

GENERAL REGULATIONS COVERING ALL FIELD TRIPS

[The following regulations apply to all field trips, there are also regulations that apply to specific trips.]

- a. Trip sponsors **MUST** utilize SDACC policies in the *Education Code, Section P-500*, including policies covering the transportation of students.
- b. Whenever the principal, superintendent, or board determines that dangerous conditions exist which may affect the health, safety, or welfare of those traveling on any field trip, the principal, superintendent, or board may withdraw approval for the trip. The teacher may also request cancellation or postponement of the trip for the same reasons. Prior to departure on a field trip the teacher/supervisor will make themselves aware of, and heed any travel advisories that may be available through the RCMP or The Department of Foreign Affairs. The superintendent will immediately be made aware of any travel advisory that may be posted and may affect the proposed trip. The school, conference and board will assume no liability for reimbursement of costs or expenses incurred by the cancellation of approval for any trip. (Parents will need to be aware of this condition in advance.)
- c. Principals must ensure the trip is educationally valuable to receive approval from the board and/or conference. (See *Reasons for Utilizing Field Trips* p.3.)
- d. Travel time - teachers are encouraged to consider the many educational opportunities available locally and to take into account the amount of travelling time involved when planning a trip.
- e. A suitably equipped first-aid kit and cell phone (or other means of two-way communication) will be available on all outdoor field trips and on all school bus trips
- f. Field trips are lawful school activities and applicable rules and regulations with respect to pupil conduct, supervision and safety must be in force. Parents and students must understand that a prompt return home at parents' expense is a logical consequence of a student's inability to accept their responsibility in this matter. Procedures shall be in place to accommodate this.
- g. Students on trips **must** always be under the supervision of a **certified** teacher employed by the BC Conference. There is to be **NO** unsupervised time.
- h. All work projects shall adhere to OSHA (Occupational Safety and Health Administration) and or standards of the local country (strongest **must** be used).
- i. Volunteer drivers of automobiles carrying pupils on field trips must have adequate liability insurance. A minimum of \$3,000,000 is required. Under no circumstances should a student be permitted to act as a volunteer driver. All volunteer drivers must be at least 21 years old. All volunteer drivers will receive a completed *Student Travel By Private Vehicle form* (See Appendix M). A legal opinion states that we should not remunerate our volunteer drivers unless they are commercially licensed. Receiving remuneration alters their insurance requirements. Legitimate expenses based on receipts, and related to travel, such as gasoline, accommodation and meals may be paid by the school.
- j. All parents must be notified one (1) week in advance for daytime field trips, and two (2) weeks in advance for an overnight field trip. Signed parental permission slips for these trips must be received prior to the trip's taking place. **No telephone permission will be accepted.** The *Special*

Supervisor
must be a
certified
teacher –
page 1, g.

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Use Special
Consent
and
Information
forms.

- Activities Consent Form* and the *Medical Information Form* (See Appendix M) are to be used for all trips. Forms that list emergency contacts and health information must be carried with the trip supervisor, as well as any required medical devices (ie: Epi-pens, AED). **Responsibility for sending out permission slips belongs to the teacher, not the school office.**
- k. Field trips should be planned to minimize the disruption of other schedules in the school. Arrangements must be made for the instruction of any students not participating in the trip who are normally taught by the teachers involved in the field trip.
 - l. It is suggested that participating students have each subject teacher sign a permission slip attesting to their academic situation before they can travel to an event, and that where necessary, homework be provided to keep the student up-to-date with classroom learning.
 - m. All *Out-of-Union Tours and Activities* trips must have approval in principle from the conference before they can be pursued. These trips will be approved by the Conference K-12 Board of Education.
 - n. Supervision ratios will be a maximum of 15 students for each adult supervisor, with a minimum of two adult supervisors for any group. More adult supervisors are recommended on middle and elementary school trips. There will be male and female adult supervisors with any mixed group. A teacher or principal will be in ultimate authority on the trip.
 - o. All volunteers traveling with students must have a **Criminal Record Check** done and it must be current. (Available on the Education web site.) They will also complete an **OFF-SITE ACTIVITY(IES) CONSENT OF VOLUNTEER AND ACKNOWLEDGEMENT OF RISK** form. (See Appendix M)
 - p. Students will not be permitted to stay overnight in private homes unless specific permission is granted by the K-12 board due to special circumstances.

