SCHOOL TRIPS / TOURS

Scope

This policy applies to all trips or tours organized by schools within the Board.

Purpose

To provide clear procedures for schools, which ensure all appropriate regulations are considered with utmost consideration for safety and welfare of students and staff.

Policy Statement

The Cape Breton Victoria Regional School Board recognizes the importance of co-curricular/extra-curricular school trips as a positive part of student learning. It is the policy of the Cape Breton-Victoria Regional School Board that school trips and tours will be a valuable supplement to program delivery. All trips and tours must be educational in nature. They must be an extension of a study or discipline encountered by students in the regular classroom. The Board believes that every reasonable effort should be made to enable all students to participate in school trips. It is widely recognized and understood that the quality of classroom instruction is the most important factor affecting student learning. However, high quality instruction can only have an impact when students are present and are actively engaged in their own learning (NS Dept. Of Ed); therefore, time parameters will be placed on student trips and tours to minimize the time spent away from the classroom by students and staff. The CBVRSB is committed to student success and as a result is implementing the Nova Scotia High School Credit Attendance pilot to help achieve this end. The procedures are outlined for field trips, education trips/tours and school team tours.

Cross Reference

Community Volunteer Service in the Schools PSS 222 (CBVRSB)
School Based Funds FIN116 (CBVRSB)
Student Discipline PSS 242 (CBVRSB)
School Attendance PSS 240 (CBVRSB)
Cancellation of Classes OST 403 (CBVRSB)
Fundraising PSS 224 (CBVRSB)
Student Accidents PSS 239 (CBVRSB)
Out of Town Extra Curricular Trips OST 413 (CBVRSB)
Motor Carrier Act
Motor Vehicle Act
Billing Schools for Use of School Board Owned Vehicles OST 401 (CBVRSB)
Respectful Learning and Working Environment HR 309(CBVRSB)
Riskwrite Sample Letter for Teachers
Reference Check Policy HR308

**Authorization**

The policy has been authorized by the Board under motion number 2013-01-17.

**Responsibility**

It is the responsibility of the Director of Programs and Student Services and the Director of Operational Services to ensure that this policy and administrative procedures are implemented.

**Implementation**

The Coordinator of School Services, in conjunction with the Coordinator of Transportation, will implement the policy and administrative procedures.

**Procedures**

A. **GENERAL GUIDELINES FOR SCHOOL ADMINISTRATORS**

1. School trips and tours are limited up to a maximum of four school days.

2. School trips should coincide with school breaks (Christmas, March, and Easter) where possible.

3. Each volunteer chaperone is to have a child abuse registry and criminal records check.

4. It is imperative to consult with a representative of the School Insurance Program (SIP) to ensure what coverages are in place for out of province, out of country travel. For example, SIP provides accident insurance within Canada; however, this insurance does not cover any costs associated with a medical condition such as appendicitis. In the case of out-of-country travel, students must secure additional insurance coverage. Details on student accident coverage can be found at sip.ca

4.1 Trips on or around water require special approval well in advance of the activity.
5. All Board and provincial regulations regarding the transportation of students on school trips must be followed.

5.1 If travelling by motor coach, ensure the company is on the approved list of licensed carriers which are listed on the Utility and review Board’s web page at the following link: http://www.nsuarb.ca/index.php?option=com_content&task=view&id=32&Itemid=23

5.2 If travelling by an employee or volunteer vehicle, a Form “J” (Motor Carrier Act Confirmation and Undertaking) must be completed by all drivers. (Appendix A8.3 Students shall not be permitted to operate vehicles for the purpose of transporting students on extra or co-curricular school trips.)

6. In the event that inclement weather closes schools, all school trips are automatically cancelled unless otherwise approved by the Superintendent.

7. All information pertaining to school trips should be kept on file at the school and financial documentation maintained in accordance with the School Based Funds Policy FIN 116.

