

ATTACHMENTS FOR SD61 FIELD TRIP REGULATIONS

REGULATION 1241

REGULATION 3545.1

REGULATION 3545.2

REGULATION 3545.25

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School _____

ADULT
VOLUNTEER DRIVER INFORMATION AND AUTHORIZATION

Name _____ Parent Teacher Other
 Surname Given

If you checked "Parent", name of your child/student _____

Address _____ Postal Code _____

Driver's Licence No. _____ Class (002 or better) _____

DRIVING HISTORY:
 List driving restrictions _____

 List any Motor Vehicle Act offenses for which you have been convicted within the last five years.

DRIVER'S DECLARATION

<u>IDENTIFICATION</u>	<u>VEHICLE#1</u>	<u>VEHICLE#2</u>	<u>VEHICLE #3</u>
• I will be driving a vehicle(s) owned by _____ who has given me permission to drive the vehicle for this purpose.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• The vehicle licence number is _____ and is insured for a MINIMUM of \$2,000,000 Third Party Legal Liability.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• This vehicle has (indicate #) of operating seatbelts for students.	#	#	#

- I have a valid B.C. driver's licence.
- I agree to wear a seatbelt myself, and require all passengers to wear seatbelts in a vehicle required by law.
- I agree to operate the vehicle safely and in a legal manner.
- I have attached a photocopy of my vehicle registration/insurance and driver's licence.
- I must submit a criminal record check and a driver's abstract to the principal.
- If the vehicle to be used is equipped with an air bag on the passenger side, then no student under 13 shall travel in the front seat.
- A booster seat secured with a shoulder harness must be used when transporting students at least 18kg (40 lbs) until their 9th birthday or they reach 145 cm (4'9") tall, whichever comes first. If a shoulder harness is not available students must be secured with a lap belt only (no booster).

I hereby certify that the information given in this application and the documentation attached is correct, complete, and true in every respect. **Further, I agree to inform the school administrator of any changes to the information contained in this application during the year.**

Volunteer's Signature Date Phone #

OFFICE USE ONLY

Signature (School Official receiving form)

PRINCIPAL'S DECLARATION

I have reviewed this information and the attached documentation. In accordance with Regulation 1241 and my review, I:

- Authorize** **Do not authorize this applicant**

Principal's Signature Date

NOTE:
This information, which will be stored in a secure area, is being collected pursuant to Section 26(c) of the Freedom of Information and Protection of Privacy Act. It will be used for the Volunteer Driver Program only.

School _____

**STUDENT
VOLUNTEER DRIVER INFORMATION AND AUTHORIZATION**

Name _____	DOB _____
Surname	Given
YY/MM/DD	
Address _____	
Postal Code _____	
Driver's Licence No. _____	Class (002 or better) _____
DRIVING HISTORY:	
Years of driving experience _____	
List driving restrictions _____	

List any Motor Vehicle Act offenses for which you have been convicted.	

DRIVER'S DECLARATION

IDENTIFICATION	VEHICLE#1	VEHICLE#2	VEHICLE #3
<ul style="list-style-type: none"> I will be driving a vehicle(s) owned by _____ who has given me permission to drive the vehicle for this purpose. <input type="checkbox"/> Yes 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> Vehicle owner's signature (authorizing use) _____ Phone# (Home) _____ Phone# (Business) _____ 			
<ul style="list-style-type: none"> The vehicle licence number is _____ and is insured for a MINIMUM of \$2,000,000 Third Party Legal Liability <input type="checkbox"/> Yes 	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<ul style="list-style-type: none"> This vehicle has (indicate #) operating seatbelts. _____ 	#	#	#

- I have a valid B.C. driver's licence.
- I will carry only ONE passenger and drive within SD61, SD62, SD63 only.
- I have an "N" sign attached to my car.
- I agree to wear a seatbelt myself, and require my passenger to wear a seatbelt .
- I agree to operate the vehicle safely and in a legal manner.
- I have attached a photocopy of my vehicle registration/insurance and driver's licence.
- If the vehicle to be used is equipped with an air bag on the passenger side, then no student under the age of 13 shall travel in the front seat.