INTRODUCTION TO TRIP PLANNING

In giving support to the use of field trips as an educational vehicle the conference expresses its concern that the value of any trip must be assessed in the context of the amount of classroom instruction time lost, the potential contribution to student learning and the costs to the individual student, the school and the constituency. It is not the intention of the board to impose rigid restrictions on learning activities which contribute to legitimate educational objectives; this policy should enable all those responsible for the education of our students to assure themselves that such activities undertaken during the school year:

- a. Are, or can be, directly related to the tasks the school is expected to perform within a relatively short school year.
- b. Cannot be more appropriately undertaken in out-of-school time.
- c. Have been planned to achieve specific educational outcomes.
- d. Are organized with provision for adequate supervision.
- e. Are conducted in a manner which will not bring discredit upon the teacher, the school or the Conference.

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Reasons for Utilizing Field Trips

Educational

- a. Enrichment
 - i. The regular academic program is made more meaningful by learning about the real world in a non-school environment.
 - ii. Interest and enthusiasm are added to existing programs.
 - iii. Organizational skills are developed by being in the field.
- b. Responsibility
 - i. Responsibility to individuals and the group is required by all participants.
 - ii. Good training is imparted through encouraging independence and interdependence.
 - iii. A student's academic achievements on the regular program are maintained.
- c. Cultural
 - i. Participants learn to appreciate other people, their problems and traditions.
 - ii. Participants return with a world view that is broadened to include more than the local area.

Social

- a. Independence and Sharing
 - i. 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.
- b. Variety
 - i. The programs provide a break from the day-to-day routine.
 - ii. A participant returns with enriched attitudes and outlooks.
- c. Relationship Building
 - i. Students, supervisors and teachers see each other in a different set.
 - ii. Self-discipline is developed.
 - iii. Relationships are developed and others are strengthened.

Service/Spiritual Enrichment

- a. Students gain a wider appreciation of God's created works.
- b. Students are given an opportunity to engage in service activities.
- c. Students are motivated to commit their lives in service to God and humankind.

The Three Parts of a Field Trip

- a. **The preplanning:** includes discussion of the movement of students, expected behaviours and the learning outcomes which will be illustrated during the field trip. Research indicates that learning increases markedly when proper preplanning has been done.
- b. **The trip itself:** The trip should be well organized with a detailed itinerary, and the objectives in mind. Participants should understand that the trip is to be an educational experience.
- c. **The follow-up:** After the trip is over, there should be a review of what has been done and the principles that have been learned. It is wise to hold a culminating activity to which

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parents, board members and district staff are invited. This can increase support for future applications for field trips.

SAFETY GUIDELINES FOR OUTDOOR FIELD TRIPS

Note: Emergency contingency plans must be in place for all outdoor trips

Field Trips During Sub-Zero Temperatures

- a. It is recommended that the teacher or supervisor visit the site beforehand in order to assess any safety hazards that could reasonably be encountered.
- b. For outdoor field trips and/or survival programs conducted during sub-zero temperatures, the supervising teacher must ensure that a heated facility is within a reasonable walking distance (not more than 60 minutes away) in the event of extreme weather changes or other emergency situations that may arise.
- c. It is recommended that survival camps or any winter camps where buildings are not available not be held when weather forecasts indicate that temperatures may drop below minus 20C.
- d. It is recommended that all outdoor activities be cancelled at temperatures below minus 30C. Immediate availability of warm accommodation may allow limited outside activities to proceed.

