



ADMINISTRATIVE PROCEDURES MEMORANDUM

#: APO004

Educational Excursions

DATE OF ISSUE: October 15, 2003
Revised: July 2009

MEMO TO: All Staff

FROM: Director of Education

PURPOSE

To outline the planning procedures necessary to undertake educational excursions in a safe and organized manner.

REFERENCES

Board Policy I 001: Ends

COMMENTS AND GUIDELINES

PROCEDURES

Definition

An Education Excursion is defined as an activity in accordance with the Education Act, whereby students leave the school property for a specific learning experience.

1. For all approved Educational Excursions, ensure that:
 - a) Signed, informed parental permission has been obtained in advance.
 - b) For out of province travel:
 - i. All students have appropriate medical insurance;
 - ii. All teachers/chaperones have supervisory schedules;
 - iii. Parents are aware in advance of supervisory schedules and the availability of any scheduled free time for students;
 - c) Adequate supervision will be provided so that precautions are taken to address the safety of the students in accordance with the schedule of "Supervision Requirements" as outlined in the "Educational Excursion Procedures" (see attached).

d) Individuals planning an excursion and those responsible for approvals adhere to Administrative Procedures for fund-raising for educational excursions, and the procedures for handling student/school funds as outlined in the document *"Guidelines for School Generated Funds"*.

2. The detailed procedures and requirements are attached to this memorandum.

TRANSPORTATION

Educational Excursion Procedures

APPROVAL PROCESS

- 1) Principals must approve requests for educational excursions before submitting requests to the school superintendent.
- 2) Timelines for submissions of requests and required approvals are as follows:

Type of Educational Excursion	Timelines for Submission	Approval Required By	For Information Only
Day Trips – Within the Region - Local sites within walking distance - Local sites requiring transportation - Local sites used for co-instructional activities	The organizer submits the request to the Principal two weeks prior to the event.	Principal	
Day Trips – Out of Waterloo Region	The organizer submits the request to the Principal one month prior to the event.	Principal	Superintendent School Council
Overnight – Within Canada (includes Secondary School Athletic Association activities and other approved school activities)	The Principal submits the request to the Superintendent of Schools one month prior to the event.	Superintendent	School Council
Overnight – Out of Canada	The Principal submits the request to the Superintendent of Schools two months prior to the event. The Superintendent of Schools presents an information report to Planning and Priorities.	Superintendent	School Council

- 3) The Director will be notified in cases where an educational excursion would, in the opinion of the Superintendent of Learning, pose any unusual risk, and the Director of Education will inform Planning and Priorities.
- 4) The Superintendent or Director of Education may waive the one month notice requirement where conditions warrant, e.g. school team athletic excursions (including overnight), public speaking or debate competitions, single occasion productions or exhibitions.

OVERNIGHT EXCURSIONS – OUTSIDE CANADA

Extended excursions (generally more than 5 days) outside of Canada, where possible, are expected to be scheduled during the statutory breaks in the normal school year.

EDUCATIONAL EXCURSION REQUEST

The **Educational Excursion Request Form** (attached) is to be completed for all excursions except for local day trips, with a copy to be sent to the appropriate Superintendent of Learning.

PROCEDURES FOR TRIPS REQUIRING TRANSPORTATION

The **Transportation for Excursions Form** (attached) is to be completed for all trips requiring transportation.

Principal/designate will:

1. Obtain necessary approvals for trips.
2. Contact bus companies directly to obtain quotes.
3. Select bus company and book trips.
4. Obtain a confirmation number from the bus company for the trip.
5. Receive an invoice, which will be referenced with the confirmation number.
6. Arrange for payment for the invoice in compliance **with the following process**:
 - a) For invoices for school trips only to be paid from the school budget number, **submit** the original invoice attached to a cheque request to the Accounting Department for payment.
 - b) For trips to be subsidized by School Generated Funds, attach a cheque payable to WCDSB and forward it to Accounting along with the invoice (don't forget to include a school budget number from which the balance can be paid).

Please remember:

- Invoices will always be paid in full. Partial payments will not be made.
- **Only original** invoices will be paid. Payments will not be made from copies of invoices.
- The School or Department booking the bus trip is responsible for ensuring proper payment.
- Any interest charges will be allocated to the booking party.
- If you have any questions, please call the Accounting Department.