B. FIELD TRIPS

1. Definition:

   A field trip is a school-sponsored event outside the school, which does not include an overnight stay.

2. Responsibility of Initiator:

   2.1 The initiating teacher will:

      2.1.1 Apply for permission to the principal.

      2.1.2 Send a letter to parents/guardians regarding departure place and time and type of activity.

      2.1.3 Have permission slips completed by parent/guardian.

   2.2 Arrange for gender appropriate chaperones.

   2.3 Leave a current list of students participating on a school trip in the main office.

   2.4 Ensure a current list of all students is in the possession of all staff members supervising the trip.

   2.5 Stress the importance of proper behaviour by students.
3. **Responsibility of Principal:**

   3.1 Consider the educational merit of the trip in order to approve or not approve the trip and then notify initiating teacher.

   3.2 Secure time slot and complete application for use of Board owned buses (ten working days notice) (Form 1E).

   3.3 Ensure permission slips have been received for all students going on the trip.

   3.4 Forward copies of approved trips to Coordinator of School Services at least seven days prior to trip.

   3.5 Ensure appropriate number of gender-appropriate chaperones.

4. **Responsibility of Central Administration:**

   To monitor the general nature and number of field trips for academic benefit. Although individual field trips will not require approval, they will be reviewed by the Coordinator of School Services.

5. **Responsibility of Chaperones:**

   5.1 Chaperones should have in their possession, student information (Form 1D), including home and emergency addresses, phone numbers, health card, etc. Where appropriate, special medical information on certain students may be required.

   5.2 Chaperones are responsible to the teacher who has authority for the trip.

6. **Responsibilities of Students:**

   6.1 Students are expected to adhere to the school and Board Code of Conduct which are in effect on all school trips.

   6.2 It is expected that proper behaviour will include following the directions of the staff and chaperones in charge of the activity and generally acting in a manner that projects a positive image of the school and the system and an attitude of cooperation and safety awareness.
C. **EDUCATIONAL TOURS (In or Out of country)** - Travel for these groups should not exceed four school days.

1. **Definition of Educational Tour:**

   An educational tour is an excursion to a designated area for educational enhancement, involving at least one overnight stay.

2. **Responsibilities of Initiator:**

   2.1 Submit to principal, a detailed account of the proposed tour.

   2.2 Ensure all insurance documentation has been received from the Tour company and has been forwarded to School Insurance Program for approval, as outlined in the SIP sample letter.

   2.3 Prepare and submit to principal for approval, a budget to include costs to students and parents and any proposed fund-raising activities.

   2.4 Have the permission slip (Form 1D) signed by those intending to go on tour.

   2.5 Meet with parents to outline rules, itinerary, and all details of the trip.

   2.6 Leave a current list of students participating on a school trip in the main office.

   2.7 Ensure a current list of all students is in the possession of all staff members supervising the trip.

3. **Responsibilities of Principal:**

   3.1 Review and approve the proposal in principle prior to its communication to ensure the educational merit of the trip.

   3.2 Review the proposed agenda and ensure that activities are appropriate to the age level.

   3.3 Ensure that all activities, including free time, are fully chaperoned.

   3.4 Review with the tour initiator, the proposed budget and all fund-raising activities associated with the trip.

   **3.5 The request for an educational tour (Form 1B), when approved by the principal, should be signed, dated, and forwarded to the Coordinator of School Services. Approval should be verified prior to commitments being made.**

   3.6 Ensure permission slips have been received for all students going on the trip.
3.7 Ensure request for use of Board-owned bus (Form 1E) is completed and forwarded, when applicable.

3.8 Approve selection of appropriate chaperones in the ratio of one chaperon per ten (10) students or fraction thereof. For example if you are travelling with 42 students, you require 5 chaperones. For a tour involving male and female students, an appropriate ratio of male and female chaperones must be included.

