



Field Trip Consent Form

November 23rd, 2023

Dear Parent/Guardian:

Richmond Cultural Centre

On **Thursday December 7th**, Division 14 and 15 will be going to **Richmond Cultural Centre**. Our classes will be participating in two workshops: An art program, Ready Set, Paint! At the Richmond Art Gallery Art and a cultural program, *Lets's Celebrate Winter* at the Richmond Museum. Students will be travelling by volunteer drivers.

The cost for this field trip is \$10.00 per student.

We will be leaving the school at 9:15 a.m. and should return to school by 2:45 pm.

Mme Lovat Schedule:

Workshop 1: 10:00am-11:30am at the Art Gallery,
Lunch: 11:30am-12:30pm (*bagged lunch*) Richmond Cultural Centre,
Work shop 2: 12:30-2:00pm at the Museum

Mme Sutter schedule:

Workshop 1: 10:00am-11:30am at the Museum,
Lunch 11:30am-12:30pm (*bagged lunch*) Richmond Cultural Centre,
Workshop 2: 12:30-2:00pm at the Art Gallery

Please sign the permission slip below, return it with the cost of the field trip \$10.00 by either cheque or exact cash and return to your child's teacher by November 30th. If you are able to drive and supervise our classes as a parent volunteer, please fill in your information at the bottom of this form. We thank all driver and volunteers, but we are only able to have a limited number join us on the trip. Teachers will confirm the volunteer drivers. Unfortunately, we are not able to accommodate siblings.

If the cost of the fieldtrip is a hardship for you and your family please contact Mme Greenhalgh, Principal.

Yours truly,

Mme Lovat and Mme Sutter

✂- ----- **PLEASE COMPLETE & RETURN BY THURSDAY NOVEMBER 30th , 2023** -----

Richmond Cultural Centre– Division 14 & 15

I give permission for my child, _____, to participate in the field trip to the **Richmond Cultural Centre on Thursday December 7th, 2023**. I assume full responsibility for permitting him/her to participate. I understand that the school will provide supervision.

Division: _____ Teacher: _____

- I have included \$10.00 to cover the cost of the fieldtrip. Please make cheques payable to Devon Gardens Elementary. If you are sending cash please make sure it is the exact amount, thank you!

Parent Name: _____ Phone Number: _____

- I am able to help drive and supervise for this field trip. Including myself and child, I can drive _____ students (including my own). ***I have read and understand the Administrative Procedure 491 – Student Transportation by Volunteer Drivers on the back of this notice.***

Parent Name: _____ Parent Signature: _____

Contact number: _____ email: _____

Administrative Procedure 491 STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS

Background

The District values the involvement and commitment of volunteer drivers. Student transportation is the responsibility of the Principal who may designate a "supervisor" to assume overall responsibility for travel arrangements and supervision of travel for a particular school activity, or for all activities.

Procedures

In accordance with guidelines in the Schools Protection Program Reference Manual and the regulations of the Motor Vehicle Branch, any volunteer driver willing to provide transportation where needed for organized school activities, must review and comply with the following conditions:

1. The driver must hold a valid British Columbia driver's licence (Novice Stage or Full Privilege only). Drivers obtaining Novice designation after October 6, 2003 may not carry more than one passenger unless they have a qualified supervisor twenty-five (25) years or older with a valid full privilege driver's licence in the vehicle (this restriction does not apply to immediate family members, e.g. mother, father, sister, brother, child, spouse, grandparent, including step and foster relationships).
2. The vehicle must have standard insurance coverage with I.C.B.C.
3. The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
4. Booster seats are for children over eighteen (18) kg. (40 lbs) until they are nine (9) years old unless they have reached the height of 145 cm (4'9" tall).
5. The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
6. The vehicle must be maintained in sound mechanical order.
7. Children under the age of thirteen (13) must not be transported in the front passenger seat in vehicles equipped with a front airbag on the passenger side.
8. The driver must authorize a Criminal Records Check (Form 401-1) for situations involving overnight trips with students.
9. All incidents of injury or vehicle accidents must be reported to school staff and an Incident Report (Form 530-1) must be completed and provided to the District Office. 400-53 Delta School District 37 May 2013 Administrative Procedures Manual
10. A vehicle with a seating capacity of more than ten (10) persons, including the driver, is classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport students is required to have a valid school bus permit issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for student transportation.
11. Volunteers who rent vehicles to transport students for school-approved functions must be aware of the appropriate requirements for drivers license classifications, Third Party Liability insurance limits, and School Bus Permits, particularly when renting vehicles which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
12. The Insurance Corporation of British Columbia considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for his/her time, is no longer considered a "volunteer" and is to contact his/her Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".
13. Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if the volunteer decides to leave the premises of the school activity for personal reasons and are involved in an accident, the School Protection Program may not respond on the volunteer's behalf. Volunteers are to be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners' or tenants' insurance policies, or under an ICBC Policy. Volunteers are advised to check with their own insurance agents.
14. Third Party Liability coverage above two hundred thousand dollars (\$200,000) basic personal coverage is provided by the Schools Protection Program, however, NO COMPREHENSIVE OR COLLISION coverage is provided beyond your own personal vehicle insurance.
15. There is NO MEDICAL, DENTAL OR DISABILITY COVERAGE for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply. 16. All incidents of injury or vehicle accidents must be reported to school staff immediately.

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act Freedom of Information and Protection of Privacy Act