I hereby certify that the information given in this application and the documentation attached is correct, complete, and true in every respect. **Further, I agree to inform the school administrator of any changes to the information contained in this application during the year.**

Student's Signature	Date	Phone #
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I approve of my child/student transporting students in their/my vehicle.

Parent/Guardian's Signature	Date
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PRINCIPAL'S DECLARATION

I have reviewed this information and the attached documentation. In accordance with Regulation 1241 and my review, I:

- Authorize**
 Do not authorize this applicant

Principal's Signature	Date
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NOTE: This information, which will be stored in a secure area, is being collected pursuant to Section 26 (c) of the Freedom of Information and Protection of Privacy Act. It will be used for the Volunteer Driver Program only.

Field Trip Planning Checklist

(see over for Definitions)

(to be completed with School Field Trip Request form)

A. GENERAL

1. All school field trips require the approval of the Principal prior to any planning or information campaign.
2. School Field Trip Request form completed and sent to Principal for approval and parents informed. (A two week minimum for trips outside SD61, SD62, SD63 and a two day minimum for trips within SD61, SD62, SD63.)
3. Parental Authority form completed: a) "Blanket Certificate of Parental Authority" filled out in September, and b) parental authority for each field trip for students without blanket permission form.
4. Adult Supervision
 - **K-5 Schools** – minimum of 2 adults or a ratio of 1 to 10 students.
 - **Middle Schools** – minimum of 2 adults or ratio of 1 to 15 students.
 - **Secondary Schools** – minimum of 1 adult per class if within SD61, SD62, SD63. Outside SD61, SD62, SD63 ratio of 1 to 15.
 - **Secondary and Middle School Extra-Curricular Athletics** – A teacher or teacher-on-call employed by the GVSD will travel with a school team on any trip which requires an overnight stay.
5. School code of conduct is reviewed with students and volunteers prior to field trip.
6. A Roster of Driver and Passenger form for each vehicle is filed in the office and carried by the teacher.
7. Plans, anticipated costs and procedures for handling emergency situations have been reviewed with students, parents and supervisors. If, in the case of serious misconduct or health issues, the Trip Supervisor determines it is necessary for a student to be sent home from the field trip, in consultation with the Principal, a plan to return the student home will be determined according to the unique needs of the student involved and the circumstances under which the student is leaving the travel group. Students returning home must be accompanied by a responsible adult who is approved by the trip supervisor. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.
8. Cell phone numbers for contact during field trip have been given to main office.
9. Medical alert forms have been completed and first aid kit secured. Supervisors must ensure that medication is available for students with serious allergic reactions or medical conditions. Take a copy of the Anaphylaxis Action Form (AAF), and ensure the student has their Epinephrine Auto-Injector. Be aware of anaphylaxis exposure risk and ensure supervising adults are aware of student with anaphylaxis and emergency treatment.
10. A plan is in place to support students with special needs or behaviour challenges which may have safety implications.
11. A program of instruction has been provided for students not attending the field trip.
12. A Ski Trip/Snowboard Permission and Consent form is required for all ski trips.
13. Weather conditions for the location of the field trip have been obtained and considered as part of risk mitigation planning.
14. A Contingency plan has been created should the weather conditions turn unfavorable during the field trip.

*Additional supervision is expected
in high risk activities.

B. TRANSPORTATION – Bus

13. Volunteers are not to be used for driving school buses or passenger vans carrying more than eight passengers.
14. Regular school bus request submitted to Transportation Coordinator (519-2105) or directly to Garden City (385-0699), Wilson Transport (475-3235) or DVS Tours (386-8652).
15. Supervisors to ensure inspection certificate on bus is current and valid prior to students boarding the bus and that driver has appropriate license for vehicle capacity.
16. Grade K to 8 students cannot use public transportation unaccompanied.
17. The vehicle must have a school bus designation if the seating capacity is 10 or more people and the driver must have a Class 4 license. A vehicle of 10 passengers or more must carry \$10,000,000.00 third party liability insurance.
18. Certificate of Parental Authority for 15 Passenger Van Use form must be completed prior to use.