3.9 Staff (NSTU and CUPE) acting as chaperones and travelling during instructional time require approval from Human Resources and Programs to be away from their assignments. Travel groups will be supervised by a maximum of two staff, one of which must be an active NSTU member. For groups travelling outside of instructional time during school breaks such as Christmas or March Break, there are no limits on the number of staff who can travel as chaperones.

3.10 Schools are responsible to cover the cost of replacing subs/casuals for staff who travel during instructional time. There should be no disruption to program delivery for students who remain at the school.

3.11 Review with chaperones their responsibilities. (See 5)

3.12 Refer to the Government of Canada Foreign Affairs and International Trade Department’s travel reports and warnings to assess any risks involved in travelling to the destination country/countries.

3.13 Prior to departure, the principal must ensure that the Consent, Indemnity and Authority Agreement is completed and signed by parents, chaperones, Coordinator of School Services, and all other documentation is in place.

4. Responsibilities of Central Administration:

4.1 The Coordinator of School Services shall evaluate the request and approve or reject the application.

4.2 The Coordinator of School Services shall notify the principal, in writing, of the decision (Form 1C).

5. Responsibilities of Chaperones:

Chaperones, as approved agents of the School Board must:

5.1 Meet with students to outline behavioural expectations, rules, regulations and cultural customs and traditions associated with the tour.

5.2 Ensure that adequate monitoring and supervision of all activities take place.
6. Responsibilities of Students:

6.1 Obtain parent/guardian permission to participate in a school trip.

6.2 Students are expected to adhere to the school and Board Code of Conduct which are in effect on all school trips.

6.3 It is expected that proper behaviour will include following the directions of the staff and chaperones in charge of the activity and generally acting in a manner that projects a positive image of the school and the system and an attitude of cooperation and safety awareness.

6.4 It is the responsibility of students to ensure they complete any missed assignments and course work.

D. SCHOOL TEAM/GROUP TOURS-Travel for these groups should not exceed two overnight travel trips, to a combined maximum of four school days. This is outside of any time required for regional play-offs or qualifiers and provincial championships.

1. Definition:

   School team/tours will include: (i) all sporting events approved by the school principal, and (ii) other activities (i.e. drama, debating, band) which are approved as school-authorized events acceptable to the Board.

2. Responsibilities of Tour Initiator:

   2.1 Have the permission slip signed.

   2.2 Get permission of school administration.

   2.3 Inform parents/guardians of their responsibilities.

   2.4 Leave a current list of students participating on a school trip in the main office.

   2.5 Ensure a current list of all students is in the possession of all staff members supervising the trip.

   2.6 For teams travelling out of province, a Nova Scotia School Athletic Federation (NSSAF) Sanction Form must be completed. Inter-provincial must be initiated seven (7) calendar days prior to start date of event. International must be initiated three (3) months prior to start date of event.
3. **Responsibilities of Principals:**

3.1 Ensure permission slips have been received.

3.2 Make final decision on all aspects of trip.

3.3 Where trip involves overnight, send form 1B to Coordinator of School Services.

3.4 Ensure request for use of Board-owned bus is completed and forwarded.

3.5 Ensure NSSAF Sanction form is completed, if required.

3.6 Refer to the Government of Canada Foreign Affairs and International Trade Department’s travel reports and warnings to assess any risks involved in travelling to the destination country/countries.

4. **Responsibilities of Central Office:**

Review requests and grant approval or disapproval.

5. **Responsibilities of Chaperones:**

5.1 Chaperones must be approved by the principal and initiator prior to final commitment being given to any chaperon.

5.2 Chaperones must meet with the initiator/principal to review their duties and responsibilities.

6. **Responsibilities of Students:**

6.1 Obtain parent/guardian permission to participate in a school trip.

6.2 Students will be selected for participation by the tour initiator with the approval of the principal.

6.3 Students are expected to adhere to the School and Board Code of Conduct which are in effect on all school trips.

6.4 It is expected that proper behaviour will include following the directions of the staff and chaperones in charge of the activity and generally acting in a manner that projects a positive image of the school and the system and an attitude of cooperation and safety awareness.

