

FIELD TRIPS AND EXCURSIONS

POLICY

CODE: I 5.1

The London District Catholic School Board establishes as policy that students be provided with learning experiences which will acquaint them with their community, its resources, and its place within their society and provide stimulation for the development of the skills, knowledge and attitudes essential in the learning process.

Field trips are recognized as a source of worthwhile learning activities that broaden students' experiences and make available to them both an awareness of their local community and an appreciation of its resources and place within the larger context of today's society. The Board recognizes that certain curricula require out of school educational experiences which can add a new dimension to the learning process. Field trips can provide a rich, authentic setting for learning.

As a public education system modelled on the teachings of Christ, we have no greater responsibility than to recognize the value of each member of God's family for their intrinsic worth. Wealth should provide no advantage to accessing the educational opportunities made available to our students.

The Board, therefore, delegates to the Director the responsibility for establishing and implementing regulations and procedures for educational school trips that follow these guidelines.

- 1) The purpose and activities of the trip/excursion shall ensure worthwhile learning experiences which extend in-school learning and which are consistent with Catholic values.
- 2) All trips/excursions shall have appropriate approval.
- 3) Due regard shall be given to ensuring the safety and security of participants.
- 4) Details of the excursion shall be communicated to parents and administration.
- 5) Due regard shall be given to ensuring maximum participation by keeping costs to a minimum and selecting local activities over more distant activities whenever possible.

The Director may waive these guidelines when a special circumstance exists.

Adopted: 98/07/13

FIELD TRIPS AND EXCURSIONS

REGULATIONS

CODE: I 5.1-R

1.0 Purpose:

- 1.1 School trips should contribute substantially to the achievement of desirable educational and faith development goals. As a Catholic system, an emphasis is placed on inclusive activities that allow for the maximum participation of students.
- 1.2 Trips that have as a main purpose the provision of a common enjoyable experience are appropriate on a very limited basis. Year end activities that encourage maximum participation are examples of these activities.
- 1.3 Participation in competitions or tournaments provide valuable opportunities for students. The principal shall ensure that the quantity and type of activity does not negatively impact on the staff or students' performance of their regular duties at the school.

2.0 Approval: Field trips require approval according to the following schedule:

2.1 Principal Approval (subject to review by Supervisory Officer)

- local trips - within school hours
- system approved/sponsored functions
- system House League
- system interschool activities
- LSSAA, OFSSA or WOSSA athletic events
- extended day trips - beyond school hours.

2.2 Supervisory Officer Approval

- overnight trips
- athletic tournaments or competitions that are not designated for principal approval.

2.3 Director's Approval with Report to the Board

- trips beyond 1000 km of the boundaries of the London District Catholic School Board
- trip outside of Canada.

3.0 Safety:

- 3.1 Safety shall be given the highest priority when planning or approving trips.
- 3.2 Close adherence to approved procedures is expected of all participants.

3.0 Safety (continued)

- 3.3 With due consideration being given to the nature of the trip, an appropriate number of chaperones shall be available to insure adequate supervision.
- 3.4 Students are expected to maintain the same standard of behaviour and decorum on a trip as those expected from them in school.
- 3.5 When special training or supervision is required, it shall be given by a qualified person.

4.0 Communication:

- 4.1 Communication with parents shall occur only after tentative approval has been received for a trip.
- 4.2 Parental notification must be given for all activities off school property.
- 4.3 Parental approval is required for all field trips beyond school attendance boundary or that require transport.
- 4.4 Communications to parents for all overnight or extended day trips shall include a tentative itinerary, travel arrangements, meal and accommodation arrangements and information regarding safety plans.
- 4.5 If a trip is to occur on a Sunday or Holy Day of Obligation, the itinerary shall include attendance at Mass.

5.0 Financing:

- 5.1 When local resources fulfil the needs of a learning experience, they are to be selected over more costly or extended field trips.
- 5.2 Students should not be denied participation because of the cost of a class trip. Trips must be accessible to all eligible students, regardless of individual ability to pay, but taking into account student willingness to participate in group fund-raising activities related to the trip.
- 5.3 In extenuating circumstances, individual cases of need may be referred to the office of the Director.
- 5.4 Chaperones will be responsible for personal expenses. Travel, accommodation and meal expenses of chaperones may be borne by the participants, the school or the Board.
- 5.5 Board employees or chaperones shall not profit financially from a school sponsored trip.

