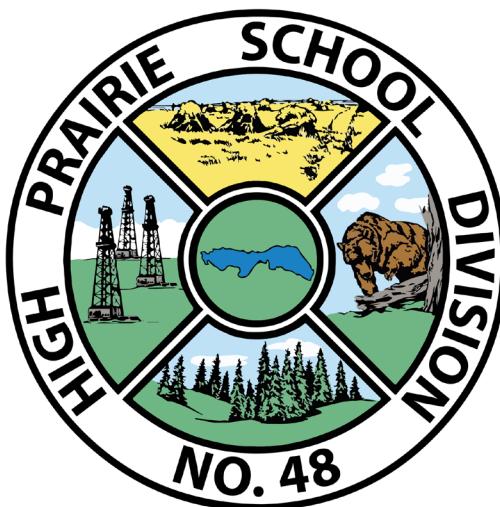


HIGH PRAIRIE SCHOOL DIVISION OFF-SITE ACTIVITY HANDBOOK



Mission

Through exemplary teaching, leadership, and collaborative partnerships, we prepare students to be socially responsible and to succeed locally and globally.

Vision

We inspire, lead and achieve to the highest level.

Revised: January 11, 2024

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PREAMBLE

High Prairie School Division supports the practice of conducting off-campus education opportunities, intra-curricular and extracurricular educational field trips, excursions, and exchanges that foster student learning as described in the [programs of study](#) and align with the Division foundation statements.

Participation by students in special events can significantly complement the educational program. Examples include:

- work-study,
- workplace readiness/practicum,
- Work Experience 15, 25, 35,
- Career Internship 10,
- Registered Apprenticeship Programs (RAP)
- green certificates programs,
- job shadowing,
- *Take Our Kids to Work Day*,
- field trips,
- competitions (athletic, academic, etc.),
- music and drama festivals,
- student exchanges.

While field trips and excursions have positive educational value, care must be taken to ensure that field trips or excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

DEFINITIONS

Field Trip - defined as a learning experience supported by the school or the school division that takes place away from school premises. The board supports the following types of field trips:

- **Curricular** field trips are a desirable extension of classroom learning, with experience taking place outside the classroom. Examples include visits to industrial plants, libraries, museums, and government buildings.
- **Extracurricular** field trips are a part of the extracurricular program offered by a school. Examples include both competitive events such as team and individual sports and music and drama festivals/productions, science clubs, etc.
- **Day** field trips are those learning experiences conducted off the school grounds during the school day, which do not extend overnight.
- **Extended** field trips involve students remaining overnight at a destination.
- **Provincial** field trips are any trip within the province of Alberta.
- **National** field trips are any kind of trip for any purpose that is sponsored by the school or the division that leaves the province of Alberta.
- **International** travel is any trip of any kind for any purpose that is supported by the school, authorized by the Superintendent and the Board of Trustees that leaves the country of Canada.

Organizer - A teacher or other HPSD staff member who initiates and plans the off-site activity, as approved by the principal.

Participant - is defined as a student, teacher, additional staff member, or volunteer who takes part in a school field trip.

Volunteer Assistants - are non-HPSD staff members utilized by schools to assist in the delivery of educational materials, clubs, meal programs, day trips, etc., within the school day. These volunteers are NEVER TO BE LEFT ALONE with a child(ren). These volunteers will not require a Criminal Record Check.

Volunteer Lay Coaches - An individual (either HPSP staff or members of the public) utilized by the schools to deliver programming or extracurricular activities (athletic, academic, etc.) in which they have qualifications, certification, or expertise to provide unpaid coaching services.

Volunteer Supervisors - are non-HPSP personnel utilized by schools to supervise extended, provincial, or international field trips.

Duration of the Field Trip - defined as the time the group leaves the school or predetermined pick-up area to the time the group returns to the school or predetermined drop-off area.

Risk Assessment - a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking that considers the general safety of all participants.

Emergency Response Plan - a set of written procedures for dealing with emergencies that minimize the impact of the event and facilitate recovery from the event.