6.5 It is the responsibility of students to ensure they complete any missed assignments and course work.
**Policy - School Trips and Tours**  
Policy Number: PSS 237

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**Associated Forms**

1. Application for Field Trip (Form 1A)
2. Application for Educational/Sports/Co-curricular Tour (Form 1B)
3. Educational/Sports/Co-curricular Tour -- Advance Details Form (Form 1C)
4. Student Permission Slip for School Sponsored Activity (Form 1D)
5. Request for Use of Board Buses (Form 1E)
6. Indemnity Form (Form 1F)
7. School Trip Sheet (Form 1G)
8. Application for Field Trip for Learning Centres (Form 1H)
9. Request for Use of Board-Owned Buses for Learning Centre Trips (Form 1I)
10. Form J- Motor Carrier Act Confirmation and Undertaking

Note: Schools may wish to copy forms A, B, C, D, E, F and G, H, I, J on their letterhead; however, the forms may not be changed.

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**Policy Review**

This policy will be reviewed by the Director of Programs and Student Services and the Director of Operational Services within three years from this authorization date.

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**Distribution**

Board Members  
All Policy Manual Holders
APPLICATION FOR FIELD TRIP

DATE: ________________  SCHOOL: ____________________________________

GRADE OR DEPARTMENT: _____________________________________________________

INITIATING TEACHER(S): _____________________________________________________

DATE(S) OF FIELD TRIP: ____________________________ DURATION: _______________ (HRS)

EDUCATIONAL PURPOSE OR OBJECTIVES OF FIELD TRIP:

____________________________________________________________________________________

____________________________________________________________________________________

RELATIONSHIP OF TRIP TO COURSE OF STUDIES FOR THIS GRADE OR DEPT.:

____________________________________________________________________________________

____________________________________________________________________________________

DESTINATION AND ARRANGEMENTS: ____________________________________________________

____________________________________________________________________________________

MODE OF TRANSPORTATION:  BOARD BUS _____ PRIVATE CAR _____ OTHER _____

FOLLOW-UP PLANS AFTER THE FIELD TRIP (Please Detail):

____________________________________________________________________________________

____________________________________________________________________________________

PRINCIPAL APPROVAL: ___________________________________ Signature of Approval

PRINCIPAL NON-APPROVAL: _____________________________ Signature of Non-Approval

INSTRUCTIONS:
1. To be completed by initiator and forwarded to principal.
2. Principal will approve or reject application.
3. Principals will forward application to the Coordinator of School Services
   Approved trips copied and forwarded as follows: a) initiator; b) office file; c) Coordinator of School Services.
4. Upon completion of arrangements for approved trip, send “PERMISSION SLIP FORM” along with accompanying
   letter, where appropriate, to parent/guardian.
APPLICATION FOR EDUCATIONAL/TEAM/CO-CURRICULAR TOURS

NAME OF SCHOOL: __________________________________________________

NAME OF TOUR COORDINATOR: ______________________________________________________

DATE OF APPLICATION: ______________________________________________________________

NUMBER OF STUDENTS INVOLVED: _____________________________________________

GRADES OF STUDENTS: ______________________________________________________________

RATIONALE FOR ACTIVITY:
____________________________________________________________________________________
____________________________________________________________________________________

DEPARTURE DATE: __________________________________________________________________

DATE OF RETURN: ___________________________________________________________________

NUMBER OF SCHOOL DAYS INVOLVED: ____________________________

TRAVEL ARRANGEMENTS: ___________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

TRIP ITINERARY ENCLOSED: _____ YES _____ NO _____ TO FOLLOW

NAMES OF CHAPERONES: __________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

Principal Signature

Coordinator of School Services Signature

INSTRUCTIONS:

This Application To Be Completed And Forwarded To Coordinator Of School Services
EDUCATIONAL TRIPS / TEAMS/CO-CURRICULAR TOURS
ADVANCED DETAILS FORM

SCHOOL NAME: ________________________________________________________________

PRINCIPAL’S NAME: _________________________ DATE: ________________________

INITIAL DETAILS:

1. Time
   ______

2. Substitute Provision
   ______

3. Number of Students
   ______

4. Grades of Students
   ______

5. Name of Chaperones
   ______

6. Number of School Days
   ______

7. Itinerary
   ______

Consent, Indemnity & Authority Agreement Completed ______

Approved in Principle: _________________________________

Coordinator of School Services

INSTRUCTIONS:

1. Coordinator of School Services to complete this form and forward to school upon receipt
   of trip request.

2. Principal to ensure that all outstanding items are completed prior to departure.
ATTENTION: This is a legal document. Please read carefully the contents of this consent form and clarify any concerns with the staff at the school organizing the event or the School Principal before signing each page.

It is important that this form is completed in its entirety, signed, and returned in order for your child to participate in this activity.

PRIVACY NOTICE: __________________________ is collecting the personal information requested in this Form to:

- obtain lawful consent for your child to participate in the activity;
- coordinate the activity;
- respond and report respecting any injury or medical condition that may arise during, or as a result of the activity;
- and update School records where necessary.

The information will only be accessed by authorized School staff and will be dealt with in accordance with the privacy requirements of the Nova Scotia Freedom of Information and Protection of Privacy Act.

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorized or required by law, or you have given the School permission for the information to be disclosed.

IN CONSIDERATION of __________________________ offering my child, __________________________ an opportunity to participate in the activity described below on __________________________, I hereby give and provide my consent, and acknowledge by my signature that my child may participate.

1. ACTIVITY DESCRIPTION: [Describe the activity including: 1) time frame, 2) transportation arrangements, 3) required skills and competencies, 4) equipment & clothing required.]

2. ACTIVITY RISKS: [Teacher is to fill in risks that are highly probable but of low adversity and those of high adversity and low probability. Insert Activity and Risk Clause in bold. (See sample clauses.)].

I am aware of the usual risks and danger involved in participation in this activity, including any specified above and of the possibility of personal injury, fatal injury, property damage or loss that may result.
3. **SUPERVISION:** [Describe what levels of supervision will/will not be provided.]

4. **HEALTH AND MEDICAL TREATMENT:**
   - My child does not have any illness, allergy, or disability that prevents his or her participation in this event.
   - My child has an illness, allergy, or disability that could affect his or her participation in this event.

   List illness, allergy, or disability: ____________________________________________________

   Health Card Number: ________________________________________________________________

5. **EQUIPMENT AND CLOTHING:**
   - I will supply appropriate equipment and clothing for my child’s participation in this activity as identified.
   - I acknowledge that it is the responsibility of me and my child to ensure that all necessary equipment and clothing is brought by my child to the event and acknowledge that my child may be prevented from participation if s/he does not have all necessary equipment and clothing.

6. **CODE OF CONDUCT & ACTIVITY SITE RULES AND REGULATIONS:**
   - My child and I understand that the School Code of Conduct applies during this activity. My child and I also understand that site rules and regulations are in place for this activity and my child agrees to abide by these rules and regulations. I acknowledge that I have explained to my child that any prohibited actions may result in my child not being allowed to participate or continue in the activity.

7. **RISK OF ACCIDENT:**
   - Accidents can result from the nature of this activity and can occur with or without any fault on either the part of the student, school board or its employees or agents, or the facility where the activity is taking place. By allowing my son/daughter to participate in this activity, I accept the risk of an accident and agree that this activity, as described above, is suitable for my child.

8. **NON-PARTICIPATION IN THIS EVENT:**
   - I understand that if I am not comfortable with my child participating in this activity that arrangements will be made for my child to remain at the School during School hours and my child will not be penalized for non-participation.