FIELD TRIP PROCEDURES

1.0 PURPOSE

- 1.1 The principal is responsible for ensuring that the purpose of each trip is valid and that the trip is an appropriate use of time and resources.
- 1.2 To ensure that students attain maximum benefit from curriculum-related trips, teachers must have a written plan for the event. These plans should include activities conducted prior to and as follow-up to the actual trip.
- 1.3 Trips that have a main purpose of providing a common social experience should be infrequent and designed for maximum participation.
- 1.4 Teachers should capitalize on every opportunity to infuse the trip experience with teaching opportunities that support the faith development of participants.
- 1.5 In cases where extenuating circumstances apply, approval should be attained from the next approval level.
- 1.6 Principals should maintain a file of trips that have been successful and which are recommended by staff for use with other classes. Included in this file should be teacher plans and an indication of modifications that should be made if the trip is repeated.

2.0 APPROVAL

- 2.1 Tentative approval for a trip shall be obtained from the appropriate source prior to communication with parents or students. This approval may be verbal or on the Field Trip Approval Form as determined by the principal.
- 2.2 Local trips are all outings that require transportation from the school. These do not include school to school transportation required for regular programs. Local trips are to be reported to the principal on the Field Trip Approval Form - I 5.01(1-98) which will be retained on file in the office for a period of two years. Local trips will be reported to the Supervisory Officer on the monthly Field Trip Report Form - I 5.01(7-98).
- 2.3 Activities considered as system approved or sponsored functions will be submitted to the appropriate Supervisory Officer by the person responsible for organizing the activity. When approved, the organizer of the function will be responsible for reporting to the appropriate supervisory officer the number of schools and students that participated in the event.

The following are currently approved system activities:

- Folk Dance Festival
- Dramafest
- Children's Festival
- Board House League Activities
- Gymnastics Meet
- Cross Country Run
- Musicfest
- Track and Field Meet
- London Kiwanis Music Festival

Procedures (continued)

- 2.4 Participation in Athletic Events conducted by LSSAA, OFSSA or WOSSA are permitted on Principal approval. Each school shall submit to the appropriate supervisory officer, a list of events that the school will enter and the names of staff who will be responsible as coach/manager. The principal and staff are expected to be diligent in ensuring that the commitment of staff or students does not negatively impact on the fulfilling of regular school responsibilities.

Participation in semi-final or final levels of competition that are held outside of Southwestern Ontario shall be reported on the monthly Field Trip Report Form.

- 2.5 Extended day trips shall be approved by the principal. A copy of the Field Trip Approval Form, an itinerary and a copy of parent communication should be received by the appropriate supervisory officer two weeks prior to trip.
- 2.6 All overnight trips must be approved in principle by the appropriate supervisory officer prior to communication occurring with parents or students. The principal shall submit two copies of the Field Trip Approval Form at least 30 days prior to the trip in order to receive this approval. One copy of the form will be returned to the school when approval is granted. If the trip is a repeat of a similar trip held in a previous year, a copy of the approved itinerary being submitted will facilitate the granting of approval in principle.
- 2.7 For all overnight trips or trips outside of Canada, the parents shall sign a form giving a teacher authority to seek medical help etc. for the student. See Power of Attorney - Form I 5.01(6-98).
- 2.8 The appropriate supervisory officer may grant approval for participation in other athletic or artistic competitions subject to the following:
- receipt of a completed Field Trip Approval Form
 - receipt of information assuring that supervision and safety factors have been addressed adequately
 - priority has been given to system or local events.
- 2.9 Senior Administration will submit to the Board requests for trips that extend beyond 1000 km from London. Approval in principle should be obtained from the appropriate Supervisory Officer six (6) months prior to the trip. This will allow the detailed co-ordination, travel arrangements and fund raising to occur.
- 3.0 **EXTENDED TRIPS OUTSIDE OF CANADA**
- 3.1 A master list of passport numbers, travellers cheques, the ticket numbers shall be prepared with one set carried by the teacher in charge and one set left with the school.
- 3.2 The tour organizer should carry the address and telephone number of appropriate Canadian Embassies and Consulates as they are available within the framework of the tour.
- 3.3. Legal considerations for entry to, exit from, and residence in the other country should be explained to parents and students. Ensure that full entry/exit requirements for each student are met (Visa requirements may differ according to the student's nationality and Passport).
- 3.4 The trip organizer shall require that all students purchase sufficient medical, trip cancellation and luggage insurance prior to departure as well as other applicable insurance policies deemed necessary to ensure sufficient coverage.
- 3.5 The tour organizer shall contact the International Association for Medical Assistance to Travellers (I.A.M.A.T.) for an updated listing of world-wide medical services.