GENERAL GUIDELINES

1. All field trips and off-campus education will be carefully planned in conjunction with the provincial program of studies and the school's instructional program.
2. Wherever possible, field trips and off-campus learning will be conducted during the school day utilizing available regional resources.
3. The safety assessment for off-site activities shall consider the requirements of the Division's student safety, particularly with respect to the [*School Physical Activity, Health & Education Resource for Safety*](#). The standards set out in the relevant guidelines must be met or exceeded for all off-site activities.
4. **No "Red" or "Prohibited" activities will be approved ([ARMIC Risk Management Practices - Activity List](#)).**
5. A sufficient level of supervision will be provided for students at all times during the field trips (see chart at the end of this handbook or the planning process section).
6. Field trips at the national and international level require board approval.
7. While every effort will be made to ensure that all students are afforded an opportunity to participate in field trips, the principal may deny the right of students to participate if their behaviour or lack of skills makes adequate supervision impossible.
8. All volunteer lay coaches and volunteer supervisors are required to provide a Criminal Record Check (complete with Vulnerable Sector Check) to be approved by the Human Resources Department and be approved by the principal in accordance with [Administrative Procedure 489 - Volunteers \(Lay Coaches, Supervisors and Assistants\)](#), and be authorized in writing on [Administrative Form 489A - Approval for Volunteers to Support School Sponsored Activities](#). Volunteer assistants DO NOT require a Criminal Record Check as they are NEVER to be left alone with a child.
9. International trips must be planned through an accredited organization deemed acceptable by the Superintendent and the Board of Trustees.
10. Any student trip planned and organized by a parent or student group outside of the school program is the responsibility and liability of the parent or student group and will not be covered by this policy.
11. Written permission from parents, guardians, or independent students is required for all field trips. Parental consent is for the purpose of notifying parents concerning the details of the proposed activity as well as to have the parents indicate whether their permission is given for their child to participate. It is not to be regarded as a release from liability.
12. When schools offer a field trip that includes student use of tools (knives, bows and arrows, axes, etc.) the school shall have in place procedures governing the supervision of students and the display, storage, and handling of these instruments.
13. Off-campus education programs are considered day field trips and are subject to this handbook.

EMERGENCIES

14. The organizer will be responsible for any emergent decisions requiring a change in transportation or activity during the field trip.
15. Organizers will ensure that a first aid kit is available and that a plan of action has been developed to deal with an injury or any emergency situation as outlined in the [*School Physical Activity, Health & Education Resource for Safety*](#).
16. Organizers will ensure that one (1) supervisor has valid first aid certification.
17. In the event of an emergency, an incident involving a 9-1-1 call, or a situation that may be of public concern/interest, the organizer will contact the principal. Emergencies will be handled in accordance with the Division's Crisis Response Plan.

EMERGENCY PROTOCOLS

In case of an emergency, the following protocols will be followed.

18. The ORGANIZER will:

- 18.1 Ensure the safety of the students, staff, and volunteers,
- 18.2 Ensure appropriate care is administered to any injured or ill persons,
- 18.3 Call for help from another supervisor, lay coach, or assistant verbally or by phone,
- 18.4 Ensure emergency responders are called if required,
- 18.5 If there are injured persons, stay at the victim's side unless no one is available to assist you,
- 18.6 Ensure the school and the principal are informed as soon as safely possible.

19. A SUPERVISOR, LAY COACH, OR ASSISTANT will:

- 19.1 Assist the organizer,
- 19.2 As directed by the organizer, will call for emergency responders (noting the details of the emergency, any injuries and specific locations),
- 19.3 Update the organizer on responder status,
- 19.4 As directed by the organizer, will call to inform the school and principal,
- 19.5 Any other duties assigned by the organizer.

20. The PRINCIPAL OR THEIR DESIGNATE will contact one of:

- 20.1 High Prairie School Division executive council member,
- 20.2 Safety Officer,
- 20.3 Director of Communications.

HIGH-RISK ACTIVITIES

- 21. High-risk activities are those characterized by the greater potential for injuries with severe consequences, person-to-person and person-to-equipment contact, uniqueness of equipment used, speed of action, protective equipment used, specialized supervision required, and training required.
- 22. In the case of high-risk activities, in addition to parental consent, an appropriate waiver of liability may also be required for a student's participation. This would be a third-party waiver of liability provided by the organization at which the high-risk activity was taking place.
- 23. The safety assessment for off-site activities shall consider the requirements of the Division's student safety, particularly with respect to the [School Physical Activity, Health & Education Resource for Safety](#). The standards set out in the relevant guidelines must be met or exceeded for all off-site activities.

