

SAME DAY TRAVEL

1. Definition and Limits

“Same-day travel” refers to student travel where the scheduled commencement and completion of the travel both occur within the same day.

- 1.1. Primary-level student travel is limited to the Comox Valley, Campbell River, and south to Nanaimo except under exceptional circumstances.
- 1.2. All other same-day student travel is limited to the areas of the Districts on Vancouver Island, the Lower Mainland and the Sunshine Coast.

2. Authorization

- 2.1. Principals may approve same-day travel within the parameters of this Administrative Procedure.
- 2.2. **Forms 260-1 (Student Travel Request)** and **260-10 (Elementary School Walking Trip Permission)** as well as all other relevant forms are to be completed and retained at the school.

3. School Procedures

3.1. Development

- 3.1.1. Principals shall develop written school procedures regarding same-day travel. The development and review of such procedures shall include discussion and consultation with teaching and support staff, parents, and, where appropriate, student leaders. Processes used to develop and review the procedures shall reflect the view that the school is a community of administration, staff, parents and students.

3.2. Conformity to Existing Policies, Procedures and Directives

- 3.2.1. School procedures shall conform to all relevant Board or management policies, procedures and directives, including but not limited to fees, financial hardship, applicable water safety, outdoor education/travel, non-scheduled transportation of students, and first aid. Where contradiction exists, the Board or management policies, procedures or directives shall take precedence.

3.3. Site-Specific Nature of School Procedures

- 3.3.1. School procedures are not intended to replace or reiterate existing Board or management policies, procedures or directives. They are intended to develop a framework, within the parameters of this Administrative Procedure, where each school community may better reflect the age level of the students, the geographic location of the school, and any site-based characteristics of the school community.

3.4. Content

School procedures shall include, but shall not be limited to:

- 3.4.1. A statement on the philosophical principles underlying day-length travel, including the requirement to balance educational benefit with cost, time and distance travelled;
- 3.4.2. A statement on the process to be utilized in reviewing the Administrative Procedure, with a formal review occurring not less than once every three years;
- 3.4.3. A statement regarding parent permission. All same-day travel will require informed parent consent. Variations may be made on the method and type of parent permission, dependent upon students' ages, the nature of the activity, and proximity to the school site. A signed, **general permission form (Form 260-x)** signed by parents at the beginning of a school year for activities not including transportation is permissible; however, parents must be informed of any activities at least two days before they occur.
- 3.4.4. A statement on the level and type of supervision that reflects the nature of the activity, the distance to be travelled, the time to be spent, and the composition of the student group.

3.4.4.1. The minimum level of adult supervision for same-day travel shall be:

Total number of supervisors	Level	Day Trip Ratios
	Elementary (Grades K-7)	2 adults per class
	Secondary (Grades 8-12)	1 adult per class
If a student requires 1:1 adult support, this is in addition to the above minimums.		

- 3.4.4.2. School protocol shall include communicating the role and responsibilities for each supervisor or chaperone.
- 3.4.5. A statement reflecting the inclusionary practices of the District as related to school travel. School practice will limit or remove barriers to involvement for students with special needs.
- 3.4.6. A statement regarding medical conditions and appropriate precautions including first aid;
- 3.4.7. A statement regarding the applicability of the school's code of conduct, including action to be taken in circumstances where the code has been breached;
- 3.4.8. A statement regarding the use of the District approved **Parent Consent and Acknowledgement of Risk form (Form 260-x)** for activities such as snow sports or marine activities, and the **Field Trip Consent form (Form 260-x)** for other activities.

4. Work Experience Travel

- 4.1. Travel primarily for work experience credit shall not be considered part of this Administrative Procedure.

Reference: Sections 17, 20, 22, 65, 75, 85 School Act
Motor Carrier Act
Motor Vehicles Act
Collective Agreements

Adopted: November 23, 2010
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