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<b>Date of Issue</b>	June 2009
<b>Original Date of Issue</b>	May 1990
<b>Subject</b>	<b>FIELD/CO-CURRICULAR TRIPS - ARRANGING AND PAYING FOR TRANSPORTATION</b>
<b>References</b>	Policy 4430 Fieldtrips Policy 2230R General Purchasing APM A1450 Freedom of Information and Protection of Privacy APM A2500 Purchasing Procedures APM A7010 Fieldtrips APM 7220 Volunteers
<b>Links</b>	FORM A2620 - 1
<b>Contact</b>	Business Services

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## 1. **General**

- 1.1 This Administrative Procedures Memorandum (APM) provides guidance to schools for arranging and paying for acceptable and approved transportation for field/co-curricular trips (referred to throughout the rest of this APM as fieldtrips).
- 1.2 For guidance with respect to purchasing other items related to fieldtrips, schools shall refer to the Simcoe County District School Board (board) purchasing policies and procedures.

## 2. **Approval** (Refer to APM A7010 Fieldtrips)

- 2.1 Board approval for fieldtrips shall be obtained prior to arranging and paying for them.
- 2.2 The Consent Form required by APM A7010 Fieldtrips shall be obtained for each student participating in a fieldtrip.
  - 2.2.1 Where applicable, the Consent shall include:
    - 2.2.1.1 consent for a volunteer driver to transport a student
    - 2.2.1.2 the amount to be paid by the student/parent.

## 3. **Arranging Transportation**

- 3.1 Schools shall make their own transportation arrangements for fieldtrips according to Policy 2230 General Purchasing and APM A2500 Purchasing Procedures.



3.2 Once details have been settled with the supplier, the school shall use the Board's purchasing system to create a Systems Contract Purchase Order (OS) which the school shall fax to the supplier.

3.2.1 Fieldtrips shall be charged as follows:

3.2.1.1 to the appropriate budget account if school budget money is paying for the fieldtrip

3.2.1.2 to fieldtrip clearing if students/parents will be paying for all of the fieldtrip

3.2.1.3 apportioned between the budget account and fieldtrip clearing if students/parents will be paying for part of the fieldtrip

3.2.1.4 a journal entry shall be prepared by the school arranging a trip for two or more schools to expense the amounts to the proper business units and accounts.

#### **4. Payment**

4.1 All invoices for field/co-curricular trips shall be paid by Business Services - Accounting.

4.1.1 When students/parents are paying for all or a portion of the trip, the funds collected shall be deposited to the school's school generated funds (SGF) bank account.

4.1.1.1 A cheque from the SGF bank account shall be sent to Business Services - Accounting to offset the amount posted to the school's fieldtrip clearing account. Information accompanying the cheque must reference the OS Purchase Order number.

#### **5. Rental of Buses**

5.1 Schools shall use only board-approved carriers when renting busses.

5.1.1 A list of board-approved carriers may be obtained from Business Services - Purchasing.

5.2 All board-approved bus carriers provide the board with a certificate from their fleet insurer indicating:

5.2.1 proof of at least \$5 000 000 of third party liability and property damage insurance

5.2.2 evidence of a notice of cancellation endorsement

5.2.3 the Board listed as an additional named insured on the comprehensive liability policy.

#### **6. Rental of Other Vehicles**

6.1 Schools must use a board-approved carrier or rental agency when renting vehicles other than busses.

6.1.1 A list of Board-approved carriers and rental agencies may be obtained from Business Services - Purchasing.

6.1.2 Only the principal or his/her designated school board employee can arrange for the rental of a vehicle

- 6.2 When renting from an agency:
  - 6.2.1 Vehicles shall be rented in the name of the Simcoe County District School Board not in the name of the school or an individual.
  - 6.2.2 Through OSBIE the school board has insurance in place for rental cars therefore; additional insurance from the rental car company should be declined. In some circumstances the rental car company will require the policy number of the Board, SG 00218.
  - 6.2.3 In the event of an incident, deductible amounts will be charged to the school's basic budget.
- 6.3 Schools contemplating renting vehicles for more than fourteen (14) consecutive days shall consult their Superintendent.
- 6.4 When renting a vehicle with seats to accommodate up to 10 people (including the driver) a Class G license is required. The Board does not allow the use, purchase or rental of 10 + passenger vans.
- 6.5 The driver of a vehicle rented in the name of the board shall:
  - 6.5.1 be a board employee or other authorized volunteer
  - 6.5.2 carry out the Ontario Ministry of Transport mandatory trip inspections outlined in the log book provided by the rental agency and record deficiencies if any
  - 6.5.3 check for visible body damage to the vehicle and report it to the vendor before accepting and when returning the vehicle
  - 6.5.4 provide the board's Commercial Vehicle Operator Registration (C.V.O.R.) Number 026-276-590 to the agency for inclusion in the rental agreement.

