



October 29, 2019

Dear Parents of Students in Divisions 11:

The students in Divisions 11 will be exploring the outdoor spaces of the farm, forest, beach outdoor learning and Story Studio time at The Hive. We will be noticing signs of fall and observing physical changes of the land.

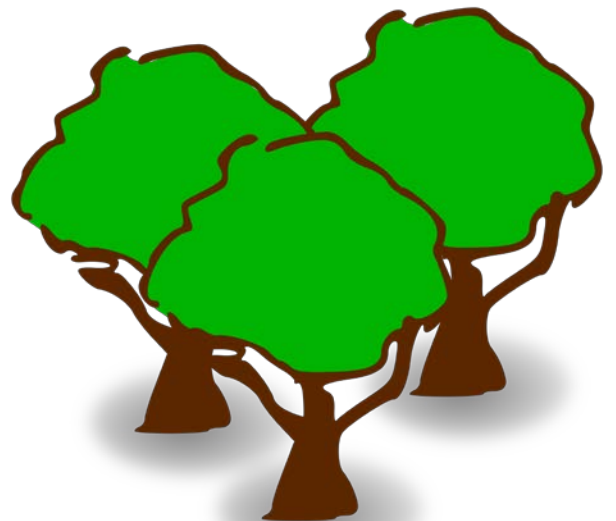
Teachers In Charge:	<u>Ms. K. Lachance</u>
Destination:	<u>"The Hive" at Boundary Beach (6570 1A Ave. Tsawwassen)</u>
Date:	<u>Thurs. Nov. 28, 2019</u>
Departure Time:	<u>9:00 am</u>
Arrival Back at School:	<u>3:00 pm</u>
Cost:	<u>\$0</u>
Transportation:	<u>Volunteer Parent Drivers</u>
Wear:	<u>Clothing suitable for indoors/outdoors (boots and warm/rain jacket) – we will be outside most of the time so dress warmly and for the weather</u>
Bring:	<u>A pocket snack and lunch (not disposable) labeled with your child's name</u>

We will be travelling to and from **The Hive** via parent drivers, so if you are able to assist us on that day, please complete the appropriate sections on the next page. All students must be transported in a booster seat. Parents are invited to stay but do not need to.

Thank you.

Sincerely,

Ms. K. Lachance
Classroom Teacher



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 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 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.
10. A vehicle with a seating capacity of more than 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' licence 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

CONSENT FORM – The Hive at Boundary Beach – Nov. 28th, 2019

I give permission for _____, Gr. _____, Div. _____, to participate in the field trip to **The Hive** on **November 28, 2019**. I understand that accidents can be the result of the nature of the activity and can occur without any fault on the part of the student, school board, its employees or agents, or the facility where the activity is taking place. I am accepting the risk of an accident occurring and agree that this activity, as described above, is suitable for my child*. Supervision will be provided by the school and parent volunteers. Transportation will be by volunteer Parent Drivers.

OR I do not give permission for _____, Gr. _____ Div. _____, to participate.

I will be driving my son/daughter to and from this event. ☐ Yes ☐ No

My son/daughter requires transportation. I give permission for him/her to travel as a passenger in a ☐ Yes ☐ No
car driven by an adult (over 19).

Possible medical problems: [] nil or [] medical condition – please describe: _____
Medication and dosage required: _____

**By providing consent to have your child participate, you are not waiving your right of recourse should your child be injured as a result of gross negligence on the part of any party. In such an event claims against the District, its employees, volunteers or agents would be handled by the provincial School Protection Program.*

BOOSTER SEAT CONSENT AND WAIVER FORM

The new booster seat legislation took effect July 1, 2008. This legislation is relevant to the K to 12 school system when considering children riding with a teacher or parent volunteer drivers.

- All drivers are responsible for complying with all child restraint requirements.
- Booster seats are for children over 18 kg. (40 lbs.) until they are 9 years old unless they have reached the height of 145 cm (4’9” tall).

Please check off (✓) **one** response only:


☐ My child is over 9 years of age OR over 4’9” - booster seat is **not** required **OR**

☐ My child is under 18kg./40 lb. – front-facing child seat is required **OR**

☐ My child is over 18kg./40 lb. AND under 4’9” – booster seat is required

☐ My child requires a booster seat and will bring one not requiring installation into the driver’s vehicle **OR**

☐ My child requires a child/booster seat and does not have one that is appropriate for his/her age and weight.
The following arrangements have been made: _____



(Please ensure that your child brings his/her booster seat to school on the day of the field trip, clearly labeled with your child’s name. Parent volunteer drivers will not transport children who are not secured safely in a booster seat.)

If the booster seat is not brought into your child’s class prior to the field trip, your child will not be able to participate.

PLEASE COMPLETE THIS SECTION IF YOU (OR YOUR DESIGNATE) CAN DRIVE

I am willing to transport students/equipment. I can drive my own child plus _____ other students to and from The Hive (please note that students can sit in the back seat only) on:

Thursday, November 7, 2019	<input type="checkbox"/> Yes <input type="checkbox"/> No
Monday, February 24, 2020	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tuesday, April 7, 2020	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tuesday, June 9, 2020	<input type="checkbox"/> Yes <input type="checkbox"/> No

I am not able to drive but I authorize Name: _____, Relationship to student: _____,
Phone #: _____ to drive my child plus _____ other students to and from The Hive (please note that students can sit in the back seat only) on the dates listed above: ☐ Yes ☐ No

TO THE ATTENTION OF VOLUNTEER DRIVERS:
If you wish to be a volunteer driver for this field trip, you must review **Administrative Procedure 491 – Student Transportation by Volunteer Drivers** available on the back of Page 1. Listed below are a few reminders to help make your trip safe and enjoyable:

- Please ensure that all students are wearing seatbelts before starting the vehicle;
- Only the driver and one student over the age of 13 are to be in the front seat of vehicles equipped with a front airbag on the passenger side;
- Check with the teachers before departure as to the route and parking arrangements;
- Please drive within the speed limit and be particularly cautious at intersections;
- If there is a problem with students, please stop the car to deal with the situation. If needed, call the Principal or designate and we will arrange for the pickup of the student.

I acknowledge that I (or my designate) am a Volunteer Driver for this field trip and have read and understand the document “Student Transportation by Volunteer Drivers” (Administrative Procedure 491) found on the back of Page 1).

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Phone/Cell Phone

Date