

**Purpose:** To ensure the safety of students and staff and to ensure that students can be transported back to their point of origin.

### 1. Day Field Trip

- a. Depart and return from point of origin the same day
- b. Within 150 km of point of origin
- c. The bus must be no more than 20 minutes from the students while on a trip
- d. The trip supervisor must be able to contact the driver at all times
- e. In the event of an evacuation, the supervisor and driver will determine a pick-up or meeting point
- f. The trip supervisor must remain with students at the designated drop off point until all students have been picked up

### 2. Leaving Destination During a Field Trip

- a. Inter-Divisional trip within 40 km
  - i. It is the responsibility of the school to determine if the driver is to return to the point of origin during the field trip event
- b. Out of Division trip
  - i. Bus and driver must be within 20 minutes of the field trip location
  - ii. The trip supervisor must be able to contact the driver at all times

### 3. Multi Day Trips

- a. Buses may return to their point of origin after delivering students to the destination only if:
  - i. The trip is two (2) days or more
  - ii. The trip supervisor has made emergency evacuation plans for the following:
    - a. Major evacuation
      1. Bus(es) must be available within 20 minutes
      2. Alternate facility is available to house students safely until a bus can arrive
      3. Prior arrangements should be made for a community hall, school or other acceptable facility
    - b. Partial evacuation of four (4) or less students
      1. A vehicle on-site to transport injured student(s) safely to a hospital

### 4. Weather Conditions

- a. Schools should check with weather stations or online at **[www.theweathernetwork.com](http://www.theweathernetwork.com)** to ensure the weather will be appropriate while they are on their trip
- b. Schools will check with the Transportation Department and/or local road reports to determine if it is safe to travel on roads to their destination
- c. The Transportation Department may choose to cancel a trip if they feel it is unsafe for students to travel
- d. Should regular route buses not run due to inclement weather, field trips during regular school hours will automatically be cancelled for that day

- e. Bus Drivers make the final decision on whether or not the trip will be cancelled or will return to the point of origin early on inclement weather days

## 5. Driver Participation

- a. Drivers may participate in the school activity on a field trip as long as the students can be delivered to their point of origin at their scheduled return time should the appointed driver be unable to drive
- b. If a driver chooses to participate in the school activity, they should consult with the school to determine if they will be allowed to, given the risk of the activity
- c. Trip Supervisor must follow the list of prohibited and high risk activities as outlined in:
  - i. [AP 60-03 Field Trips, Excursions, National and International Tours Appendix A](#)
  - ii. [Safety Guidelines for Physical Activities in Alberta Schools](#)
- d. Drivers participating in high-risk activities must have:
  - i. Approval from the school/trip supervisor
  - ii. A backup plan for another driver to take students home in the event they are injured
  - iii. If applicable, must discontinue activities in sufficient time to activate plan
  - iv. Field trip sheets that include all information outlining the backup plan

When drivers are allowed to participate in a higher risk activity, the school is responsible to ensure there is a plan for the safe delivery of students back to the place of origin, should the assigned driver be injured.

## 6. Pre-trip, Drivers Log Book, Bus Requisition, Bus Return, Breakdowns

- a. Pre-trip
  - i. All drivers must perform a daily pre-trip for the bus they are driving, complete and sign the pre-trip book
- b. Driver's Log Book
  - i. All drivers must complete a driver's log book
  - ii. Drivers driving within 160 km of their point of origin must fill out the Division's driver's logbook
  - iii. Drivers driving beyond a 160 km radius of their point of origin must complete a commercial logbook complete with a timeline graph. This will be given to the driver along with the bus requisition for the trip
  - iv. Each driver must have their own Log Book, which is available from the Transportation Department
- c. Bus Requisition
  - i. All drivers must have a completed and signed copy of the bus requisition for the field trip as well as a list of participating students or manifest of all persons being transported on the bus
- d. Bus return
  - i. Buses must be refueled, exterior washed, garbage removed and the inside swept
  - ii. Schools will be invoiced at the approved internal shop rate for refueling and cleaning should it not be done
- e. Breakdown
  - i. In the event of a breakdown, information on how to proceed can be found on the decal at the front interior of the bus or in the Bus Drivers' Handbook

- ii. The Barrhead/Westlock shop emergency phone numbers should be called first, even if it is after hours. These shop phone numbers are forwarded to the Lead Mechanics' cell numbers for after hour service
- iii. A Mutual Aid handbook is also available in the bus for out of Division travel.
- f. Bus Drivers will obtain a list of all participating students, staff and volunteers from the lead teacher prior to transporting the participants on the field trip and will ensure the care, custody and control of the participants' records during the off-site activity

These documents, Pre-trip Book, Driver's Log Book and instructions can be found on the bus and must be completed by all drivers, regular, spare, volunteer and teachers.

## **7. Hours of Service**

- a. All regular, spare, volunteer and teacher drivers must comply with Hours of Service Criteria as listed on the drivers log book cover:
  - i. 13 hours driving/day
  - ii. 14 hours on duty/day
    - a. Includes driving time
    - b. On duty time and driving time must not exceed 14 hours/day

## **8. Bus Requisitions**

- a. Schools will receive a list of approved drivers for field trips
- b. Schools may choose which driver they want to drive the field trip
- c. Requisitions are to be forwarded to the Transportation Department a minimum of one (1) week prior to the field trip
- d. The Division cannot guarantee the availability of a bus because buses required for regular routes receive first priority

## **9. Awarding of field trips**

- a. Schools will find their own field trip drivers based on the approved driver list
- b. A database will be used by Transportation Administration to track field trips and drivers
- c. Drivers will be chosen for trips according to the approved list and availability

## **10. Payment for Field Trips**

This section does not refer to volunteer drivers

- a. Payments for driving for field trips will be paid according to the current Non-Union Staff Agreement or the CUPE Collective Agreement
- b. Additional expenses for meals will be paid as follows:
  - i. In Division and Out of Division trips – meal allowance will be paid in accordance with AP 30-08 Travel and Expense Reimbursement

## **Reference**

[AP 30-08 Travel and Expense Reimbursement](#)  
[AP 60-03 Field Trips, Excursions, National and International Tours](#)  
[Safety Guidelines for Physical Activities in Alberta Schools](#)