OFF-CAMPUS EDUCATION

- 24. HPSD supports the provision of off-campus education opportunities, including but not limited to land-based learning, job shadowing, volunteering for the purpose of a high school course, Work Experience, Registered Apprentice Program (RAP), Green Certificate and Take Our Kids to Work Day through school and community partnerships to help students acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities.
- 25. Off-campus education includes work-study, work experience (including Career Internship), registered apprenticeship programs and cooperative education/youth internship programs.
- 26. Off-campus education shall be carried out under the supervision and guidance of a teacher, as the Off-

Campus Coordinator, unless otherwise specified, who will:

- 26.1 Ensure adequate communication with parents, workplace supervisors, and students regarding their responsibilities and expectations, with particular emphasis on the safety and supervision of students,
- 26.2 Ensure that workplace supervisors understand that off-campus education students are considered guests at their workplace and should be recognized as such by their workplace insurance policies.
- 26.3 Inform parents, workplace supervisors and students that job shadowing and Take Our Kids to Work Day are observation experiences only.
- 26.4 In consultation with the principal, determine the means of evaluation and convey this information to the student and the employer.
- 26.5 For Work Experience (including Career Internship), the supervising teacher shall specify learner expectations for each student in consultation with the employer.
- 26.6 Provide an "in-school" job orientation and debriefing component for students as a means of facilitating the development of knowledge, skills and attitudes the student must acquire in order to enter, adjust and advance in a career.
- 26.7 Ensure an annual workplace safety inspection is completed and Administrative Form 260F Off-Site Work Site Inspection Form is uploaded to DocuShare and submitted to the Safety Officer for Career Internship, Work Experience, Green Certificate and the Registered Apprenticeship Program.
- 26.8 Ensure that the following forms are signed by all parties (employer, student, parent/guardian and Off Campus Coordinator):
 - 26.8.1 Administrative Form 260G - Off-Campus Education for Work Experience (including Career Internship) and RAP
 - 26.8.2 The [Green Certificate Registration Form](#) for Green Certificate placements
27. Protection under the Worker's Compensation Act and the Board's liability is not in effect, nor are employers exempt from paying the minimum wage, until [Administrative Form 260F - Off-Site Work Site Inspection Form](#) is completed.
28. The working hours for senior high school work experience students are restricted from 7:00 a.m. to 10:00 p.m. (refer to the Government of Alberta's Off-Campus Education Guide for detailed specifics.)
29. In the case of a Worker's Compensation Board (WCB) claim, the off-campus education teacher shall submit the necessary forms to the Superintendent. The Superintendent will insert the Alberta Learning Account Code, 345912/6, then submit the forms to WCB plus a copy of the approved Administrative Form 260F to Policy Unit, Curriculum Standards Branch, Alberta Learning, for processing and filing with the Worker's Compensation Board.
30. Transportation to and from off-campus education is the responsibility of the parent/guardian (or student if of age).

FINANCIAL HARDSHIP

31. The school will cover the costs of any student unable to participate in a **day field trip** due to financial circumstances.

PLANNING PROCESS

The following applies to all off-site activities. Areas that pertain strictly to specific types of off-site activities (e.g. provincial, international) are noted below. All field trips shall be planned and executed in accordance with this Off-Site Activity Handbook.

In order to fill out Administrative Form 260A - Off-Site Activity Proposal, you must download the form from

the website and open the file in Adobe Acrobat. This [how-to video](#) provides step-by-step instructions on downloading, opening, and saving the fillable form.

32. All requests for field trips, whether involving transportation of students or not, require a detailed plan approved by the principal. The plan shall be outlined on [Administrative Form 260A - Off-Site Activity Proposal](#) and it will include:
 - 32.1 the objectives for the trip and their relationship to the regular school instructional program;
 - 32.2 the destination of the trip, date, and time of proposed departure and return;
 - 32.3 references regarding travel agency and/or tour company used;
 - 32.4 the number of students and grade(s), teachers and supervisors involved;
 - 32.5 the method(s) of financing the trip;
 - 32.6 the procedure for obtaining parental approval and mechanism for informing parents of the activities, risk of those activities, as well as consequences for students violating school rules while on the trip;
 - 32.7 the follow-up activities to be carried out as a result of the field experience if applicable;
 - 32.8 a hazard assessment and plan to mitigate all risks; and
 - 32.9 an emergency and medical plan.
33. HPSD believes in inclusivity of all students and generally, all students should be given the opportunity to participate in intra-curricular field trips regardless of ability to pay and/or learning differences. Exceptions are in accordance with Section 36 of the *Education Act* (student suspension).

34. If students' expenses are to be subsidized it should be done on an equitable basis.

35. The supervisor to student ratio for off-site activities shall be as follows:

- 35.1 Day Trips: At least one (1) supervisor,
- 35.2 Provincial and Overnight Trips: At least one (1) supervisor for every twelve (12) students,
- 35.3 National and International Trips: At least one (1) supervisor for every ten (10) students.
- 35.4 You must follow the supervisor to student ratio for the specific physical activity as listed in the [School Physical Activity, Health & Education Resource for Safety](#) for any trips with physical activities. The number of supervisors must meet the minimum ratios listed above.