Private Vehicles

19. The vehicle to be used will **NOT** carry more than eight passengers.
20. Verify that Volunteer Driver forms are completed and on file in school office (with copy of vehicle registration/ insurance and driver's licence).
21. Any driver must submit a criminal record check and driver's abstract to the principal.
22. Verify that vehicle is adequately insured (min. \$2,000,000 third party liability).
23. Verify driver has valid B.C. driver's licence.
24. Verify number of operating seat belts equals the number of passengers.
25. A booster seat secured with a shoulder harness must be used when transporting students at least 18 kg (40 lbs) until their 9th birthday or they reach 145 cm (4'9") tall, whichever comes first. If a shoulder harness is not available, students must be secured with a lap belt (no booster).
26. If vehicle is equipped with an air bag on the passenger side, then no student under 13 shall travel in the front seat.
27. If high school students are driving other students, parents must be informed, Student Volunteer Driver form completed and a copy of vehicle registration/ insurance and drivers licence be kept on file in the school office. All high school students are restricted to carrying **ONE** passenger regardless of the driver's age or licence stage. A "Novice" driver must display an "N" sign.
28. Students may drive within SD61, SD62 and SD63 only.
29. A School District employee is permitted to drive students 6 times per month. Anything over 6 times per month requires additional "Business Use Insurance".

C. MULTIPLE DAY AND/OR HIGH RISK FIELD TRIPS**(Require a four week minimum approval. Principals may waive this requirement under extenuating circumstances.)**

30. Principal approval of concept is obtained before any fundraising, publicity or information campaign begins.
31. For high risk activities, students have been instructed in risk assessment and the safety planning process to address key risks related to environment (weather, terrain, wildlife), activity (outdoor pursuits, aquatics) and group (clothing, equipment and behaviour).
32. Weather conditions for the location of the field trip have been obtained and considered as part of risk mitigation planning.
33. A Contingency plan has been created should the weather conditions turn unfavorable during the field trip.
34. Parents are given opportunity for initial input and provided with all pertinent information.
35. Parental Authority for Special School Journey form (Reg. 3545.1) is completed.
36. Detailed trip itinerary is provided to parents and filed in school office (includes a schedule of activities, free time, destination contact and phone numbers and cell phone number of teacher leader).
37. Any volunteer wishing to serve as a student chaperone on overnight trips, must submit a criminal record check to the principal.
38. Student Overnight Accommodation form (Reg. 3545.25) completed for each student and signed by parents.
39. Code of Conduct form (Reg. 3545.25) is completed and signed by student and parent.
40. If students are billeted the billeting family are made aware of Regulation 3545.25 and have copies of Student Overnight Accommodation form.
41. Teacher has phone number (home & cell) of Principal or Vice Principal and should call immediately if an accident/incident occurs.
42. Provisions are in place for sending a student home due to serious misconduct or health issues. If it becomes necessary for a student to be sent home from the field trip, the group leader, in consultation with the Principal, will develop a plan to return the student home according to the unique needs of the student involved and the circumstances under which the student is leaving the travel group. Students returning home must be accompanied by a responsible adult who is approved by the trip supervisor. In all cases, the parent/guardian (or delegate) must be notified of the plan and costs prior to the student being sent home.
43. For out of province travel, adequate medical insurance coverage must be obtained.
44. For international travel a valid Canadian passport is required for all participants.
45. A safety, emergency, and supervision plan is in place.

DEFINITIONS**a) SCHOOL FIELD TRIPS - Reg. 3545.2**

A school field trip is a school sponsored activity (curricular or extra-curricular) where students leave the school premises for part of a day, a day or multiple days. (1 day extracurricular trips require a "Roster of Driver and Passenger Form" but not a "Field Trip Request Form").

b) FIELD TRIP CALENDAR

Each school is required to have a calendar of field trips in the main office for immediate access of information for staff and parents.

c) WALKABOUTS - Reg. 3545.2

Short supervised walking trips within the vicinity of the school. These trips may be taken with the principal's permission with relevant times recorded in the field trip calendar without having to complete the field trip request form. Supervision requirements and ratios for walkabouts may be reduced to 1 adult per 15 students with permission of the principal if the following factors are taken into consideration: age of the students, needs of the student, nature of the activity and location of the activity. Supervising teachers require a contact number (cell phone or walkie talkie).

d) HIGH RISK FIELD TRIPS

Activities that involve a higher degree of risks and dangers than usual. These risk and dangers may be related to:

- the environment (weather, terrain, wildlife)
- an activity (outdoor pursuits, aquatics)
- the group (clothing, equipment)

Examples: ski trips, river rafting, mountain/rock climbing, winter camping, kayaking, canoeing, whale watching, sailing, wind surfing, snorkeling, scuba diving, etc. Participation in these activities may involve the possibility of serious injury or death.