Field Trips Involving Swimming and Boating Activities

- a. For field trips involving swimming activities the supervising teacher must ensure that the activity is under the direct supervision of a trained Water Safety Instructor with current life-saving qualifications.
- b. All pupils involved in boating activities must wear MOT approved life jackets or approved PFDs. (MOT – Ministry of Transport; PFD – Personal Flotation Device.) These will be worn in a **properly fastened manner at all times** during the activity.
- c. For boating activities involving canoeing, kayaking, rowing, sailing and power craft it is required that the activity be under the direct supervision of a qualified instructor trained in the operation of the craft type being used.
- d. For canoe tripping programs on lakes or rivers the supervising teacher must be familiar with existing water conditions and the route traveled. Always travel close to the shoreline when traveling on lakes. There is no need to be more than 100 feet off shore. Students will not travel on any water without a certified flat water or moving water instructor being present.
- e. Students must have a minimum of 20 documented hours flat water paddling before attempting moving water. Grade I water is sufficient challenge for students at this stage.
- f. Each craft shall have a PFD, paddle, bailer, and whistle for each person. Appropriate flotation for the boat, and a spare paddle will also be in the boat.

Field Trips in Remote or Wilderness Areas

For field trips in remote or wilderness areas the supervising teacher must ensure that both the pupils and leaders are properly prepared for the experience.

Proper preparation would include the following:

- a. That the supervising teacher is familiar with the area and has established class safety and emergency procedures that are understood by all participants.
- b. That the local area authorities such as RCMP, Forestry, or Park Officials have been informed about the program and location or route to be used.

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- c. When traveling on active logging roads notify the companies involved that you will be using the road. They will warn their drivers when requested to do so.
- d. That the supervising teacher and assistants are aware of the nearest telephone, accessible medical station, and RCMP station. The supervising teacher will carry a cellular telephone and have appropriate emergency numbers in their possession. An emergency evacuation plan will need to be considered prior to departure.
- e. That procedures exist for establishing contact between the remote area and the school principal via RCMP, Park Officials, Forestry persons, persons in the area or direct radio contact. Leave an itinerary and a list of participants at the school and with the District Field Trip Coordinator.
- f. That permits, fishing licenses, and area use permission have been obtained where required.
- g. It is expected that pre-trip physical conditioning will be part of the students' preparation.
- h. Students will not be allowed to participate in solo experiences. Use the buddy system.
- i. Supervisors must be guided by the axiom, "Prepare for the worst, but expect the best". Be adequately prepared for emergency situations that might arise.
- j. All participants will be instructed as to what to do if they should become separated from the group.
- k. All participants will have a whistle, compass and map, and matches on their person. They will be instructed as to the application of these aids should they become lost.

TRANSPORTATION REGULATIONS

- a. All curricular and extra-curricular travel must be approved by the principal and where appropriate, with the conference in accordance with SDACC policy. The principal may designate in writing the "supervisor" as defined in this policy, to assume overall responsibility for arrangements and supervision of the travel and activity. The "supervisor" would normally be the classroom teacher or activity sponsor. If the principal does not designate someone else to be the supervisor, then the principal assumes the responsibilities of the supervisor.
- b. The "supervisor" must ensure, to the best of their knowledge, that all vehicles have at least the minimum \$3,000,000 third party liability insurance and further, that the vehicles used meet all the current requirements of the *Motor Vehicle Act*. If contracted vehicles are used there must be a formal written contract for the transportation required.
- c. Each school must maintain a roster of authorized drivers (approved by the school board) with their vehicle registration numbers, containing the names of responsible persons age 21 or older having at least three (3) years of driving experience and possessing an unrestricted license (corrective lenses exempted) to drive the particular vehicle being used. The principal must ensure that a recent (annually) driver's abstract is made on each driver and that each driver has completed a Volunteer Driver Authorization Application. The school "supervisor" must first be satisfied that the driver is on the school's list of authorized drivers. Only the authorized driver for a vehicle may drive that vehicle during the trip for which the driver's services are requested.
- d. It is the responsibility of the school "supervisor" and the trip supervisor to obtain, prior to the trip, the written consent of the parent or guardian of each student being transported. In the absence of a written consent form the student may not travel.
- e. The "supervisor" will ensure that the number of persons being carried in a given passenger vehicle does not exceed the normal carrying capacity of that vehicle. They must also ensure there is a seat belt for each person in that vehicle and all passengers must be required, by the volunteer driver, to wear it whenever the vehicle is in motion.

