

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 260 – Student Travel	
Related LCSD AP's	AP 132 – Inclement Weather AP 261 – Extended Student Travel	
Form(s)	F 260.1 – Permission to Make Alternate Transportation Arrangements F 260.2 – Application for Automobile Driver Authorization F 260.3 – Voluntary Driver Registration F 551.1 – Bussing Field Trip F 552.1 – Division Vehicle Request	
References:	<i>The Education Act, 1995</i> sections 85, 87, 151, 175, 179, 231	
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Background

The Division recognizes the value of educational opportunities that extend beyond the school property and considers these activities to be an integral component of a successful educational program. 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.

The Principal may authorize student transportation by voluntary drivers in their privately owned vehicles. The use of private vehicles for transporting students on approved school sponsored activities should be done only when school buses or commercial sources of transportation are not available, feasible or desired.

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. 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.

4. Transportation
 - 4.1 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.
 - 4.2 The following procedures will guide responsibilities:
 - 4.2.1 Athletic Director will process requests for
 - 4.2.1.1 School bus transportation
 - 4.2.1.2 Rental van
 - 4.2.1.3 Coach line bus transportation
 - 4.2.2 The coach or supervising teacher will complete arrangements for parent drivers.
 - 4.3 Students cannot transport other students for school-approved activities under any circumstances.
 - 4.4 Parents, staff, volunteer(s) transporting students with private vehicles must provide a copy of the following to the Principal:
 - 4.4.1 Form 260-2 Application for Automobile Driver Authorization
 - 4.4.2 Form 260-3 Voluntary Driver Registration
 - 4.4.3 A valid class "5" graduated drivers' license (or current driver abstract);
 - 4.4.4 A valid vehicle registration; and
 - 4.4.5 Proof of a minimum of two million dollars (\$2,000,000) Third Party Liability Insurance / personal liability and property damage primary insurance.
 - 4.4.6 Must consult their insurance company before undertaking the transportation of students.
 - 4.4.7 Drivers must be twenty (20) years of age or older unless the driver is a student who has parental permission to drive himself or herself only.
 - 4.4.8 No secondary school student, irrespective of age, may drive a private vehicle transporting other students to school sponsored activities.
5. 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.
 - 5.1 The number of persons transported in any one private vehicle shall not exceed the insured passage capacity rating of that vehicle (i.e. the number of seat belts provide in the vehicle at the time of its manufacture).
 - 5.2 The Principal shall determine if an additional driver(s) or an adult supervisor in addition to the principle driver of the vehicle is necessary. Consideration will be given to the maturity of the students, to the length of the specific trip, inclusion of other children who are not

- participating in the school sponsored event, as well as, traffic and weather conditions. Furthermore, when the driver is driving and supervising and/or coaching, consideration needs to be given to the total hours of supervision and/or coaching that may lead to driver fatigue.
- 5.3 Some students (typically ECS) require child restraints as per the Highway Traffic Act. (Any child who is under the age of six (6) years and whose weight does not exceed 18 kgs (40 lbs) must be properly secured in a child safety seat.)
 - 5.4 In emergencies due to accident, illness, or special circumstances require student transportation in a private vehicle, the Principal or supervising teacher shall approve student transportation in a private vehicle driven by a Division employee or other responsible adult.
 - 5.5 The Principal shall ensure that a means of communication with private vehicles is in place.
6. The Principal or designated organizer of field trips are required to take the following actions to enhance student safety:
- 6.1 Maintain a record of all approved field trips and share this record with school staff.
 - 6.1.1 A parental consent form signed by the parent/guardian must be obtained for each student.
 - 6.1.2 One consent form could cover a series of trips.
 - 6.1.3 The method of transportation and the driver(s), if known, should be indicated on the parental consent form to be signed.
 - 6.1.4 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.
 - 6.2 Ensure that all consent forms have been signed and collected prior to the trip.
 - 6.3 Maintain a list of all passengers. This list to be provided to the trip supervisor and to the school prior to departure.
 - 6.4 Ensure emergency procedures are in place for reasonable foreseeable contingencies.
 - 6.5 Ensure students and volunteers have the required extended medical coverage before they are allowed to participate in travel out of the country.
 - 6.6 Ensure all supervisors are advised of their roles and responsibilities for the field trip.
 - 6.7 Ensure all training, preparation and orientation is complete for all that is reasonably foreseeable.
 - 6.8 Ensure student supervision is available at appropriate levels at all times.
 - 6.9 Ensure each supervisor has a list of the students for whom they are responsible.
 - 6.10 Ensure an appropriately equipped portable first aid kit is available and accessible and that all supervisors are able to use it contents appropriately.
 - 6.11 Ensure a complete list of student participant information is collected before departure, including:
 - 6.11.1 List of special medical needs and conditions; and,

- 6.11.2 Identification of parent contact and emergency contact information.
- 6.12 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.)
- 6.13 If circumstances change requiring cancelation of a pre-approved transportation requiring a bus, administration will complete the following transactions:
 - 6.13.1 If the transportation was canceled due to requirements defined in AP132 Inclement weather, the Transportation Supervisor will cover financial commitments centrally.
 - 6.13.2 If the transportation was canceled due to school-based preferences, the Principal will cover financial commitment of actual driver cost.
 - 6.13.3 Volunteer drivers shall not be paid mileage but may be reimbursed for actual expenses, such as gasoline.
- 6.14 Ensure Form 260-1 Permission to Make Alternate Transportation Arrangements has been signed and collected for all parents / guardians that have made alternate transportation arrangements for their child at the conclusion of the field trip.