

New Field Trip Protocol Summary:

- For safety purposes, aside from availing of District-operated transportation service, only Active NLESD Contractors using only NLESD-approved drivers and vehicles are permitted to be used for field trip transportation service

Field Trip Definition

Any student transportation arranged either, by the school, or on behalf of the school:

- This includes:
 - Travel for curricular, extra-curricular or co-curricular activities
 - Travel during and outside normal school hours
- For the purposes of this protocol, the following does NOT apply:
 - Service arranged by the District for everyday student transportation to and from school
 - Parent-arranged transportation
 - Air transportation
 - Out-of-Province transportation
 - Transportation by parents or volunteers of the school applicable to policy PROG 300 – Volunteers in Schools and its associated regulations and documents

Exception to Protocol

If one (1) of the following two (2) situations exists, a school is permitted to consider a Coach bus for transportation service:

Situation 1:

1. Age of Student
 - a. Grade 7 or older
2. Length of Trip
 - a. Travel from school to destination takes longer than 2 hours one-way

Situation 2:

1. Age of Student
 - a. Grade 7 or older
2. Excess Cargo
 - a. If extra cargo is required to be transported, for example: hockey bags, large instruments, luggage for overnight trips

When considering contracting for a Coach bus, the following is required:

1. First preference is to use an Active NLESD Contractor and NLESD-approved Driver
 - a. The District does not retain documentation on Coach buses therefore the school will be required to collect the following:
 - i. Proof of registration (not expired as of date of scheduled service)
 - ii. Proof of insurance (not expired as of date of scheduled service)
 - iii. Inspection dated within 6 months of the scheduled service
2. Seat Belts
 - a. Required to be installed in every seat throughout the Coach bus

In the event no District-operated service and no Active Contractor exists in the general area, the School Administrator must obtain the following information from the 3rd party Contractor when obtaining quotes for service:

2. Vehicle Documentation:
 - a. Proof of registration (not expired as of date of scheduled service)
 - b. Proof of insurance (not expired as of date of scheduled service)
 - c. Inspection dated within 6 months of the scheduled service
3. Copy of company driver validation and certification protocol
4. Existence of documents requires School Administrator's approval prior to service being contracted
5. Docs to be retained and filed with invoice and cheque

School Administrators are expected to comply with all applicable District policies related to school travel, safety and supervision.