**e) WORK EXPERIENCE - (Ref: "Program Guide for Ministry Authorized Work Experience Courses"
Ministry of Education, March 2005)**

That part of the educational program that provides a student 14 years or older the opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career.

- For all school-arranged work experience placements or volunteer service arranged by the school, the "District Work Experience Agreement" form must be completed, signed and filed in a central location in the school (preferably the Career Centre) prior to the start of the placement.
- Students who wish to use paid employment to satisfy the work experience graduation requirement must show that they are working at a site where WorkSafeBC coverage is provided.
- For extended work experience placements (100 - 200 hrs) schools should not place a student with a self-employed person unless that person has purchased WorkSafeBC insurance.
- Monitoring students on work experience should consist of work site visits and phone calls or email with the student's supervisor.
- If a student on work experience is injured on the job a "WorkSafeBC Form 6A" must be sent to Human Resources within 24 hours.



SCHOOL FIELD TRIP REQUEST
REQUEST TO PRINCIPAL

(A two week minimum for trips outside SD61, SD62, SD63, and a two day minimum for trips within SD61, SD62 and SD63)

1. Date of Submission:		
2. Trip Supervisor:	Class/Team/Club:	
3. Date of Trip:	Departure Time:	Return:
4. Destination:	Phone #	
5. # of Students:		
6. Purpose of Trip:		

<u>NAMES OF SUPERVISORS</u> <input type="checkbox"/> meets required supervision ratio		Staff (S) Parent (P) Volunteer (V)
1. Trip Supervisor: _____ Cell Phone #: _____		
2. Other Supervisors: _____		_____
3. Other Supervisors: _____		_____
4. Other Supervisors: _____		_____
5. Name of Service Provider: (if applicable) (eg. SEVEC, Victoria Rowing Club etc.)	Contact Person:	S.P. Phone #:

<u>TRANSPORTATION</u> (check all that apply)	<u>Driver</u>	<u>Name of Volunteer/Student</u> <u>Driver(s)</u>	<u>Staff (S)</u> <u>Parent (P)</u> <u>Volunteer (V)</u>	Volunteer Driver Form Completed
<input type="checkbox"/> Walking	<input type="checkbox"/> Professional	1. _____	1. _____	1. _____
<input type="checkbox"/> School Bus a) private b) school owned	<input type="checkbox"/> Volunteer (staff/parent/other)	2. _____	2. _____	2. _____
<input type="checkbox"/> Public Transit	<input type="checkbox"/> High School Student(s)	3. _____	3. _____	3. _____
<input type="checkbox"/> Charter Bus:	<input type="checkbox"/> Other: (specify)	4. _____	4. _____	4. _____
<input type="checkbox"/> 15 Passenger Van (Class 4 required)		5. _____	5. _____	5. _____
<input type="checkbox"/> Private Vehicle(s)				
<input type="checkbox"/> By Service Provider				
<input type="checkbox"/> Transportation not provided				
<input type="checkbox"/> Other: (specify)				

Estimated Total Cost of Trip: _____	Cost Per Student: _____
Source of Funding: _____	
Plan for Non Participating Students: _____	

SAFETY

- Code of conduct will be reviewed with students.
- Safety guidelines will be reviewed with students and volunteers.
- First aid kit will be stocked and carried.
- Roster of Drivers and Passengers form will be completed.
- Adult supervision requirements will be met. K-5 schools have assigned student buddies and adult pod supervisors.
- Medication will be carried for students (if applicable).
- Trip Supervisor Initial (above items will be completed prior to departure).