Procedures (continued)

4.0 SAFETY

- 4.1 Travel with a licensed carrier should be the norm when transporting students.
- 4.2 The principal must ensure that the number of students does not exceed the rated seating capacity of the bus or vehicle.
- 4.3 At least two weeks prior to any trip, a copy of the Transportation Details Report should be routed to the Transportation Department.
- 4.4 Transportation not provided by licensed carrier MUST adhere to the following conditions:
- The driver shall have a minimum insurance coverage of \$500,000.
 - Student drivers must be 18 years of age or older.
 - Parental permission, identifying the driver, must be on file for all trips beyond the boundaries of the Board.
 - Drivers must sign the form Driver Using Private Motor Vehicle indicating an understanding of the expectations of the Board. See Form I 5.01 (4-98).
- 4.5 With due consideration to the age of students, the nature of the trip and duration, the principal shall ensure that an appropriate number of chaperones/supervisors are available to accompany students.
- 4.6 For all trips a manifest of the students and adults in each vehicle is to be prepared and a copy left given to the school office. See Educational Trip Manifest - Form I 5.01 (5.98).
- 4.7 A manifest listing the names of students and chaperones shall be left at the school with the principal or designate for all trips extending beyond regular school hours. Where more than one vehicle is being used, the manifest must list the name of students in each vehicle.
- 4.8 A telephone relay system shall be in place to contact parents in case of emergency.
- 4.9 Students shall be instructed as to whom they are to inform if they are experiencing health problems.
- 4.10 Teacher supervisors and chaperones shall be informed of health concerns of specific students that may require special attention during the trip.
- 4.11 A first aid kit shall be available on all extended day trips or activities that have high student activity.
- 4.12 Parents shall be requested to inform the school of any medical concerns related to their children that should be brought to the attention of a supervisor or chaperon on a field trip.
- 4.13 A person qualified in first aid should be included among the chaperones on all overnight trips.
- 4.14 On the bus and with groups, chaperones will position themselves so that the whole group can be properly supervised.
- 4.15 At each gathering point (e.g. boarding the bus after a restaurant stop) a check shall be made to ensure that all members of the party are accounted for. Vehicle manifests must be accurate.
- 4.16 Students will remain with the group for the total trip unless they have expressed written permission from their parents to do otherwise. The principal or designate must be satisfied that the arrangements made for such a student do not jeopardize his/her safety.

Procedures (continued)

5.0 COMMUNICATION

- 5.1 Communication with students or parents regarding the offering of a specific field trip shall occur only after approval in principle has been obtained from the school principal.
- 5.2 Communication to parents shall include the necessary information required for them to provide informed consent for their child to participate in the excursion. This would include the following as applicable:
- purpose;
 - travel arrangements;
 - departure and return times;
 - details regarding safety, dress;
 - details regarding meals and accommodations;
 - itinerary;
 - information regarding costs and available support.
- 5.3 Permission forms shall include a statement warning of risk that must be assumed by parents. "Care is taken to ensure adequate safety procedures are in place for all school activities. Educational activity programs such as sporting events, field trips or other such activities may present various elements of risk. Incidents related to such activity may occur and cause injury through no fault of the school or the facility where the activity is being held. Participants must assume these risks".
- 5.4 Permission forms shall include a statement of informed consent for participation in the field trip.
- "I understand the nature of this trip and give permission for MY CHILD to participate in the above described trip".