36. Special circumstances or age and/or special needs of students may indicate a need for additional supervisors. For overnight trips, it is expected that a supervisor of the same sex as the students be present.

37. Parental consent must be obtained for each student participating in the extended (overnight) field trips. Consent forms must adequately explain the activities planned and risks associated with the activities.
38. Parents are responsible for maintaining adequate medical coverage for their children.
39. For students unable to participate in an intra-curricular field trip, the school shall provide educationally worthwhile activities that align with the learning outcome of the curricular field trip.
40. Non-staff volunteers and supervisors on extended (overnight) field trips require Criminal Record Checks as per Administrative Procedure 406 – Criminal Record Check.
41. Any fees charged to parents, for intra or extra-curricular field trips, must be in accordance with the [Alberta School Fees and Costs Regulation](#).
42. Organizers will prepare a field trip proposal on [Administrative Form 260A - Off-Site Activity Proposal](#) (including a risk assessment and a detailed emergency response plan) and seek to obtain the written approval of the principal before proceeding with any field trips.
43. For national and international trips, the organizer and principal will hold a parent meeting(s) to discuss the planning of the trip. Meeting minutes must be recorded and retained in DocuShare.

44. When an off-site activity includes students from two (2) or more schools, the principal of each school involved must jointly approve the participation of their students, and all the students are accountable to the teacher-in-charge.
45. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school, and is part of the class or group taking part in the activity.

COMPREHENSIVE RISK ASSESSMENT

46. A **Comprehensive Risk Assessment** will include consideration of:
 - 46.1 Student's needs (dietary, special equipment, health),
 - 46.2 Environmental (weather, road conditions, location, safety concerns, precautions, pre-site inspection if required),
 - 46.3 Activity (level of risks, special training if required, consideration of the [*School Physical Activity, Health & Education Resource for Safety*](#) and other external sources available, appropriateness to grade level),
 - 46.4 Local customs,
 - 46.5 Different laws, if applicable,
 - 46.6 Travel notices from local and/or federal government - Government of Canada travel website <https://travel.gc.ca/travelling/advisories>.

COMPREHENSIVE EMERGENCY RESPONSE PLAN

47. A **Comprehensive Emergency Response Plan** will include:
 - 47.1 Emergency contact numbers,
 - 47.2 Emergency services available such as ambulance, police, hospitals, air evacuation, and rescue,
 - 47.3 First aid certification,
 - 47.4 Contractual agreement with the service providers,
 - 47.5 Insurance certificates carried,
 - 47.6 Any consent forms, waivers, indemnifications, or other contractual documents that are to be signed by the student or the school required by the service provider,
 - 47.7 The Government of Canada offers a registration service for all Canadians travelling abroad. All participants must register. In the event of an emergency in a foreign country, they are able to contact and assist you. The link to the Government of Canada's website is <https://travel.gc.ca/travelling/registration> (**international trips only**).
48. The organizer will ensure that all field trip activities listed in the [*School Physical Activity, Health & Education Resource for Safety*](#) follow those guidelines and ensure that all activities are covered under HPSD insurance. Any activity that does not meet these requirements will not be approved by the principal.

APPROVAL PROCESS

49. The principal will give careful consideration to the total number of days any one teacher or student is absent from class before approving the trip.
50. The school will consider procedures to enable participation to all interested students without causing economic hardship for individuals and explore the purchase of cancellation insurance for the entire activity.
51. For all trips, a list of all participants with contact information will accompany them, and a current list will remain in the school for the duration of the trip.
- 52. If in the Board's opinion there is an inherent risk to the safety of individuals, the Board maintains**

the right to require alterations to or cancel the proposed trip at any time up to and including the date of departure.

53. The organizer will ensure ALL documentation is handed to the principal who will, in turn, ensure all trip information is scanned and uploaded into their field trip collection folder in DocuShare by the school secretary, including:

- 53.1 [Administrative Form 260A - Off-Site Activity Proposal](#) (including risk assessment),
- 53.2 Parental consent forms,
- 53.3 Transportation waivers, student declining transportation forms, volunteer driver forms (if used),
- 53.4 Criminal Record Check for all non-staff volunteers, if applicable, **MUST be approved by Human Resources Department BEFORE trip proceeds,**
- 53.5 Incident reports if any occurs on trip,
- 53.6 Other forms including medication care request, record of medication, etc.,
- 53.7 Record of student payments, fundraising records, etc. if used. Evidence that the organizer implemented procedures to enable participation of all interested students without causing economic hardship,
- 53.8 Proof that one adult on the trip has a valid first aid certificate.