FOR MULTIPLE DAY & HIGH RISK TRIPS

- A detailed trip itinerary attached (includes a schedule of events, free time, destination/accommodation and phone numbers).
- If approved, "Code of Conduct" form and "Student Overnight Accommodation" form must be completed for each student and signed by parent and student. (Reg. 3545.25)
- Weather conditions for the location of the field trip have been obtained and considered as part of risk mitigation planning. Based on the current and forecasted conditions the Principal approves the trip.
- A Contingency plan has been created should the weather conditions turn unfavorable during the field trip and has been approved by the Principal.

For high risk activities, students have been instructed in risk assessment and safety to address key risks related to environment (weather, terrain, wildlife), activity (outdoor pursuits, aquatics) and group (clothing, equipment and behaviour).

- Trip Supervisor Initial (will ensure the above items are completed prior to departure.)

NOTES:

TRIP SUPERVISOR SIGNATURE: _____

ADMINISTRATOR APPROVAL: _____ DATE: _____

Notes:

1. No student will be denied required educational opportunities due to financial hardship.
2. There will be a program of instruction given to those students choosing not to participate in the field trip.
3. Schools reserve the right to limit student participation due to safety concerns.
4. **For out-of-province field trips, the principal is to send a copy of this completed form to the Associate/Deputy Superintendent.**

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
"BLANKET" CERTIFICATE OF PARENTAL AUTHORITY
FOR SCHOOL FIELD TRIPS

The classroom curriculum is significantly enriched and expanded when students visit and observe for themselves certain aspects of community life and the natural environment. School field trips provide these valuable educational experiences and are planned as an enriched part of the total school program.

Regulations are in place governing the number of supervisors who will accompany students on each school field trip. Every reasonable precaution will be taken to ensure the safety of students.

Should a school field trip be planned which would exceed one day or in which there might be more than normal risk or difficulty of supervision (i.e. ski trip, day at beach), you will be informed with more details and asked for specific approval for that field trip.

BLANKET CERTIFICATE OF PARENTAL AUTHORITY
FOR SCHOOL FIELD TRIPS

NAME OF SCHOOL

DATE

- I give permission for my child/student to participate in school field trips for the school year. I understand that I will be notified of all field trips to be taken.
- I prefer to give separate written permission for each field trip my child/student may attend.

September 20__ to June 20__

NAME OF STUDENT

SIGNATURE OF
PARENT/GUARDIAN

This form will be kept on file in the school
for the school year specified.



SCHOOL FIELD TRIP
ROSTER OF DRIVER AND PASSENGER
 (required for all curricular and extra curricular trips)

A. PRIVATE VEHICLES/TAXIS

*Student drivers are restricted to carrying **ONE** passenger and driving within SD61, SD62 and SD63 only.

- Verify that Volunteer Driver forms are completed and on file in school office (with copy of vehicle registration/insurance and driver's licence).
- Verify that a copy of the criminal record check and a driver's abstract have been submitted to the principal.
- Verify that vehicle is adequately insured (min. \$2,000,000 third party liability).
- Verify driver has valid B.C. driver's licence.
- Verify number of operating seat belts equals the number of passengers.
- If vehicle is equipped with an air bag on the passenger side, then no student under 13 shall travel in the front seat.

Field Trip Destination: _____

Date: _____

Total # of Students: _____

Teacher in Charge: _____ Cell Phone #: _____

Driver #1: _____ Cell #: _____ Occupants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	Driver #2: : _____ Cell #: _____ Occupants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
Driver #3: : _____ Cell #: _____ Occupants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	Driver #4: : _____ Cell #: _____ Occupants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
Driver #5: : _____ Cell #: _____ Occupants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	Driver #6: : _____ Cell #: _____ Occupants: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____

Student: _____

Date: _____

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
CERTIFICATE OF PARENTAL AUTHORITY
FOR REGULAR SCHOOL JOURNEYS**

The classroom curriculum is significantly enriched and expanded when students visit and observe for themselves certain aspects of community life and the natural environment. School journeys provide these valuable educational experiences and are planned as a regular part of the total school program.

At least one staff member will accompany each regular school journey, and every reasonable precaution will be taken to ensure the safety of students. No regular school journey will exceed one day.

Should a special school journey be planned which would exceed one day or in which there might be more than normal risk or difficulty of supervision, you will be asked for specific approval for that special journey.