OR

"Parent or legal guardian permission is required for a student to participate in a field trip. Please sign granting permission for your child to participate in the above described outing".

- 5.5 Local trips requiring written parental consent as described in these procedures use Parental Consent Form Local Field Trip I 5.01 (2-98) or Parental Consent Form Extended Trip I 5.01 (3-98).
- ### 6.0 FINANCING
- 6.1 As a public education system modeled on the teachings of Christ, we have no greater responsibility than to recognize the value of each member of God's family for their intrinsic worth. Wealth should provide no advantage to accessing the educational opportunities made available to our students. Empathy for the impact of the demands for money on families of marginal or low income must be a prime factor considered by principals when approving trips.
- 6.2 Classes or groups which are planning field trips may participate in fund raising activities. These activities must be in accordance with the regulations and procedures governed by Fund Raising Policy CODE: I 3.01.
- 6.3 As no student shall be denied participation in a field trip due to lack of finances, the school should make contingency arrangements to accommodate students in need. School fund raising, CPTA or Service Clubs may provide support. In extenuating circumstances the Director is authorized to provide financial support to a school to permit a student to participate in a field trip.

Procedures (continued)

- 6.4 Judgement must be exercised to ensure that each trip is of appropriate value for the expenditure that is made. Whenever sufficient similarities occur to permit comparable objectives being met, trips to regional venues should be selected over international locations and local venues should be selected over regional locations.

PARENTAL CONSENT FORM

LOCAL FIELD TRIP

DESTINATION: _____

PURPOSE: _____

GRADE/GROUP: _____

DEPART FROM SCHOOL: _____ RETURN TO SCHOOL: _____
Time Date Time Date

METHOD OF TRANSPORTATION

School Bus Private Vehicle Walk Other _____

COST TO EACH STUDENT: \$ _____ PLEASE REMIT BY: _____

DRESS: _____

ADDITIONAL INFORMATION: _____

Note: No eligible student will be denied participation on a field trip due to lack of finances. If assistance is required, please contact the principal.

All field trips are approved and conducted in compliance with school board policy. Care is taken to ensure adequate safety procedures are in place for all school activities. Educational activities such as sporting events, field trips or other such activities may present various elements of risk. Incidents related to such activity may occur and cause injury through no fault of the school or the facility where the activity is being held. Participants must assume these risks.

-----DETACH AND RETURN BOTTOM PORTION-----

PERMISSION

I HAVE READ AND UNDERSTOOD THE NATURE OF THIS FIELD TRIP. PERMISSION IS GRANTED FOR MY CHILD TO PARTICIPATE IN THE OUTING TO:

DESTINATION: _____ DATE: _____

SPECIAL MEDICAL CONCERNS TO BE BROUGHT TO THE ATTENTION OF THE TEACHER/SUPERVISOR.

STUDENT PARENT'S SIGNATURE DATE

PARENTAL CONSENT FORM

EXTENDED FIELD TRIP

DESTINATION: _____

PURPOSE: _____

GRADE/GROUP: _____

DEPART FROM SCHOOL: _____ RETURN TO SCHOOL: _____
Time Date Time Date

METHOD OF TRANSPORTATION

School Bus Highway Coach Train Other _____

(IF BY CAR -IDENTIFY DRIVERS) _____

COST TO EACH STUDENT: \$ _____ PLEASE REMIT BY: _____

DRESS: _____

ADDITIONAL INFORMATION: _____

Note: No eligible student will be denied participation on a field trip due to lack of finances. If assistance is required, please contact the principal.

All field trips are approved and conducted in compliance with school board policy. Care is taken to ensure adequate safety procedures are in place for all school activities. Educational activities such as sporting events, field trips or other such activities may present various elements of risk. Incidents related to such activity may occur and cause injury through no fault of the school or the facility where the activity is being held. Participants must assume these risks.