DAY AND PROVINCIAL TRIPS

54. Proposals for **day and provincial trips** shall be submitted to the principal at least two weeks prior to the date of the activity.

55. The principal will grant approval of the trip (**day trip and provincial only**) based on:

- 55.1 Relevance to program of studies,
- 55.2 Informed parental consent forms contain all pertinent details,
- 55.3 Appropriateness of planning and safety conditions,
- 55.4 Appropriateness of activity and location for student age group,
- 55.5 Appropriateness of volunteer supervisors if used (skill level, etc.),
- 55.6 Supervision ratio/gender meets the requirements of this handbook,
- 55.7 Educational plan in place for students NOT participating in the trip,
- 55.8 Medical/emergency plan in place,
- 55.9 All requirements of the Off-Site Activity Handbook have been met,
- 55.10 Adhere to requirements of [School Physical Activity, Health & Education Resource for Safety](#),
- 55.11 The amount of instructional time missed by students is acceptable,
- 55.12 Reasonableness of number of staff members absent from school to supervise trip.

56. Once permission to proceed is given by the principal, the trip organizer will proceed with the field trip, using the [Off-Site Approval Requirements Chart](#) to ensure all steps are covered/completed. [Administrative Form 260A - Off-Site Activity Proposal](#) is to be signed by the principal and is to be on file.

NATIONAL AND INTERNATIONAL TRIPS

57. The principal is required to request approval in principle from the Board of Trustees by submitting the completed [Administrative Form 260A - Off-Site Activity Proposal](#) and [Administrative Form 260B - Request for Approval in Principle](#) to the superintendent at least six (6) months prior to the trip (**international trips only**).

58. The principal is required to complete [Administrative Form 260C - Request for Approval in Full](#) and obtain approval in full from the Board of Trustees before the last payment is due by students (**national and international trips only**). The school must allow sufficient time for the Board to hold its regular board

meeting to give approval in full before the last payment is due by the students. Each checklist item identified on [Administrative Form 260C - Request for Approval](#) in Full must be submitted.

59. The following criteria will be used by the Board in determining the approval of a proposed activity **(national and international trips only)**:

- 59.1 Expressed educational value of the activity,
- 59.2 Evidence of good planning, detailed itinerary and appropriateness of activities,,
- 59.3 Evidence that appropriate insurance is in place or arranged,
- 59.4 Suitability of proposed travel and accommodation arrangements,
- 59.5 Appropriateness of financial plan identifying proposed sources of funding,
- 59.6 Evidence of written approval from parents or guardians,
- 59.7 Appropriateness of plans for non-participants,
- 59.8 Impact on the regular program of the school caused by student and staff absences,
- 59.9 Acceptability of tour company accreditation, cancellation policies, and travel insurance policies.

60. The superintendent shall give notice of all trips approved by the Board of Trustees.

PARENTAL/GUARDIAN CONSENT

61. Parents will be informed of the curriculum or program alignment of field trips.

62. The parent/guardian consent form will specify for each trip:

- 62.1 times, dates and locations of the activities,
- 62.2 risks and safety precautions,
- 62.3 a list of equipment or specialized clothing needed,
- 62.4 name of the staff supervisor or liaison,
- 62.5 transportation arrangements,
- 62.6 costs,
- 62.7 a requirement that students comply with all relevant school rules,
- 62.8 vaccinations recommended by *Alberta Education* and any other vaccinations recommended by the health authority.

63. Parental consent is for the purpose of notifying parents concerning the details of the proposed activity as well as to have the parents indicate whether their permission is given for their child to participate. It is not to be regarded as a release from liability.

64. Parental consent must be in written format only. Verbal consent will not be accepted.

65. For activities that involve more than one (1) trip off-site (**day and provincial trips only**) and inter-school sports, one (1) parental permission will suffice if the information to the parent includes a schedule of all the activities that provides the details of each event. If the off-site activities are taking place at times that are yet to be determined, this should be communicated in the permission forms, including the estimated time frame for when those confirmed dates will be communicated (i.e. the trip to the park will be in the spring and parents will receive one week's notice of the date and time). Should any of these be high-risk activities, separate permission must be obtained.

SUPERVISION

66. A teacher from the school or other adult(s) authorized as a supervisor by the principal shall organize and attend the trip.

