



Category	Educational/Transportation Services		
Subject	School Trips		
Adopted		Revised	November 25, 2014
Policies Used / Referenced	Extra-co-curricular Trips 10-358 Education Trips 6-360		

Policy Statement

Recognizing the valuable learning experiences which may be gained by students, Anglophone South School District supports planned trips of an educational nature which, because of the distance or the itinerary involved, require that students be away for one or more school days (to a maximum of 3).

Procedures

1. Trips should be scheduled so that students and teachers miss the least amount of class time possible to a maximum of 3 school days per trip. Reasonable attempts must be made to follow the approved itinerary; if changes are necessary the school should be notified.
2. No school trips shall be scheduled during the first 2 weeks of school as this is a busy time for Transportation staff.
3. School sponsored trips will only be approved for within Atlantic Canada, Quebec or Ontario for grades 6-8 students. School sponsored trips will be approved for Atlantic Canada, Ontario, Quebec, New England States and New York City for grades 9-12 students.
4. Based on the initial plan and preliminary outline, the Principal of the school shall contact the Director of Schools for tentative approval of an overnight trip. This can be done through an email or telephone call – no form required. Requests for tentative approval should be made at least:
 - (a) 20 teaching days prior to a trip within the province
 - (b) 40 teaching days prior to a trip outside the province
5. Before formal approval of a trip may be given by the Director of Schools, the following information shall be provided:
 - (a) the educational purpose of the trip,
 - (b) a brief outline of planned orientation and follow-up to the trip,
 - (c) a detailed itinerary, including dates, arrangements for travel and accommodations. There must be a reasonable attempt made to follow the itinerary.
 - (d) the method by which the trip is to be funded,
 - (e) a complete list of the students involved, including grade levels, must be left at the school, Medicare numbers and supplementary health insurance numbers if the trip is outside the province.

- (f) a list of chaperones/supervisors that have been approved by the Principal, providing male and female chaperons as appropriate.
- (g) budget outline

6. There must be a mix of male and female chaperones.
7. The following supervisor to student ratios are considered to be appropriate guidelines. It is important to consider the nature of the trip and the students participating.

School Trip	Gr K-2	Gr 3 – 5	Gr 6 to 8	Gr 9 - 12
Day Field Trip	1:5	1:10	1:15	1:15
Overnight Trip	Not relevant	1:10	1:12	1:15
Out-of-Province Trips	Not relevant	Not relevant	1:12	1:15
Canoe Trips / Watercraft	N/A	N/A	See NB Physical Education Safety Guidelines	1:5

8. The “Out-of-Province Travel – School/District Staff” form must be completed for out of province trips and staff must record their absence through AESOP.
9. Prior to departure, written permission must be obtained from the parent(s) or guardian(s). Parents/guardians shall receive a detailed itinerary.
10. A list of student participants, chaperones, detailed itinerary and contact points must be left at the school.
11. School employees are not permitted to promote, organize or supervise a class trip for students within a school that has not received the prior approval as outlined in the above policy of the School District.
12. Trips promoted by organizations outside of school (March Break, Summer) may not be organized, advertised or sanctioned by the school. Planning must happen off of school property. ASD-S is not responsible for these trips.
13. The consequences of inappropriate behaviour on the part of students should be clearly outlined to students and parents by staff prior to the activity taking place. All approved curricular/extra-curricular trips are considered to be an extension of the regular school program. Therefore, the expectation of student behaviour is equivalent to the expected behaviour in regular school programs.

14. Trip opportunities are open to all students (eg drawing for seats cannot be supported). If trip privileges are being suspended, communication from the teacher and administration is important.

Reference

- EECD Policy 709: Student Physical Activity Safety Standards
- EECD Policy 510: Procedures for Accidents Involving a School Vehicle
- EECD Policy 512: Extra-Curricular Activity Vehicles
- EECD Policy 513: Transportation to and from Off-Site School-Related Extra-Curricular Activities
- ASD-S-241 Out of Province Travel – School/District Staff

APPENDIX A

**School Trips
Checklist**

- Principal shall contact their Director of Schools for tentative approval of an overnight trip:
 - one month prior for trip within Province
 - two months prior for trip outside of Province

- Provide the following to the Director of Schools for formal approval:
 - educational purpose of trip
 - brief outline of planned orientation and follow up to the trip
 - detailed itinerary, including dates, arrangements for travel and accommodations.
 - methods by which the trip is funded
 - list of chaperones
 - budget details

- Provide the following to the parents/guardians
 - detailed itinerary, including dates, arrangements for travel and accommodations.
 - consent form
 - consequences of inappropriate behaviour

- Completed Individual/Group Out-of-Province Travel for staff form

- Staff create their absence on AESOP

- Informed consent received from parent(s) or guardian(s) prior to departure

- List of student participants, chaperones, itinerary, contact points and Medicare numbers left at school. Copy to Director of Schools, and a copy kept in the vehicle(s) being used to travel.