## **7. Wheelchair-Accessible Vehicles**

- 7.1 Wheelchair-accessible vehicles may be requested for trips involving physically disabled students who are normally transported to and from school on wheelchair-accessible school buses.
- 7.2 A request for special funding for wheelchair-accessible vehicles may be made to the superintendent of Facility Services.
  - 7.2.1 The request must be approved in advance of the trip.
  - 7.2.2 A school wishing to use a wheelchair van to transport a small number of students, one or more of whom requires a wheelchair, may receive approval from the superintendent of Facility Services for a pro-rated portion of the vehicle cost.

## **8. Volunteer Drivers**

- 8.1 A volunteer driver is a person who is
  - 8.1.1 licensed to drive a vehicle in Ontario with a full class G license.
  - 8.1.2 21 years of age or older



8.1.3 requested and authorized by the principal or designate, to drive a vehicle used to transport people, materials and/or equipment on fieldtrips.

8.2 A Volunteer Transportation Authorization Form (**FORM A2620 - 1**) shall be completed by every volunteer driver annually. This form does not constitute a contract.

8.3 Volunteers shall agree to submit an original copy of a Criminal Records Check as indicated in section 4.4 of APM A7220 Volunteers in Schools.

## 9. Private Vehicles

9.1 A private vehicle is one which is owned or rented by someone other than the board.

9.1.1 For the purposes of a fieldtrip:

9.1.1.1 A private vehicle may be used.

9.1.1.2 An authorized volunteer may drive a private vehicle.

9.1.1.3 The written consent of the owner of a private vehicle shall be obtained before a volunteer other than the owner drives the vehicle.

9.2 Insurance

9.2.1 The principal shall advise the owner of a private vehicle used for the purposes of a fieldtrip that he/she might wish to contact his/her vehicle insurer to determine the adequacy of his/her insurance coverage.

9.3 Compensation

9.3.1 A private vehicle operator, provided it is not under contract with the Board, may be paid compensation at a per-kilometer rate no greater than the per kilometer rate allowed to an employee of the board using his/her vehicle for the business of the board.

**First Issued** May 1990

**Revised** April 1995; January 1996; February 2007; September 2007; June 2009

***Issued under the authority of the Director of Education***



VOLUNTEER TRANSPORTATION AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY BY EACH VOLUNTEER DRIVER

School: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Rural Route City/Town Postal Code

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Type of Vehicle (year/make/model) \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Manufacturer's Seating Capacity: \_\_\_\_\_

Registered Owner: Same as above  or \_\_\_\_\_  
Print Name

Driver is over 21 years of age?  yes  no Class of license: \_\_\_\_\_ (minimum G)

I will act as a volunteer driver, using the vehicle described above, for the Simcoe County District School Board. I have a valid driver's license, minimum automobile liability insurance coverage of \$1,000,000 and the Ontario Policy Change Form (O.P.C.F) 44. I will provide the Board with prompt written notice with all available particulars, of any accident/injury arising out of the use of this licensed automobile during transportation of students to and from activities that are part of the school program. I will provide an original Criminal Records Check. I am aware that children under 12 years of age should not be permitted to ride in the front seat if the vehicle is equipped with passenger-side airbags.

NOTE: The board's insurer provides third party liability coverage which would come into effect if the primary automobile liability insurance on the vehicle above was exhausted.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

I give permission to the above named driver to use my vehicle for transportation of students to and from activities that are part of the school program. My vehicle has the minimum insurance coverage noted above, is mechanically fit and there are seat belts in working condition for all passengers

Signature of Vehicle Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal or Designate \_\_\_\_\_ Date \_\_\_\_\_

This information is gathered under authority of the Education Act R.S.O. 1990, c.E.2, part VI s.190 (2), the Highway Traffic Act R.S.O. 1990, c.H.8 O. Reg. 340/94 s.12, and the Insurance Act, R.S.O. 1990, c. I.8, part VI s.251, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. Information shall be used to arrange safe and lawful transportation of students to and from activities that are part of school program. Questions regarding information collected in this form may be directed to the School Principal or the Freedom of Information/Records Management Officer, 1170 Highway 26, Midhurst, ON, L0L 1X0 or at (705) 734-6363 ext. 11265.