67. Supervisors must be authorized in accordance with [Administrative Procedure 489 - Volunteers \(Lay](#)

Coaches, Supervisors and Assistants). Supervisors act in the absence of teacher supervisors.

68. Volunteer supervisors who accompany students on field trip activities are responsible to the teacher or adult authorized by the principal. See the volunteer section of this handbook. Volunteers must be properly selected and briefed and must sign [Administrative Form 489B - Volunteer Code of Conduct](#). Volunteers must provide an acceptable Criminal Record Check and must be approved by the Human Resources Department beforehand. In selecting volunteers, preference will be given to staff members and parents of children enrolled in the school.

69. Prior to the trip, the trip organizer will brief volunteers, parents, and staff on their specific roles during supervision and possible emergencies. The use of alcohol or illicit drugs by anyone involved in a field trip is strictly prohibited.

70. Prior to the trip, students will be informed of the school's expectation regarding their behaviour as well as the consequences for breaching this expectation. For example, school rules apply to the off-site activity, use of alcohol or illicit drugs are strictly prohibited. Students will be informed, prior to the trip, that the supervisors reserve the right to search student bags for contraband substances such as weapons, alcohol, or drugs.

71. Principals shall ensure that transportation for the field trip will be provided by the school unless the field trip supervisor can demonstrate valid reasons for the use of private vehicles as identified in [Administrative Procedure 480 - Transportation Services](#).

72. Where the school provides transportation, and a student's parent or guardian requests that the student get to and from the field trip venue by some other means, the Board of Trustees will require the parent or guardian, or independent student, if applicable, to sign a release and waiver that will, amongst other things, make it clear that the Board undertakes no responsibility, whatsoever, for the student during such travel, and that all risk of injury, death, loss of property, non-attendance, or other adverse consequence, is entirely the responsibility of the parent, guardian, student and person(s) transporting the student ([Administrative Form 260L - Student Declining Transportation](#) and/or [Administrative Form 260M - Transportation Waiver](#)). All volunteer drivers of school provided vehicles will meet the requirements as set out by the Director of Transportation.

73. The organizer shall have access to a list of the students, which include medical information, phone contact numbers, and, if provided by parents, Alberta Health Care numbers.

74. The organizer will ensure that all supervisors are aware of any arrangements for students with medical needs, and will provide a copy of the [Administrative Form 314B - Administering Medicine to Students, Request for Administration of Medication to Students](#) and [Administrative Form 314C - Administering Medicine to Students, Student Medication Schedule](#) to the appropriate supervisors.

75. Any required medication, with the exception of emergency medication such as epi-pens or inhalers, shall be given to the supervisor at the beginning of the trip. The appropriate permission form ([Administrative Form 314B - Administering Medicine to Students, Request for Administration of Medication to Students](#)) listing the medication, dosage, special care instructions, and any known allergies shall be completed and signed by the parent and kept with the supervisor for the duration of the field trip. A record of all medication administered during the course of the field trip should be kept by the supervisor until back from the trip when the documentation will be handed to the school secretary to file in DocuShare. ([Administrative Form 314C - Administering Medicine to Students, Student Medication Schedule](#))

76. When planning a trip using instructional items to which safety concerns might apply, ([Administrative Procedure 310 - Student Safety](#)) these items must be used only under direct supervision, and the organizer must include in the trip's risk assessment:

76.1 an outline of how supervision and safety aspects will be ensured for the duration of the program,

76.2 a list of the items to be used such as knives or axes, as well as any similar item which may cause injury unless the student shows due care and had been properly trained in the handling of the item.

77. Organizers will ensure that any services (resource personnel, outdoor education facilities) contracted or used for field trips comply with the [School Physical Activity, Health & Education Resource for Safety](#).

DOCUMENTATION

78. All planning/approval documentation for off-site activities must be filed at the school and kept for two (2) full school years after the trip. All field trip documentation must be uploaded to DocuShare and original, physical copies must be held until the Records Officer authorizes the destruction of the records.

79. Documentation is subject to audit by the Learning Support Centre.

TRANSPORTATION

80. It is HPSD's responsibility to ensure the safety of its students while they are under the care and control of the school board. This duty of care extends to situations where children are being transported to off-site activities. **The preferred method of transportation of students is with a school division bus driven by a school division professional driver.**

81. Schools must not arrange for students to transport students to any off-site activity.

82. Trip organizers request an HPSD bus for trips via our hpsd.ca website by selecting [Triptracker](#) within the Staff tab.

83. The staff member will need to fill in their division username and password and must ensure to click the box to 'Authenticate using Network Credentials' and then hit the Login button.

