

STUDENT TRAVEL REQUEST

Form 6031-01



To be completed for any school-sponsored activity that occurs off school grounds for a period of time.

School _____

Submitted by _____

Departure date _____
month/day/year time

Return date _____
month/day/year time

Destination _____

Category	Duration/Destination	Type of Activity	Level of Safety
Indicate one from each component to determine the category	1 Day trips 2 Overnight in-province 3 Overnight out-of-province	A Athletic Participation B Outdoor Education C Other Activities	N Normal Safety Issues S Sensitive Safety Issues * * COMPLETE SECTION ON REVERSE

Group or class of students _____

Number of non-participating students _____

Cost of trip per individual student _____

This meets the limit set by the board (\$2500 secondary).

Total number of supervisors* _____ <small>* NOTE: In a coeducational overnight trip, there must be a relative number of both male and female supervisors.</small>	Level	Day Trip Ratios	Overnight Trip Ratios*
	Elementary (Grades K-7)	2 adults per class	fewer than 16 students – 2 adults required 16 students or more – 1 adult per 8 students
	Secondary (Grades 8-12)	1 adult per class	fewer than 30 students – 2 adults required 30 students or more – 1 adult per 15 students

A copy of the specific handout addressing the educational objectives of this particular trip and detailing field trip costs/fundraising arrangements is attached to this application form and will be distributed to parents prior to the trip.

For Safety-Sensitive Trips

The section on the reverse side of this form has been fully completed.

A copy of the specific handout addressing the safety concerns of this particular trip is attached to this form and will be distributed to parents prior to the trip.

Transportation Details

Private vehicles School bus Other (specify) _____

Other Details _____

Parental Consent

Elementary		Written consent (district form 6031-04 – Field Trip Consent Form) has been obtained (sample attached).
Secondary		Trip does not involve transportation. Parent/guardian(s) have been notified of the trip via _____ OR
		Trip involves transportation. Written consent (district form 6031-04 – Field Trip Consent Form) has been completed by parent/guardian(s) and returned to school prior to the field trip (sample attached).

If during instructional hours, alternate activity provided for non-participating students is: _____

Is a teacher-on-call required? No Yes, cost charged against _____

Approval (by school principal or designate)		
_____ Signature of principal or designate	_____ Name of principal or designate signing (print please)	_____ Date

Student travel request forms, once completed and approved by the school administrator, will be filed as follows:

1. Categories 1AN, 1BN and 1CN are to be kept and filed at the school level.
2. **All other categories:** Copy is to be sent to the superintendent's office.

The term “safety-sensitive” refers to the nature of the field trip, and NOT to the individual child who may be medically fragile or have extreme allergies, etc.

Description of safety-sensitive issues

Plan in place to address safety issues

CHECKLISTS

Please note that planning should include, but not be limited to, these points and that not all checklist points are appropriate for all field trips. However, teachers and administrators should ensure that ALL points that are relevant are appropriately addressed.

General

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|--|---|--|
| <input type="checkbox"/> administrative approval obtained
<input type="checkbox"/> supporting documentation complete (as per school district student travel policy)
<input type="checkbox"/> arrangements made with site to be visited
<input type="checkbox"/> transportation arranged (specify bus, car, boat, other) if required
<input type="checkbox"/> accommodation is arranged; if tenting, no fuel-burning appliances in tents
<input type="checkbox"/> emergency procedures are arranged and in place
<input type="checkbox"/> information letter describing the trip has been sent to parents if required
<input type="checkbox"/> parental consent forms sent, returned and checked if required
<input type="checkbox"/> parents informed if part or all of transportation provided by student drivers | <input type="checkbox"/> itinerary (or route plan) filed with office (including departure and arrival times)
<input type="checkbox"/> master class list with all accompanying students’ names and relevant medical information listed; extra copy filed at the office
<input type="checkbox"/> if more than one vehicle is being used, a list of students in each vehicle has been distributed
<input type="checkbox"/> all students have some form of personal identification
<input type="checkbox"/> access to cell phone or other communication devices
<input type="checkbox"/> first aid kit taken on trip if access to medical assistance is not readily available
<input type="checkbox"/> supervision details arranged, including information about board policy addressing student conduct on field trips | <input type="checkbox"/> in the case of out-of-province field trips, organizers should create a special checklist outlining such possible requirements as visas, passports, insurance, medical requirements, etc.
<input type="checkbox"/> a criminal record check has been completed for all volunteers accompanying student son an overnight field trip, and reviewed by the school principal or designate
<input type="checkbox"/> relevant teachers notified as to student absences and classes to be covered
<input type="checkbox"/> teacher-on-call arranged, if necessary
<input type="checkbox"/> fundraising policy procedures have been reviewed, and details of the specific trip are discussed and confirmed with administrators, students and parents. |
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Outdoor Education; See “General,” plus items below

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| <input type="checkbox"/> student behaviour guidelines in place
<input type="checkbox"/> equipment and clothing checklists in place and checked
<input type="checkbox"/> checklist of food essentials in place
<input type="checkbox"/> first aid and survival kits ready
<input type="checkbox"/> means for emergency radio communication are in place | <input type="checkbox"/> trip details planned (included alternate sites and routes), route, overnight spots, etc.
<input type="checkbox"/> a copy of the trip details has been left with the school principal
<input type="checkbox"/> each accompanying supervisor has a copy of the master class list
<input type="checkbox"/> outdoor education handbook has been reviewed as a resource | <input type="checkbox"/> a current class list has been created with the students’ medical insurance numbers, doctors’ names, home phone numbers, address of each person, and any medical problems listed. |
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Safety-Sensitive Field Trips: See “General,” plus items below

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| <input type="checkbox"/> consider the level of supervision; does the safety factor change this?
<input type="checkbox"/> first aid equipment, appropriate to the nature of the field trip, is available
<input type="checkbox"/> someone with first aid experience is part of the field trip group
<input type="checkbox"/> the level of first aid training is appropriate to the nature of the trip
<input type="checkbox"/> qualifications of the supervisor are appropriate to the nature of the trip; e.g. rock climbing, canoeing, etc. | <input type="checkbox"/> a mechanism (chain of notification) is in place for reporting injuries
<input type="checkbox"/> a means of emergency communications, suitable to the nature of the activity, is readily available
<input type="checkbox"/> the trip is carefully planned with contingency plans in place if needed
<input type="checkbox"/> permission forms are signed by the student and parent/guardian, returned and kept on file at the school | <input type="checkbox"/> all possible risk inherent in the activity is explained to the student prior to the trip.
<input type="checkbox"/> All students are voluntary participants (not required to attend).
<input type="checkbox"/> students are suited to the program, including maturity, health, fitness, skills, equipment and clothing
<input type="checkbox"/> if tenting, no fuel-burning appliances in tents
<input type="checkbox"/> leaders have adequate skill, training and experience. |
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