**CERTIFICATE OF PARENTAL AUTHORITY
FOR REGULAR SCHOOL JOURNEYS**

NAME OF SCHOOL:

DATE:

I give permission for my child / student under my care, to participate in regular school journeys for the school year:

September 20 ____ to June 20 ____

NAME OF STUDENT

SIGNATURE OF PARENT/GUARDIAN

This form will be kept on file in the
school for the school year specified.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
CERTIFICATE OF PARENTAL AUTHORITY
FOR SPECIAL SCHOOL JOURNEYS**

DESTINATION OF JOURNEY

DATE(S) OF JOURNEY

NAME OF SCHOOL

NAME OF TEACHER IN CHARGE

A special school journey is planned for the date(s) specified above. Although the journey will be supervised, the individual discretion of the student will be relied upon to a certain extent to maintain discipline and safety.

Details regarding the planned journey are attached to this form.

I give permission for my child/
student under my care, to participate in
the special school journey identified above.

NAME OF STUDENT

SIGNATURE OF PARENT OR GUARDIAN

Home Phone _____

Bus. Phone _____

Please provide the names of two people who may be contacted in the absence of the student's parents/guardians.

NAME OF ALTERNATE

ADDRESS

TELEPHONE



SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
CERTIFICATE OF PARENTAL AUTHORITY
FOR 15 PASSENGER VAN USE

NAME OF SCHOOL

NAME OF DRIVER WITH CLASS 4 LICENSE

DESTINATION

DATE(S) OF TRAVEL

A school journey is planned for the dates specified above and a school bus certified 15 passenger van will be used. The following safety measures in regard to 15 passenger vans must be in place:

- Only a qualified driver with a Class 4 license may drive the van.
- A copy of the vehicle registration/insurance and driver’s license is on file at the school office.
- The driver’s criminal record check and abstract must be on file with school principal.
- Pre-trip inspection log must be completed.
- Tire pressure on the van must be checked prior to every trip.
- All occupants must wear seatbelts. If the van is equipped with shoulder belts, then a booster seat secured with a shoulder harness must be used when transporting students at least 18 kg (40 lbs) until their 9th birthday or they reach 145 cm (4’9”) tall, whichever comes first. If a shoulder harness is not available, students must be secured with a lap belt (no booster).
- Cargo will not be allowed on the roof of the van.
- Vans will not be used for transporting students should the school principal feel that the weather is not conducive to driving.

I give permission for my child/student under my care to travel in a 15 passenger van on the school journey identified above.

NAME OF STUDENT

NAME OF PARENT/GUARDIAN

SIGNATURES:

PARENT / GUARDIAN

PRINCIPAL

TEACHER IN CHARGE

SKI TRIP/SNOWBOARD/SKATING PERMISSION AND CONSENT FORM

Completion of this form is required for student participation on a ski/snowboarding/skating field trip. A copy of this form must accompany the teacher/supervisor to the mountain.

School: _____ Date of Trip: _____

1. **All students and supervisors on ski/snowboarding/skating trips are required to wear helmets at all times while skiing snowboarding or skating.** Snowboarders are required to wear wrist-guards. Lift tickets will not be issued until students have helmets/wrist guards.
2. All students and supervisors who will be skiing and/or snowboarding and are "Beginners" (having fewer than three full days of experience) are required to take lessons at the beginning of the day before accessing the hill. As part of the lessons the instructors will determine which areas of the mountain students will be allowed to access. Some students may be limited to lower mountain lifts and easier runs.
3. All students who will be skiing or boarding and are "Intermediate" (having at least three full days of experience) or "Advanced" (very experienced, expert skier or boarder) are required to take lessons as early in the day as the resort can accommodate.
4. Beginners are strictly forbidden from entering terrain parks or other areas of jumps, rails, chutes, etc. All students are forbidden from skiing out of bounds.
5. Any student found to be in contravention of rules, particularly in regard to helmets/wrist guards, lessons, dangerous or risky behaviour, or being out of bounds, will have their privileges immediately revoked for the remainder of the day. Further measures will be taken as necessary in terms of disciplinary action at the school, and parents will be informed.
6. Students will abide at all times by the direction of trip supervisors and patrol staff that work for the resort.