- Final approval from Director of Schools and Superintendent (out of province).

APPENDIX B

OVERNIGHT EDUCATIONAL TRIPS

School: _____ Grade: _____

Destination: _____ Number of Students: _____

Departure Date: _____ Return Date: _____

School Days Missed: _____ Method of Transportation: _____

Educational Purpose of the Trip:

Brief Description of the Planned Orientation and Follow-up activities:

Method of Funding the Trip:

- | | | |
|---|------------------------------|-----------------------------|
| Copy of itinerary attached? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| List of chaperones attached?
(teaching and non-teaching) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Parent consent obtained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Teacher Out of Province Travel Form completed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Absence created on AESOP? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Information completed by: _____ Date: _____

Signature

Principal: _____ Date: _____

Signature

Director of Schools: _____ Date: _____

Signature

Superintendent: _____ Date: _____

(Out of province) _____
Signature



APPENDIX D

Authorization to Transport Students Participating in School Events
Volunteer Drivers

This will authorize _____ to transport students
(Name of teacher or volunteer driver)
participating in school events.

Vehicle Information: Make _____ Year _____ License #: _____

Principal's Signature School Date

1. Declaration to be signed by Driver:

I declare that:

- I hold a valid driver's license appropriate for the operation of the vehicle to be used and am over 21 years of age.
- This vehicle has insurance coverage in accordance with the laws of New Brunswick with \$1,000,000 liability insurance.
- This vehicle has a valid New Brunswick motor vehicle safety inspection sticker.
- I am familiar and adhere to the provincial Pupil Protection Policy 701
- I have four snow tires on my vehicle from November 1 until April 30 each year.
- I have read the Anglophone South School District Driver Responsibilities as listed on the reverse side of this form

Signature Date

2. Declaration to be signed by the vehicle owner, if the volunteer driver does not own the vehicle.

I declare that I have authorized _____ to drive my vehicle and transport students. This vehicle carries insurance as required by New Brunswick law and includes a minimum of \$1,000,000 liability insurance. This vehicle has a valid New Brunswick motor vehicle safety inspection sticker.

Signature Date

Driver Responsibilities

- Drivers are to be familiar with and adhere to the Department of Education and Early Childhood Development Policy 701 and as per School District guidelines for Volunteers in the School. If they will be alone with students, there must be a Criminal Record and Vulnerable Sector Check on file.
- Drivers to be at least 21 years of age, in good health, and hold a valid driver's license of the appropriate class for the vehicle being driven, and not be a student enrolled in a public school.
- Drivers must observe the requirements under the Motor Vehicle Act (seat belts, speed, no cell phone conversations, etc.)
- \$1,000,000 liability insurance coverage. Vehicle's insurer to be notified that students are being transported from time to time.
- Drivers to exercise mature driving judgment, especially during poor weather and visibility conditions. Groups traveling out of town must be prepared to stay overnight if weather or road conditions present a hazard. A list of hotels in the area would be helpful. Drivers must monitor meteorological and road conditions and follow weather related protocols established by the district.
- Driver is to have with them emergency phone numbers (especially if the trip is after regular school hours) including the number where the principal or designate can be reached.
- A cell phone or other communication device is recommended and the driver should have the name and phone numbers available to assist in case of emergency.
- Drivers should not drive when tired or unable to function at normal level of efficiency. If driving a vehicle requiring a Class 1-4 license or a rental vehicle the driver cannot work, travel, and be on duty for more than 14 hours.
- No travel between midnight and 6:00 a.m. unless authorized by the Superintendent.
- Drivers not to consume any alcoholic beverages or be under the influence of other drugs or medication which could impair driving. Drivers and passengers are not to smoke in the vehicle.
- Drivers of a bus or an extra-curricular activity vehicle must have completed a training program sanctioned by the Department of Education and Early Childhood Development.
- Drivers must complete a pre-trip inspection before departing, if the vehicle is a bus, an extra-curricular activity vehicle or a rental vehicle on behalf of the school (Appendix B – Policy 513, Transportation to and from Off-Site School Related Extra-Curricular Activities).
- Four snow tires with snowflake insignia on the tire sidewall must be on the vehicle from November 1 to April 30 each year.
- Vehicle's valid safety inspection sticker to be properly displayed.
- Vehicle's seat belts to be in working condition and used at all times. Driver is responsible to ensure passengers are wearing a seat belt.
- Luggage to be securely stored, not to obstruct vision or block aisles and exit doors.
- Vehicle's headlights to be on when students are on board.
- Vehicle's maximum passenger limit to be respected.