



FIELD STUDY FORMS AND DRIVER ABSTRACTS

Context

Risk Management Safety Recommendation 97L-1 has advised Principals that

“...to prevent volunteer drivers with undesirable driving records from transporting students to and/or from school-related events, both adequate proof of insurance and driver abstracts should be obtained.”

Based on advice from the Risk Management Branch, and to make the Field Study Policy requirements more manageable, two sets of standards of action have been established for Principals with respect to Field Study Parental Consent Forms and Driver Abstracts. For the purposes of this procedure, all references to parents also apply to guardians.

Procedures

1. Field Study Parental Consent Forms

- 1.1. A copy of Field Study Form 525.1 must be completed and kept on file in the school office for any field study in which students leave the boundaries of the schoolyard, including walking trips. When a course or activity involves multiple excursions off the school grounds (e.g., Physical Education runs, career preparation visits to businesses, etc.), a single field study form must be completed for the course or activity.
- 1.2. Before each Form 525.1 is signed, the Principal is expected to determine the degree of risk associated with each field study based on Policy/Regulation 525R and the information provided by the teacher(s) planning the activity. If, in the judgement of the Principal, there is a moderate or high degree of risk for students participating in the trip, parents must be provided with sufficient information on which to base an informed decision to accept or reject an activity. In these cases, Field Study Form 525.2 (Field Study Parent Permission Form) and, when warranted, an additional memo giving more details about the inherent risks must be prepared for signature by parents, manually or electronically.
- 1.3. Walking field study activities, runs around the neighbourhood, and routine in-District field studies, involving transportation on Central Okanagan Public Schools buses, do not require consent forms signed by parents unless they involve moderate or high potential for risk. **However, for elementary students, parents must be informed in writing about these field studies before the field studies are taken.**
- 1.4. For field studies involving transportation of any kind other than low-risk, in-District field studies on Central Okanagan Public Schools buses, parents are required to sign and return to the school a completed copy of Form 525.2 (Field Trip Parent Permission Form). For cases in which several similar field studies are planned (e.g., sports events at

other schools, lessons at a pool, at a skating rink or on a ski hill, etc.), teachers may include all the information on one consent form for each parent to sign and return, manually or electronically.

2. Requirement of Driver Abstracts

2.1. It is the Principal's decision whether a parent or other volunteer may drive students other than their own children to school-related activities. When making this decision, the following points should be considered:

2.1.1. Adequate insurance (\$1,000,000.00) is to be required before any volunteer transports students to school-related events.

2.1.2. Both the driver and the vehicle owner, lessee, or renter must complete and sign Field Trip Form 525.3 (Transportation of Central Okanagan Public Schools' Students – Vehicle Use and Authorized Driver's Statements).

2.1.3. When the Principal has reason for concern about a volunteer driver's safety record, the Principal should request a driver abstract from the volunteer before a decision is made regarding whether that driver transports students.

Relevant Board Policy: 525: Field Trips Curricular and Extra-Curricular

Developed by: Assistant Superintendent responsible for Field Studies

Date Agreed: September 1, 2003

Date Amended: November 2004, May 26, 2006, June 1, 2017, April 16, 2018

Related Documents: a) 525A – Field Trip Activities; b) 525R – Field Trips – Curricular and Extra-Curricular Regulations; c) Field Trip Forms 525.1, 525.2, and 525.3