Parent/Volunteer Supervisor Consent and Acknowledgement of Risk

1. I accept the mode of transportation for this activity as described on the school itinerary.
2. I freely and voluntarily assume the risks/hazards inherent in a ski/snowboarding/skating activity: e.g. the use of lifts, collisions with natural or man made objects or other skiers or boarders, travel with or beyond the ski area boundaries.
3. I acknowledge that my child may suffer personal and potentially serious or fatal injury arising from their participation.
4. I understand that there may be times when students will not be under direct supervision of the school while skiing or boarding on the mountain.
5. I acknowledge that it is my duty to advise the head Teacher/Sponsor of any medical/health concern of my child that may affect their participation.
6. I will supply suitable warm clothing including hat, mitts/gloves, warm jacket and pants when skiing/snowboarding/ A helmet when skating.
7. Based on my understanding, acknowledgement, and consents as described herein, I agree that,

Name of Student (please print): _____ has my permission to participate.

Name of Parent (please print): _____ Signature: _____

Name of Volunteer

Supervisor (please print): _____ Signature: _____

Date: _____ Student BC Care Card #: _____

Emergency Contact Name: _____ Telephone: _____

SKI TRIP/SNOWBOARD/SKATER PERMISSION AND CONSENT FORM (continued)

Skier/Snowboarder Level (please check one)

- Beginner** - having fewer than three full days of experience and skis conservatively at lower speeds.
Prefers easy, moderate slopes.
- Intermediate** - having at least three full days of experience and skis conservatively at a variety of speeds. Prefers varied terrain including most difficult trails.
- Advanced** - very experienced, expert skier or boarder and skis aggressively, normally at higher speeds.
Prefers steep and more challenging terrain.

I understand that a lesson and/or skiing/boarding with an instructor will be mandatory for my child. I am aware that intermediate advance/expert level students are sometimes permitted by hill staff to attempt tricks and jumps in terrain parks or on runs, and that these activities may pose a much greater risk of injury to these students.

Student Acknowledgment of Risk

I understand that there may be a risk of injury when skiing, snowboarding or skating. I agree to abide by the school's Code of Conduct and the hill's/arena's Code of Conduct during this trip. I agree to follow the instructions of teachers and the instructors/ski patrols and to wear a helmet at all times. I agree to wear wrist guards while snowboarding. I also agree not to ski out of bounds. I agree to always ski/board with at least one partner.

Student Signature: _____

STUDENT OVERNIGHT ACCOMMODATION FORM

To be completed by parent/guardian:

School: _____

Student's Last Name: _____ First Name: _____

Parent's/Guardian's Name: _____

Telephone: _____ (H) _____ (W)

Emergency Contact:

Name (1): _____

Name (2): _____

Telephone (1): _____ Fax: _____ Email _____

Telephone (2): _____

Medical Information

CARE Card Number: _____

Travel Insurance: _____ Coverage No. _____

Passport/I.D. Number: _____

Medical Alert Information (allergies, dietary restrictions, medication, existing medical conditions) that you want the supervisors and/or billeting family to know about:

Permission is given to seek medical attention. Parent /guardian will be notified.

Signature of Parent/Guardian _____

- 1 copy to office
- 1 copy to teacher
- 1 copy to billeting family

CODE OF CONDUCT

Trip _____

Date _____

The following rules of conduct shall apply to all:

1. Act as good ambassadors, hence following Rules of Conduct
2. When not with the group, each student must be in the company of at least two other students
3. Students are expected to observe any curfew initiated during the trip
4. Intoxicants in any form are not permitted at any time
5. Host families will be notified of any change of schedules
6. Courtesy and respect will be afforded all persons encountered on trip including hosts and supervisors
7. Any student who feels ill or encounters any problems must inform one of the chaperones immediately
8. Any pre-existing medical conditions must be reported to the supervisor or one of the chaperones prior to trip departure
9. Any accommodations used during the trip are to be kept clean and free from damage
10. Students will not go into sleeping quarters that they are not assigned to without the specific approval of the supervising teacher.

We, the undersigned, understand that our child/student under my care, _____
is subject to the above mentioned regulations governing the field trip and that any violation of the regulations will result in
some form of disciplinary action upon return to School District #61.

Dated at Victoria, on this _____ day of _____

Understood and agreed to by _____
Signature of Parent/Guardian

Signature of Student