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- f. *Please note that booster seats **MUST** be used for children who are at least 18 kg (40 lbs), and under 9 years of age or 145 cm (4'9") tall. Booster seats must **NOT** be placed in the front seat. The booster seat must be used in combination with a lap and shoulder belt. The lap belt must be low over hip bones and the shoulder belt over the shoulder and in front of the chest. If a low-backed booster seat is used, the vehicle **MUST** have adjustable head restraints to protect the child's head and neck in a crash.

15 seater passenger vans are not to be used.

- g. A teacher's vehicle must be properly insured for its normal use. This insurance covers **occasional** extracurricular use. Teachers whose assignment requires that they use their personal vehicle **regularly** during school hours must have their vehicle insured for business use.
- h. Where a parent or guardian has elected to transport their 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 their 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.
- i. In the case where bad weather is likely to cause adverse driving conditions the supervisor is required to check with police and/or highway authorities with respect to driving conditions. In making the decision whether to proceed with the trip or not decide on the side of caution. Where a return home may be delayed by bad weather or road conditions all people concerned must be contacted. Do not be concerned about waiting for better weather as long as all concerned are informed!
- j. The trip supervisor must ensure that all drivers have adequate rest (e.g. it should not be expected that a teacher teach a full day and then drive through the night).

TYPES OF TRIPS

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

1. LOCAL TRIPS

Local trips are a one-day, off-campus field trip/activity, which is limited to one day or a portion thereof and may include travel outside of the conference boundaries but does not require overnight accommodations.

Notification
to be given
to Board
Chair 24 hrs
prior to
event.

Proposed plans for a one-day, off-campus field trip or activity are to be approved by the school administrator and **notification must be given to the school board chair at least 24 hours prior to the event.**

- a. Preplanning
- i. Clear all field trip/activities with the school administrator.
 - ii. Send letter to parents explaining the purpose and details of the trip.
 - iii. Supply students/parents/participants with a list of student expectations.
- b. Plans in Progress
- i. Obtain *Volunteer Driver Authorization Application*. (See Appendix M)
 - ii. Process *Criminal Record Check* forms.

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- iii. Keep *Driver Certificate of Insurance* on file at the school for fast and permanent reference.
 - iv. Submit *Application for Approval* form. (Available on the SDABCOE website.) Please note time frame relative to trip/activity.
 - v. Prepare *Driver Abstract* forms – to be completed annually by each person on the authorized list of drivers for each school. A printout form is to be obtained from the Motor Vehicle Branch by volunteer drivers. Used for both volunteer drivers and all drivers of busettes.
- c. Final Preparations
- i. *Special Activities Consent Form* – to be completed by the parent/guardian. (See Appendix M)
 - ii. *Medical Information Form* – to be completed by the parent/guardian. (See Appendix M)
 - iii. Finalize transportation and give a *Drivers of Volunteer Vehicles* letter to each volunteer driver. (See Appendix M)
 - iv. Prepare *Student Travel by Private Vehicle* form. (See Appendix M)
 - v. Finalize *Driver Abstract* forms.
 - vi. File/copy all consent forms and emergency contingency plans with the principal.

2. **INTRA-CONFERENCE OVERNIGHT TOURS AND ACTIVITIES**

(may include wilderness trips)

An intra-conference overnight tour or activity is one that is within the conference boundaries but extends beyond one day and involves overnight accommodations for one or more nights.

Proposed plans for an intra-conference overnight off-campus tour or activity are to be approved by the school administrator, the school board, and the Superintendent of Education.

Approval must be requested at least three weeks prior to commencement of trip.

Approval
to be
requested
three
weeks
prior to
trip.

