PROCEDURE F-1

SUBJECT: FIELD TRIPS/EXCURSIONS

The School Principal will ensure:

- That the Teacher/Supervisor informs the students of expected behavior when traveling on School related field trips/excursions.
- That the Teachers/Supervisors be provided with a list of students on the field trip/excursion with names, contact information and telephone numbers, and dates of birth, Medical Management Plans, Student Safety Plans, and Student Support Plans. The List must be returned to the School at the end of the trip.
- The following guideline for the number of passengers is recommended for comfort and safety of all riders. This requirement has been developed with the co-operation of the Bus Operators Association and complies with Ministry of Transportation guidelines.

    a) Passenger Loading: Short Trips (being 100 km one way or less)

    - Number of passengers should match that for regular bus loading (M.O.T. maximum)
    - K – 6 3 to a seat (Max 67 plus 2 Teacher/ Chaparones)
    - 7 – Grade 12 2 to a seat (Max 44 plus 2 Teacher/Chaparones)
    - School Staff/Chaperones 2 to a seat

    b) Passenger Loading: Long Trips (being more than 100 km one way)

    - K – Grade 12 2 to a seat (Max 44 plus 2 Teacher/Chaparones)
    - School Staff/Chaperones 2 to a seat

Last Review: March 2014
Next Scheduled Review: February 2017 or as required