

# AP 260 – STUDENT TRAVEL

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## Background

The Division recognizes the value of educational opportunities that extend beyond school property and permits certain field trips. The Division expects that in the planning and execution of any approved field trip, the assurance of educational value and student safety will be of primary concern.

The procedures for “Student Travel” in this administrative procedure guide all travel within the boundaries of Alberta and Saskatchewan. AP 261 “Extended Student Travel” outline procedures for student travel beyond the boundaries of Alberta and Saskatchewan.

## Procedures

1. Applications for approval of field trips that extend beyond the City of Lloydminster must be submitted to the Director/Designate by September 30 of each school year.
2. The Principal or designate shall obtain all information necessary to assure the safety and educational value of the field trip.
3. The Principal or designate shall keep a record of all approved field trips and share this record with school staff. This record shall contain parent/guardian consent, agendas, all information provided to parents or guardians, a list of participating students, a list of supervisors and their assigned duties, and any other relevant information that the Principal or designate deems necessary.
4. Records for field trips where no injury occurred or where no unusual report was filed may be destroyed at the end of the school year. Records for field trips where an injury occurred or where an unusual incident was reported shall be retained according to the schedule for student accumulative records.
5. Transportation
  - 5.1 Students can be transported by any of the following: school division vehicles including bus or van, rental vehicles, parent vehicles, personal vehicle, or coach line bus. The teacher and Athletic Director will collaboratively recommend to the Principal for approval the best mode of transportation for the specific group/team considering group size, event duration, prioritization of multiple and concurrent school trips, all associated transportation costs, and overall team and school convenience.
  - 5.2 The following procedures will guide responsibilities:
    - 5.2.1 Athletic Director will process requests for
      - 5.2.1.1 School bus transportation
      - 5.2.1.2 Rental van
      - 5.2.1.3 Coach line bus transportation
    - 5.2.2 The coach or supervising teacher will complete arrangements for parent drivers.
  - 5.3 Students cannot transport other students for school-approved activities under any circumstances.

- 5.4 Parents or staff transporting students with private vehicles must provide a copy of the following to the Principal:
  - 5.4.1 A valid class “V” drivers’ license;
  - 5.4.2 A valid vehicle registration; and
  - 5.4.3 Proof of a minimum of two million dollars (\$2,000,000) Third Party Liability Insurance.
6. Student safety is our first and primary interest. Therefore staff will take appropriate actions to assess any risk associated with proposed field trip activities and the proposed site associated with the field trip and take safety measures to minimize any such risk.
7. Organizers of field trips are required to take the following actions to enhance student safety:
  - 7.1 Ensure emergency procedures are in place for reasonable foreseeable contingencies.
  - 7.2 Ensure students and volunteers have the required extended medical coverage before they are allowed to participate in travel out of the country.
  - 7.3 Ensure all supervisors are advised of their roles and responsibilities for the field trip.
  - 7.4 Ensure all training, preparation and orientation is complete for all that is reasonably foreseeable.
  - 7.5 Ensure student supervision is available at appropriate levels at all times.
  - 7.6 Ensure each supervisor has a list of the students for whom they are responsible.
  - 7.7 Ensure an appropriately equipped portable first aid kit is available and accessible and that all supervisors are able to use it contents appropriately.
  - 7.8 Ensure a complete list of student participant information is collected before departure, including:
    - 7.8.1 Personal health card number;
    - 7.8.2 List of special medical needs and conditions; and,
    - 7.8.3 Identification of parent contact and emergency contact information.
  - 7.9 The Principal will issue a Purchase Card or Credit Card to the teacher supervisor for all pre-approved travel expenditures (e.g. hotel, fuel, etc.)
  - 7.10 If circumstances change requiring cancelation of a pre-approved transportation requiring a bus, administration will complete the following transactions:
    - 7.10.1 If the transportation was canceled due to requirements defined in AP132 Inclement weather, the Transportation Supervisor will cover financial commitments centrally.
    - 7.10.2 If the transportation was canceled due to school-based preferences, the Principal will cover financial commitment of actual driver cost.

Reference: Sections 85, 87, 108, 109, 151, 175, 179, 231 Education Act  
Physical Education Safety Guidelines