that an emergency protocol is in place in the event of an accident or other emergency during a field trip.

3.5.2 The teacher sponsor should contact emergency response services (ambulance, fire, police) where necessary, and notify the school administrator.

3.5.3 The teacher sponsor and/or school administrator will notify parents/caregivers in accordance with school protocol.

3.5.4 The teacher sponsor will complete an incident form and submit it to the school administrator at the earliest opportunity. In the case of a serious incident, the school administrator shall also immediately notify their Director of Schools.

### 3.6 Transportation of Students

3.6.1 Students may participate in various forms of transportation on field trips, including walking to destinations, or travelling by vehicle or bus.

3.6.2 When travel by vehicle is required, teacher sponsors shall first consider the use of a regular school bus to transport students. This may include the use of a school bus operated by a private contractor, or a board-owned school bus. Schools must ensure compliance with the District's [Field Trip Protocol](#) as it pertains to the use of school buses versus motor coaches.

3.6.3 School administrators may wish to consult with the Manager of Student Transportation when using a school bus, regarding hours of service, guidelines for drivers and other related matters.

3.6.4 Students participating in a school-sponsored field trip shall normally be required to travel as planned by the school, to and from the designated site. Any alternate travel arrangements should be approved by the school administrator, or his/her designate, prior to the trip and communicated appropriately to those involved.

3.6.5 The District does not permit ground transportation of students between the hours of 10 p.m. and 6:00 a.m. In extenuating circumstances, approval may be granted through the office of the Assistant Director of Education - Programs, or designate.

### 3.7 Private Vehicles

3.7.1 School administrators shall first consider the use of a regular school bus to transport students for school-sponsored activities, and only consider the use of private vehicles for student transportation if the use of a school bus is not feasible.

- 3.7.2 School administrators shall approve all transportation for students in private vehicles that is arranged by their schools.
- 3.7.3 Approved Vehicles: An approved vehicle for student transportation on a road or highway is interpreted to be an enclosed mode of transportation such as a car, van or cab of a truck. It does not include open pickup truck beds, motorcycles, etc.
- 3.7.4 The use of 15-passenger vehicles for the purpose of transporting students to and from school-sponsored events is strictly prohibited. This includes any vehicles that are donated or are hired for service.
- 3.7.5 Vehicles must have enough seatbelts for all passengers and all students shall be secured by a seatbelt during travel; the number of passengers must not exceed the number of functioning seatbelts.
- 3.7.6 Vehicles must have properly installed booster seats for the transport of children who require them as per the Highway Traffic Act.
- 3.7.7 Winter tires shall be required on vehicles carrying students during the recommended months for winter tire use in Newfoundland and Labrador (November 1 to April 30).
- 3.7.8 Smoking shall not be permitted in private vehicles when they are used to transport students for a school-sponsored activity.
- 3.7.9 Any vehicle rented by a school or by an individual on behalf of a school, and used to transport students, must meet the criteria outlined in this policy and procedures.
- 3.7.10 All drivers who transport students for school sponsored activities must have a valid driver's license according to provincial requirements.
- 3.7.11 All non-staff (volunteer) drivers must be 25 years of age or older.
- 3.7.12 Students are not permitted to transport other students.

3.7.13 All non-staff (volunteer) drivers must have a satisfactory Criminal Reference Check on file at the school as per the Volunteers in Schools Policy (PROG-300).

3.7.14 Drivers must not have incurred any serious traffic offences in the last five years.

3.7.15 Drivers shall not be permitted to operate a vehicle if there is a reasonable suspicion that they are under the influence of drugs or alcohol or otherwise impaired.

3.7.16 A reporting form shall be completed for each trip, including name of driver, name of teacher sponsor and names of students travelling with each driver. [Add to Appendix]

#### 4. Parent/Caregiver Permission

4.1 Parents/caregivers are to be advised of the relevant details of all field trips such as the date, time, activity and mode of transportation, if any. Parent/caregiver permission for a student to participate in out-of-town field trips shall be required in writing on a district-approved form.

4.2 For field trips that are intended to be regular excursions (e.g., weekly excursions to a recreation activity), parents/guardians may be requested to complete a form consenting to a child's participation in the repeated trips, in accordance with Administrative Regulation 2 of the Student Supervision Policy.

#### 5. Student Participation

5.1 Individual student participation in field trips shall be at the discretion of the school administrator.

5.2 Schools will support the participation of students in field trips/excursions, and other co-curricular travel to the extent possible, as outlined in the Administrative Regulations of the School Materials and Student Fees Policy.

5.3 Students who do not participate in class excursions or other field trips should be accommodated in other classes or activities.

5.4 Students are expected to comply with the school's expectations for students during field trips, and the school's code of conduct.

6. Funding for Student Travel

Funding for field trips shall be done in accordance with the School Materials and Student Fees and School Fundraising policies and associated administrative regulations.

7. Inclement Weather

7.1 When a school is closed due to inclement weather, school field trips shall automatically be cancelled.

7.2 Student travel shall not commence when a weather advisory for the relevant area has been issued by the District's contracted weather service.

7.3 Student travel shall not commence when road hazard warnings for the relevant area have been issued by the police or Department of Transportation and Works.

7.4 When a field trip has commenced and the weather deteriorates, the teacher sponsor is expected to err on the side of caution and to either terminate a trip early, or to remain at the location until the weather improves. Such decisions should normally be made in consultation with the school administrator and/or the bus foreman/Manager of Student Transportation.

7.5 If a group, due to no fault of its own, incurs extra travel expenses (e.g., weather problems, travel problems), parents/guardians are responsible for the extra costs.