9. **CONTACT INFORMATION:**
   - Should the School need to contact me during this event:
     - Contact Number Valid for the Time of the Activity: ____________________________________________
     - Alternative Contact Information: ______________________________________________________
10. **CONSENT**

In signing this Consent, I am not relying on any oral or written representation or statement(s) made by the School Board, its servants, agents, employees, or authorized volunteers to induce me to allow my child’s participation in this activity other than those contained in this Consent.

I acknowledge the Privacy Notice, above.

I am 19 years of age or older and I have carefully read the contents of this Consent Form and have clarified any concerns with the staff at the School organizing the event or the School Principal before signing each page. I understand that it is a legal document that is binding on me, my heirs, executors and administrators.

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<th>Name of Legal Guardian</th>
<th>Signature of Legal Guardian</th>
<th>Date</th>
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REQUEST FOR USE OF BOARD-OWNED BUSES

CONFIRMATION NUMBER(S) ____________________________
(Supplied by School Services Department) ____________________________
Signature of Approval (Coordinator of School Services)

CONFIRMATION NUMBER(S) ____________________________
(Supplied by Transportation Department) ____________________________
Signature of Approval (Coordinator of Transportation)

Application Date: ________________________________________________

School: ____________________________________________________________________________________________

Initiator: _________________________________________________________________________________________

Grade/Dept: ________________________________________________________________________________________

Number of Students: ____________________________ No. of Chaperones: ____________________________

Date(s) of Activity:: __________________________________________________________

Time Required: Pickup: _______________   Duration:_______________   Return:________________

Specify any Special Need Requirements: _______________________________________________________________

Educational Nature of Activity (Include study or discipline to which it applies):

____________________________________________________________________________________
____________________________________________________________________________________

Destination and Arrangements: ______________________________________________________

____________________________________________________________________________________
____________________________________________________________________________________

____________________________________________________________________________________

Principal Signature ____________________________ Date ____________________________

INSTRUCTIONS:

1. This application must reach the Coordinator of School Services ten (10) working days before date of trip.
2. All applications are to be signed by principal or vice-principal.
3. Approval of bus is subject to cancellation due to storms, etc. School will be notified of such cancellation as soon as possible.
4. Assign someone in your school to handle all the requests for bussing.
5. Once received in the Transportation Office, a confirmation number is assigned and the form is returned to the school indicating approval of a bus.
6. Rain Days cannot be scheduled.
7. Schools will be billed as per CBVRSB Policy: Billing Schools for Use of School Board Owned Vehicles OST 401.
CONSENT, INDEMNITY AND AUTHORITY AGREEMENT

This agreement of consent, indemnity and authority, made at ________________
this ________________ day of ___________.

BETWEEN:

_______________________________________
(School)

AND

THE CAPE BRETON-VICTORIA REGIONAL SCHOOL BOARD

AND

_______________________________________
(Team or Group)
hereinafter called “the Club”

AND

_______________________________________
(Chaperones)
hereinafter called “the Chaperones”

All of the above parties being hereinafter referred to as the “Parties of the First Part”.

AND

THE PARENTS AND GUARDIANS, as the case may be, whose signatures and seals appear on Schedule “A” attached:

hereinafter called “Parents/Guardians”

WITNESSETH THAT

Whereas the Club has arranged a trip (hereinafter called “The Trip”) to take place in ________________ of 20__, and travelling to ________________.

Whereas the Board has permitted the Club to make said arrangements, and has granted permission for the students and teachers to be absent from regular classes for travel considerations.

Whereas the Chaperone has consented to supervise those Students, (hereinafter called “The Students”) whose names appear on the attached sheet marked Schedule “A” while the Students are on the Trip, and

Whereas at the request of the Parent/Guardian whose names appear opposite the names of each Student listed below, the Parties of the first part have agreed to permit the students to participate in the Trip.
NOW, THEREFORE, THE PARENT/GUARDIAN, INDIVIDUALLY HEREBY:

(A) Consent to the participation in the Trip of the Students whose name appears opposite the signature and seal of the consenting Parent/Guardian.

