



February 15, 2024

Dear Parents/Guardians:

The Grade 4-7 students of Divisions 2, 3 & 11 will be going to the **Battle of the Badges** hockey game to celebrate Pink Shirt day on **Wednesday, February 28, 2024**.

We will need some volunteer drivers for this field trip. If you can assist with driving and supervision, please indicate below. Directions will be provided to parent volunteers. We will be leaving the school at 9:00 am and will be returning at approximately 11:40 pm. Please note: booster seats are required for students under 4' 9".

Due to the nature of this field trip only a limited amount of parent volunteers can attend the event. We will draw names and you will be advised.

Unfortunately, **siblings cannot be accommodated**. Students should bring a pocket snack.

Sincerely,

Mme Ko, Mr. States & Mrs. Willcox

✂- ----- **PLEASE COMPLETE & RETURN BY THURSDAY, FEBRUARY 22nd** -----

BATTLE OF THE BADGES – Wednesday, February 28, 2024

I give permission for my child, _____, to participate in the field trip to the **Battle of the Badges** on **Wednesday, February 28, 2024**. I assume full responsibility for permitting him/her to participate. I understand that the school will provide supervision.

- My son/daughter requires transportation. I give permission for him/her to travel as a passenger in a car driven by an adult as outlined in Procedure 491 – Student Transportation by Volunteer Drivers
- I have signed the “Event Specific Media Notice” (*please return to your child’s teacher*)

Signature of Parent/Guardian

Date

Volunteer Drivers

- I am available to **drive** students. I have read and signed the driver waiver form (please see next page).
- I have seatbelts for _____ students in my vehicle.
- I have read **Administrative Procedure 491 STUDENT TRANSPORTATION BY VOLUNTEER DRIVERS**
- I am available to stay at the event to supervise

Volunteer Driver Name

Phone Number

PLEASE COMPLETE THIS SECTION IF YOU CAN DRIVE

I can drive the students on the field trip to Battle of the Badges hockey game on February 28, 2024. My vehicle has seatbelts for _____ students. It is the Driver's responsibility to ensure all children are properly secured in booster seats and checklist is completed.

Name of Driver: _____

Phone #: _____

Your valid B.C. Driver's License # _____

Vehicle License Plate# _____

✂----- **PLEASE COMPLETE & RETURN BY THURSDAY, FEBRUARY 22nd** -----

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