84. The Versatrans Triptracker program will open, and you will select the "Request a Trip" icon on the upper left-hand side of the screen. All fields must be filled out sufficiently to submit the form.

85. Once the form is submitted, an automated email forwards the booking form to the approver (generally the principal). Once the trip is approved by the approver, the Transportation Department schedules the trip.

86. If you experience any difficulties during this process, please direct your queries to the transportation department at (780) 523-3654.

87. If a school decides to provide transportation by employing the services of an independent bus company, the Division's liability may be lessened but does not cease, particularly in situations where the school exercises a substantial amount of control over the transport company.

VOLUNTEER DRIVERS

88. The least desirable method of transportation is by enlisting parents or other volunteers. In situations where HPSD decides to enlist volunteers to transport students by passenger vehicles, it is possible that a court could find that the volunteer is an agent of the school. In such a situation, HPSD could be vicariously liable for any negligence committed by the driver during the requested transport. If volunteer drivers in personal vehicles must be used, the following information should be collected on a [Administrative Form 260K - Volunteer Driver \(Authorization to Transport Student\)](#).

89. To be completed by volunteers who will be driving students and other staff/volunteers:

89.1 description of the activity for which a driver is required,

89.2 name, address, phone number,

89.3 driver's license number,

89.4 a declaration that driver's license is unrestricted,

89.5 description of vehicle and confirmation that it is in safe operating condition,

89.6 confirmation that the vehicle is insured by a valid automobile liability insurance policy as required by Alberta law and has a minimum of \$2 million dollars liability coverage,

89.7 explain Board insurance – only applies to excess,

- 89.8 volunteer's responsibility to advise the insurer,
- 89.9 damage to the vehicle is the volunteer's responsibility,
- 89.10 agree to operate in a safe manner – cross reference volunteer driver policy, if any,
- 89.11 FOIP collection statement as per [Administrative Procedure 170 - Freedom of Information and Protection of Privacy](#).

LICENSING REQUIREMENTS – CLASS 4

- 90. The [Traffic Safety Act](#) states that the holder of a Class 3 or Class 5 driver's license shall not drive a motor vehicle that is transporting "passengers for hire". If you transport "for hire" a driver requires a Class 4 license.
- 91. The definition of "for hire" in the [Operator Licensing and Vehicle Control Regulation](#) has been amended as follows:
 - 1(j) "for hire" with respect to a vehicle, means that the vehicle owner or operator, or the operator's employer, is being paid for the service that the vehicle is being used to provide, but for the purposes of sections 23 and 25, a motor vehicle is not "for hire" when the operator drives a private passenger vehicle for the transportation of passengers on an incidental or occasional basis and receives compensation in respect of the transportation of those passengers only in one or more of the following forms:
 - (i) as payment for the kilometers travelled at a rate not exceeding the limit of tax-exempt allowance paid by employers to employees as prescribed in section 7306 of the [Income Tax Regulations of Canada \(CRC chapter 945\)](#);
 - (ii) as straight reimbursement for out-of-pocket expenses directly related to the transportation, including, without limitation, gas, parking, gate passes and tolls;
 - (iii) in a case where the operator is party to an agreement to provide transportation to only the operator's family members, members of the operator's household or persons for whom the operator is a legal guardian, as compensation only to provide transportation to those persons;

This definition is to be used to determine the licensing requirements of authorized drivers.

STUDENTS DECLINING HPSD TRANSPORTATION

- 92. If the school provides transportation to an off-site activity, and a student wishes to transport themselves, the student and their parent must sign [Administrative Form 260L - Student Declining Transportation](#) stating:
 - 92.1 that the student was offered school bus transportation and that he declined it,
 - 92.2 that the parent does not or will not hold HPSD liable for any accident or injury that may occur during the transportation to/from the off-site activity,
 - 92.3 that the student will not transport any other student whom they are not authorized, in writing by such student's parent, to transport,
 - 92.4 that the parent accepts that the school board's student accident insurance does not apply during the transportation portions of the trip, and the student is only covered from when he arrives at the school-sponsored off-site activity until they leave the off-site activity.

TRANSPORTATION WAIVER

- 93. If HPSD is not providing student transportation to an off-site activity and parents are asked to make their own arrangements for transportation, then parents must sign [Administrative Form 260M - Transportation Waiver](#).

TRANSPORTATION - TEACHER TRANSPORT

- 94. If the principal deems fit, the teacher may use their own vehicle to transport students off-site. [Administrative Form 480B - Transportation, Application for Field Excursions Using Privately Owned](#)

[Vehicle](#) must be completed. See [Administrative Procedure 480 - Transportation Services](#), Section 9 - Application for Use of Divisional or Private Vehicles for Field Excursions.