-----DETACH AND RETURN BOTTOM PORTION-----

PERMISSION

I HAVE READ AND UNDERSTOOD THE NATURE OF THIS FIELD TRIP. PERMISSION IS GRANTED FOR MY CHILD TO PARTICIPATE IN THE OUTING TO:

DESTINATION: _____ DATE: _____

PARENT'S PHONE - (HOME: _____) (WORK: _____) EMERGENCY: _____

SPECIAL MEDICAL CONCERNS TO BE BROUGHT TO THE ATTENTION OF THE TEACHER/SUPERVISOR.

STUDENT PARENT'S SIGNATURE DATE

DRIVER USING PRIVATE MOTOR VEHICLE

The London District Catholic School Board recognizes that on occasion, transporting students by private motor vehicle is essential. In order to safeguard the safety and security of students, all persons providing transportation are expected to indicate compliance with expectations of the Board by having, a copy of this completed form on file at the school.

EXPECTATIONS OF DRIVERS

- Safety is a prime concern, thus compliance to all laws governed by the Highway Traffic Act are expected.
- Students must be wearing a seatbelt when the vehicle is in motion.
- The driver shall have insurance coverage of at least ~~\$500,000~~^{\$ 1,000,000}. School Board insurance is in effect beyond the coverage held by the individual.
- The driver must ensure that the vehicle is in a safe condition for operation.
- The driver must be at least 18 years of age.
- If travel is to extend beyond the Board's boundaries, a signed parental permission must be on file at the school for the student to travel with a specified driver.

I have read and understood the expectations of drivers of students and agree to abide by such expectations.

Vehicle: _____

Licence: _____

Date: _____

Signature: _____

LONDON DISTRICT CATHOLIC SCHOOL BOARD

EDUCATION TRIP
POWER OF ATTORNEY FORM
(Where Appropriate)

In case of an accident, the principal, teacher, or whomever they may designate in charge of the excursion must have the freedom to take the injured student to a medical doctor. By signing this form, you permit the teacher in charge, if necessary, to take your son/daughter to the nearest medical centre.

IN THE EVENT OF ILLNESS OR ACCIDENT, WE THE LEGAL PARENTS OR GUARDIANS OF _____ DO HEREBY GIVE YOU OUR FULL CONSENT TO HAVE ANY QUALIFIED MEDICAL DOCTOR DO WHATEVER HE/SHE FEELS NECESSARY FOR THE HEALTH AND WELL-BEING OF THE ABOVE-MENTIONED CHILD.

(Parent or Guardian) (Date)

1. Family Doctor: _____

Phone Number: _____

2. Business Phone: _____

(Parent or Guardian)

3. Health Card Number: _____

4. Any specific medical concern we should be aware of? Yes ___ No ___

If yes, explain _____

5. Additional Medical Insurance Yes ___ No ___

If yes, explain _____



Procedure:	Transportation Volunteers	
Contact:	Manager of Transportation and Planning	
Issued By:	Superintendent of Business	Effective: 1998, September

REFERENCE: Board Policy Field Trip and Excursions - CODE: I 5.1
Procedure: E 3.03 School Purpose Vehicles

SCOPE:

Regulation 438 of the Highway Traffic Act governs use of personal vehicles to transport students. Clarification of the guidelines is provided.

PROCEDURE:

SUMMARY

The following is clarification of Regulation 438 as it applies to our specific school situations:

- Teachers or parents providing transportation (driving and vehicle use) on a voluntary basis do not violate the Act. However, volunteers should not be compensated in any way. To do so may imply a contractual arrangement with the Board, which would be in violation of the Act. This means that volunteers should not be compensated for mileage, meals, accommodations, etc.
- Rental vehicles (van or station wagon) should not be used under any circumstances as this would likely be an infraction of the Act due to the contractual arrangement with the rental agency. In this situation, the driver, principal and/or Board may be charged.
 - 1) Drivers may receive no compensation.
 - 2) Rental vehicles cannot be used.
 - 3) Drivers must complete insurance liability form.



Procedure:	School Purpose Vehicles	
Contact:	Superintendent of Business	
Issued By:	Superintendent of Business	Effective: 1998, September

REFERENCE: OSBIE Bulletin # 44 "School Purposes Vehicles".