- a. Preplanning
 - i. Clear all field trip/activities with the school administrator.
 - ii. Send letter to parents explaining the purpose and details of the trip.
 - iii. Supply students/parents/participants with a list of student expectations.
- b. Plans in Progress
 - i. Obtain *Volunteer Driver Authorization Application*. (See Appendix M)
 - ii. Process *Criminal Record Check* forms. (These forms can be obtained at the following website: <http://www.pssg.gov.bc.ca/criminal-records-review/schedules> - Schedule C is the form to use for volunteers.)
 - iii. Keep *Driver Certificate of Insurance* on file at the school for fast and permanent reference.
 - iv. Submit *Application for Approval* form. (Available on the SDABCOE website) Please note time frame relative to trip/activity.
 - v. Prepare *Driver Abstract* forms – to be completed annually by each person on the authorized list of drivers for each school. A printout form is to be obtained from the Motor Vehicle Branch by volunteer drivers. Use for both volunteer drivers and all drivers of busettes.
- c. Final Preparations

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- i. *Special Activities Consent Form* – to be completed by the parent/guardian. (See Appendix M)
- ii. *Medical Information* form – to be completed by the parent/guardian. (See Appendix M)
- iii. Finalize transportation and give a *Drivers of Volunteer Vehicles* letter to each volunteer driver. (See Appendix M)
- iv. Prepare *Student Travel by Private Vehicle* form. (See Appendix M)
- v. Finalize *Driver Abstract* forms.
- vi. File/copy all consent forms and emergency contingency plans with the principal.

3. **OUT-OF-UNION TOURS AND ACTIVITIES**

(including Mexico and the United States – may include mission trips)

Tours Abroad Reporting Form to be sent to GC.

An out-of-union tour or activity is one that has as its purpose a mission outreach, educational enrichment, or recreation and involves travel outside Canada including travel to Mexico or the U.S. and may or may not involve overnight accommodations.

Proposed plans for an out-of-union tour or activity are to receive approval by the school administrator, the school board, and the SDABC K-12 Board. The *Tours Abroad Reporting Form* is to be filled out and sent to the General Conference Department of Education. (General Conference *Working Policy* FE 90 05 to FE 90 45 – see Appendix M for Out of Division Trips).

SDABCOE approval required TWO MONTHS prior to tour.

Notification of proposed tour/activity is to be submitted to the SDABCOE for approval TWO MONTHS prior to tour.

- a. Preplanning
 - i. Clear all field trip/activities with the school administrator.
 - ii. Send letter to parents explaining the purpose and details of the trip.
 - iii. Supply students/parents/participants with a list of student expectations.
- b. Plans in Progress
 - i. Obtain *Volunteer Driver Authorization Application*. (See Appendix M)
 - ii. Process *Criminal Record Check* forms. (These forms can be obtained at the following website: <http://www.pssg.gov.bc.ca/criminal-records-review/schedules> - Schedule C is the form to use for volunteers.)
 - iii. Keep *Driver Certificate of Insurance* on file at the school for fast and permanent reference.
 - iv. Submit *Application for Approval* form. (Available on the SDABCOE website) Please note time frame relative to trip/activity.
 - v. Prepare *Driver Abstract* forms – to be completed annually by each person on the authorized list of drivers for each school. A printout form is to be obtained from the Motor Vehicle Branch by volunteer drivers. Use for both volunteer drivers and all drivers of busettes.
 - vi. If the trip is outside of Canada, out of country health coverage/travel insurance for the number of days they will be out of the country must be purchased for all members of the party.
- c. Final Preparations
 - i. *Special Activities Consent Form* – to be completed by the parent/guardian. (See Appendix M)

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- ii. *Medical Information* form – to be completed by the parent/guardian. (See Appendix M)
- iii. Finalize transportation and give a *Drivers of Volunteer Vehicles* letter to each volunteer driver. (See Appendix M)
- iv. Prepare *Student Travel by Private Vehicle* form. (See Appendix M)
- v. Finalize *Driver Abstract* forms.
- vi. File/copy all consent forms and emergency contingency plans with the principal.
- vii. The latest travel advice and advisories from the Government of Canada are to be reviewed within 48 hours prior to leaving on the trip. They can be accessed at <http://www.travel.gc.ca/travelling/advisories>.