(B) Covenant and agree with each of the Parties of the first part to indemnify and save harmless the said Parties of the First Part from and against actions, causes of action, duties, accounts and contracts at the suit of the Student whose name appears opposite the seal and signature of the individual Parent/Guardian, or at the suit of anyone acting on behalf of the said Student, which may arise hereafter out of the participation of the said Student in the Trip, directly or indirectly, including, without restricting the generality of the forgoing, an action that may be taken pursuant to the authority in paragraph (C) below;

(C) Authorized the Chaperones, or either of them, should an emergency situation arise during the trip, in the discretion of the Chaperones, so require, to instruct a medical practitioner to decide what treatment is required by the Student whose name appears opposite the signature and seal of the individual Parent/Guardian, and further to instruct said practitioner so to treat.

IN WITNESS WHEREOF the said Parties to these present have hereunto set their hands and affixed their seals the day and year first above written.

SIGNED, SEALED AND DELIVERED ) CHAPERONES
in the presence of )

1. ___________________________ ) ___________________________
   Witness

2. ___________________________ ) ___________________________
   Witness

CAPE BRETON-VICTORIA REGIONAL
SCHOOL BOARD

1. ___________________________ ) ___________________________
   PER:

2. ___________________________ ) ___________________________
   PER:

OFFICIAL DOCUMENT WILL BE SENT OUT WHEN APPLICATION FOR EDUCATIONAL TOUR IS SUBMITTED.

(School Trips/Tours Policy PSS 237)
School Trips/Tours Policy PSS 237

SCHEDULE “A”

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>WITNESS TO SIGNATURE OF PARENT/GUARDIAN</th>
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Form 1G (School Trips/Tours Policy PSS 237)

CAPE BRETON-VICTORIA REGIONAL SCHOOL BOARD

SCHOOL TRIP SHEET (Form 1G)

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<tr>
<th>DRIVER</th>
<th>BUS NO.</th>
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Signature of Driver: ___________________________  Date: __________________

Signature of Principal: _________________________  Date: __________________
(Or Representative)

Instructions:

*It is the driver’s responsibility to complete this form and have it signed by the Principal.*
*Payment will not be made to the driver until this form is completed and returned to the Transportation Office.*
School Trips/Tours Policy PSS 237

Form J
Nova Scotia Utility and Review Board
In the Matter of the Motor Carrier Act
Confirmation and Undertaking respecting
Clause 42A(2)(a)

The undersigned,
Name: _________________________________  (check one) Parent  Pupil  Teacher  Volunteer
Address: __________________________________________________________________________
___________________________________________________________________________________
           (City)          Phone (Home)          (Postal Code)          (Office)
Motor Vehicle:  Year: _________      Model: _____________________

Hereby confirms that, in respect of the above-described vehicle:

(i)  The undersigned possesses a valid motor vehicle liability policy of insurance;
(ii) The undersigned possesses a current motor vehicle inspection for the vehicle;
(iii) The undersigned possesses a valid driver’s license for the class of vehicle to be operated;
(iv) The manufacturer’s designed seating capacity will not be exceeded;
(v)  Each seating position is equipped with a seat belt assembly as prescribed in the Motor Vehicle Act;
(vi) Where a passenger vehicle is operated, seat belts will be worn by all passengers, and;
(vii) The driver is not less than 19 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act.

And hereby undertakes, in respect of the above-described vehicle:

To maintain the documents in paragraphs (i), (ii), (iii) above and to notify the school board to which the undersigned provides the transportation service as to any cancellation, alteration or expiry of the documents.

Dated and Signed: __________________________________________,         ___________________

______________________________
(Signature of Person Named Above)                _______________________
(Witness)

Revised August 2004

AW/km