



**FIELD TRIP, INSTRUCTIONAL TOURS, AND REMOTE FIELD TRIPS**

APPLICATION FORM FOR POLICY 338

**INSTRUCTIONS**

1. Become familiar with Policy #345 FIELD TRIPS, INSTRUCTIONAL TOURS, AND REMOTE FIELD TRIPS and its procedures before completing this form.
2. Drivers of vehicles must ensure that children in their cars, and under 9 years of age, unless they have reached a height of 145 cm. (4'9") tall, use booster seats.
3. The sponsor teacher(s) should complete both sides of this form and submit it to the Principal or Superintendent prior to travel.
4. The principal shall ensure that all aspects of Policy #340 are complied with.
5. For overnight trips, approval of the Superintendent must be obtained prior to travel.

**DESCRIPTION OF TRIP**

Please list the following: Who, Number of students, Grade level, Where, Reason for trip.

**LENGTH OF TRIP ONE WAY**

**CHECK ONE.**

- Under 100 km
- 100 – 300 km
- Over 300 km

**MODE OF TRANSPORTATION (CHECK ONE):**

- Private or rented vehicle\
- School bus or chartered bus
- Taxi, city transit or common carrier

**SCHOOLS MAY NOT USE PASSENGER VANS TO TRANSPORT STUDENTS**

**OTHER TRANSPORTATION DETAILS (IF REQUIRED):**

**NAME(S) OF VOLUNTEER DRIVERS (if applicable):**

- The vehicle and license requirements are all in compliance with BC regulations
- All volunteer driver forms are on file or attached to this form.

**DEPARTURE FROM:**

**RETURN TO:**

**DATE:**

**DATE:**

**TIME:**

**TIME:**

<b>ACCOMMODATION DETAILS IF OVERNIGHT (NAME, ADDRESS, PHONE NUMBER):</b>	Further details (if required):
<b>NAME(S) OF TEACHER(S):</b>	<b>NAME(S) OF OTHER ADULTS ON THE TRIP:</b>
<b>CRIMINAL RECORD CHECK FORMS</b> <input type="checkbox"/> All 1 criminal reference check forms are completed and on file for adults on overnight trips.	
<b>SUPERINTENDENT APPROVAL REQUIRED</b> <input type="checkbox"/> This trip will require the approval of the Superintendent or his/her designate and therefore attached is a full trip itinerary, adult supervision details, information on funding sources, review of safety hazards and proposed precautions, trip objectives and, if applicable, commercial tour information.	

\*Note: This form may be used for multiple in-town trips if a schedule of events is attached.

**CERTIFICATION BY TEACHER(S):**

I (We) are aware of the requirements of Policy #345 and its regulations and certify that this trip will be conducted accordingly.

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
DATE (YYYY/MM/DD)

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
DATE (YYYY/MM/DD)

**APPROVAL**

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE (YYYY/MM/DD)

\_\_\_\_\_  
SUPERINTENDENT (IF REQUIRED)

\_\_\_\_\_  
DATE (YYYY/MM/DD)

\_\_\_\_\_  
FINAL APPROVAL DATE