OFF-SITE APPROVAL REQUIREMENTS CHART

Form/Document	Day Trip	Provincial Trip	National Trip	International Trip			
Trip Approval	Principal		Board of Trustees				
Trip Cancellation Authority	Superintendent/Principal		Board of Trustees/ Superintendent/ Principal				
Administrative Form 260A - Off-Site Activity Proposal	Principal		Principal, Superintendent, and Board of Trustees				
Detailed Itinerary (Included in Form 260A)	Teacher/Staff Member to Principal		Teacher to Principal to Superintendent to Board of Trustees				
Risk Assessment (Included in Form 260A)	Yes - Standard			Yes – Comprehensive			
Emergency Response Plan (Included in Form 260A)	Yes – Detailed			Yes - Comprehensive			
Administrative Form 260F - Off-Campus Education (Approval of Work Stations & Work Sites)	Yes	No					
Administrative Form 260G - Off-Campus Education (Program Agreement Form)	Yes	No					
HPSD RAP Registration Process Checklist	Yes - for RAP students	No					
Bus Request via Triptracker	Yes - if applicable						
Reference to School Physical Activity, Health & Education Resource for Safety	Yes						
Administrative Form 260B - Request for Approval in Principle	No			Yes			
Administrative Form 260E - Parental Permission for a Field Trip	Yes			No			
Administrative Form 260I - International Field Trips Consent for Participation, Risk Acknowledgement, Waiver, and Indemnity For International Field Trips	No			Yes			
Parent/Guardian Meeting(s)	No	If needed	Yes				
Out-of-Country Medical Insurance	No			Personal Choice			
Trip Cancellation Insurance	No			Yes			
Administrative Form 260C - Request for Approval in Full	No			Yes			
Administrative Form 314B - Administering Medicine to Students, Request for Administration of Medication to Students	Yes - if applicable						
Administrative Form 314C - Administering Medicine to Students, Student Medication Schedule	Yes - if applicable						

Form/Document	Day Trip	Provincial Trip	National Trip	International Trip
Administrative Form 489B - Volunteer Code of Conduct		Yes - if volunteers present		
Administrative Form 489A - Approval for Volunteers to Support School Sponsored Activities	No	Yes - if applicable		
Volunteer Criminal Record Check (complete with Vulnerable Sector Check)	No	Yes Must be approved by Human Resources prior to trip		
Administrative Form 260K - Volunteer Driver (Authorization to Transport Student)		Yes - if applicable		
Administrative Form 260L - Student Declining Transportation		Yes - if applicable		
Administrative Form 260M - Transportation Waiver	Only to be used if HPSD is NOT providing student transportation to an off-site activity and parents are asked to make their own arrangements for transportation such as meeting at airport for an national or international trip			
Administrative Form 480B - Transportation, Application for Field Excursions Using Privately Owned Vehicle		Yes - if applicable		
Administrative Form 260J - Permission to Participate RE: Climbing Wall Activities		Yes - if applicable (for climbing wall in Slave Lake)		
Administrative Form 260E-1 - Land-Based Learning Consent		Yes - if applicable		
Administrative Form 260E-2 - Sweat Lodge Consent		Yes - if applicable		
Administrative Form 2600E-3 - Pipe Ceremony and Traditional Feast Consent		Yes - if applicable		
Student to Supervisor Ratio: Follow guidelines for physical activities in the School Physical Activity, Health & Education Resource for Safety not less than the ratio required in this handbook	Minimum of 1 adult supervisor	At least 1 supervisor for every 12 students	At least 1 supervisor to every 10 students	
ARMIC Risk Management Practices - Activity List		Yes - if applicable		

RELATED ADMINISTRATIVE PROCEDURES

[ADMINISTRATIVE PROCEDURE 170 - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY](#)

[ADMINISTRATIVE PROCEDURE 260 - OFF-SITE ACTIVITIES](#)

[ADMINISTRATIVE PROCEDURE 310 - STUDENT SAFETY](#)

[ADMINISTRATIVE PROCEDURE 314 - ADMINISTERING MEDICATION-PERSONAL CARE TO STUDENTS](#)

[ADMINISTRATIVE PROCEDURE 489 - VOLUNTEERS \(LAY COACHES, SUPERVISORS AND ASSISTANTS\)](#)

[ADMINISTRATIVE PROCEDURE 480 - TRANSPORTATION SERVICES](#)