



PROCEDURE F-1

SUBJECT: FIELD TRIPS/EXCURSIONS

The School Principal will ensure:

- The Principal will ensure that the activity has sound educational value, relates to learning expectations of the curriculum, and is appropriate for the students' age, physical status.
- That the Teacher/Supervisor informs the students of expected behavior when traveling on School related field trips/excursions.
- Appropriate adult supervision will be adhered to and additional supervision will be included where necessary to support students with special needs.
- The organizers of the field trip or excursion must plan for the special transportation needs for those students for whom regular transportation is not an option.
- The organizers of the field trip or excursion must also plan for special requirements during transportation including but not limited to child safety seats, lap belts, E-Z-On vests, service animals, etc.
- The destination ensures all students, staff and volunteers can fully participate and includes accessible features (e.g. entrances, washrooms, pathways, etc.).
- The Safety and Health of student and Staff must be given primary consideration in the planning and implementation of field trips and excursions. The organizers of each field trip or excursion must incorporate appropriate safety practices that consider factors such as the nature of the activity, the skill level of the students, the number of students, and the mental, physical, and medical capacity of the students.
- 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.
- Planning special activities and food while on the trip or excursion also considers the needs of students, staff, and volunteers with food allergies and medical conditions.

- 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 8/36 School Bus Operators Association and complies with Ministry of Transportation guidelines. Please remember to consider the number of Staff and Parent Volunteers as they will limit the number of students per bus and may require extra vehicles to be ordered.

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

- Specialized vehicles are also available on a limited availability basis to provide inclusive transportation for students, staff and volunteers. Please remember to consider the number of Staff and Parent Volunteers as they will limit the number of students per bus and may require extra vehicles to be ordered. Most vehicles are on routes bringing students to school or home during Route time but are available between morning and afternoon Route times. Please book Specialized vehicles in advance so that Specialized requirements can be discussed and modified prior to the trip.

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

- Number of passengers should match that for regular bus loading based on available seating with up to 3 wheelchair stations available per bus.
- K – 6 3 to a seat (Max 50 plus 2 Teacher/ Chaperones)
- 7 – Grade 12 2 to a seat (Max 32 plus 2 Teacher/Chaperones)
- 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 32 plus 2 Teacher/Chaperones)
- School Staff/Chaperones 2 to a seat