SCOPE:

OSBIE bulletin # 44 "School Purposes Vehicles" provides guidelines for the use of vehicles in regard to transporting students to extra-curricular or other school functions.

PROCEDURES:

1.0 LICENSING AND VEHICLE REQUIREMENT:

- 1.1 Seating capacity is the key determinant, not the number of passengers actually being carried.

2.0 VEHICLES ARE DIVIDED INTO THREE CATEGORIES BASED ON SEATING CAPACITY:

- 2.1 **5 passenger seats plus the driver:** The only requirement is that the driver carry a valid driver's licence with a "G" classification.
- 2.2 **6 to 9 passenger seats plus the driver:** If the vehicle is owned, leased or rented in the name of the Board, the driver must carry a valid "G" class licence and the vehicle must have safety inspection stickers, carry a log book, a school purposes licence plate and conform with Regulation 611.

As far as the Ministry of Transportation is concerned, any form of remuneration (i.e. mileage, gas allowance, flat fee, etc.) paid by the Board to anyone to transport students enters into a contract with the Board. Therefore, any vehicle in this category owned, leased or rented by a volunteer, teacher, employee, parent, student, etc. used to transport students in return for some form of remuneration is deemed to be under contract with the board.

If no remuneration is paid Regulation 611 does not apply.
A Class "G" licence is required by the driver.

- 2.3 **10 to 24 passenger seats plus the driver:** If the vehicle is owned, leased or rented in the name of the Board or under contract with the Board, the driver must carry a Class "E" licence and the vehicle must meet all of the "school purposes bus" regulations under the Highway Traffic Act.

SUMMARY OF LICENSING AND VEHICLE REQUIREMENTS

STATUS OF VEHICLE	PASSENGER CAPACITY	MINIMUM DRIVER LICENCE	SCHOOL PURPOSE VEHICLE REQUIREMENTS AS PER HIGHWAY TRAFFIC ACT
Rental vehicle, owned by Board, operated under contract	1 to 5	G	None
Rental vehicle, owned by Board, operated under contract	6 to 9	G	<input type="checkbox"/> Safety Inspection Stickers <input type="checkbox"/> Log Book <input type="checkbox"/> School Purposes Licence Plate <input type="checkbox"/> Other Regulations per Reg 483(611)
Rental vehicle, owned by Board, operated under contract	10 to 24	E	<input type="checkbox"/> As per School Purposes Bus regulations under the Highway Traffic Act
Volunteers, Teachers, Employees	1 to 5	G	None
Volunteers, Teachers, Employees, No Contract	6 to 11	G	None
Volunteers, Teachers, Employees, No Contract	12 to 24	G	<input type="checkbox"/> As per Highway Traffic Act for this type of vehicle



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS

Part A

This will authorize _____
(Name of teacher or other volunteer driver)

1. To transport students participating in the events listed on the attached school schedule,
OR
2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENCE # _____

Date	School Name	Principal's Signature
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NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- (C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature	Date
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DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

Volunteer Driver - Authorization to transport students Continued.

Part B**SUMMARY OF INSURANCE****(1) Volunteer Supervisors on School Premises**

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non- owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

Driver Using Private Motor Vehicle

The London District Catholic School Board recognizes that on occasion, transporting students by private motor vehicle is essential. In order to safeguard the safety and security of students, all persons providing transportation are expected to indicate compliance with expectations of the Board by having a copy of the completed form on file at the school.

EXPECTATIONS OF DRIVERS

- Safety is a prime concern, thus compliance to all laws governed by the Highway Traffic Act are expected.
- Students must be wearing a seatbelt when the vehicle is in motion.
- The driver shall have insurance coverage of at least \$1,000,000. School Board Insurance is in effect beyond the coverage held by an individual.
- The driver must ensure that the vehicle is in safe condition for operation.
- The driver must be at least 18 years of age.
- If travel is to extend beyond the Board's boundaries, a signed parental permission must be on file at the school for the student to travel with a specified driver.

I have read and understood the expectations of drivers of students and agree to abide by such expectations.

Vehicle: _____

Licence: _____

Date: _____

Signature: _____