PRINCIPAL APPROVAL PROCESS

The Principal will ensure:

1. That all criteria/parameters of fund-raising for educational excursions, as outlined in this AP Memo, have been followed.
2. That the educational excursion is properly planned and financed prior to seeking approval.
3. That no student is prevented from participating in the educational excursion because of inability to pay.
4. That all students participating in out of province travel have appropriate medical insurance coverage.
5. That an appropriate educational program is provided for any student remaining at the school.
6. That parents have read, completed and signed an Informed Consent / Permission Form and are advised of all details, including supervision schedules, concerning the trip.
7. That the Informed Consent / Permission Form is returned by the parent(s) in its entirety and that the parent has received a copy of the same.
8. That the field trip is a valid extension of and/or an enrichment of the students' curriculum. Participation in athletic events or tournaments outside Ontario must be sanctioned by a recognized governing athletic body.
9. That all appropriate regulations and guidelines are understood and followed where athletic activities are involved, with reference being made to the [Safety Guidelines for Physical Education](#) and any other safety guidelines, e.g. School Board Ski Resort Safety Guidelines Manual, OSBIE newsletters.
10. That an itinerary has been prepared which contains each location and its proper:
 - a) Name;
 - b) Address;
 - c) Phone number;
 - d) Contact person with whom arrangements were made.
11. That the appropriate busing arrangements have been made and an accurate roster of all pupils riding on all buses is on file in the office, with the Trip Coordinator/Supervisor and the bus driver. This should include **who is on which bus**.
12. That the teachers inform students of expected behaviour when travelling on school related excursions.
13. That the teachers are aware of any student's health or discipline problems.

TEACHER CHECKLIST

I have assured that:

Pre-Trip:

1. The Principal's approval has been obtained.
2. The students have been made aware of the rules for safety and conduct on the trip.
3. Whenever possible, a pre-visit has been made to the site.
4. An itinerary (including provision for free time, if any) and supervisory schedule has been prepared which contains each location and its proper:
 - a) Name;
 - b) Address;
 - c) Phone number;
 - d) Contact person with whom arrangements were made.
5. That all appropriate regulations and guidelines have been understood and followed.
6. A phone contact person(s) is/are available in the event of a delay and all parents have received a copy of the above item (4).
7. Suitable assignments have been set out for the students remaining behind.
8. Students and/or their guardians have been given the option to provide a Health Card number to the teacher, or have been encouraged to carry the Card with them on the trip.

Note: The provision of Health Card information is optional. No student will be denied service at a hospital because of the absence of a Health Card number. For trips out of province, students must have appropriate medical insurance.

The Trip

1. A head count is taken at all arrival and departure points. A record is kept of students assigned to each vehicle.
2. Upon return, if applicable, a record of any accidents must be completed and filed.

Post Trip

1. At least one completed record of the student experience has been displayed.
2. Records have been kept that will facilitate other group trips.
3. Letters of appreciation have been sent out.

SUPERVISION REQUIREMENTS

Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion.

1. In all cases, a sufficient number of adult supervisors who have been thoroughly briefed on all aspects of the excursion shall be provided.
2. The following minimum ratios are required with respect to educational excursions:

Local Day Trips

- JK-SK 5:1
- Grades 1-3 8:1
- Grades 4-6 10:1
- Grades 7 and 8 15:1
- Grades 9-12 1 supervisor per class

Day Trips Outside Waterloo Region

- JK-SK 5:1
- Grades 1-3 8:1
- Grades 4-6 10:1
- Grades 7 and 8 15:1
- Grades 9-12 20:1

Overnight Trips

- Grades 4-6 10:1
- Grades 7 and 8 15:1
- Grades 9-12 20:1

There may be specialized activities (swimming, canoeing, etc.), where Provincial or Municipal regulations require a different supervision ratio or specialized certifications. These regulations supersede the guidelines noted above.

3. At least one adult supervisor on any educational excursion shall be a teacher/chaplain/librarian from the school involved. For any overnight educational excursions in which students of both sexes are involved, both male and female adult supervisors shall be required.
4. For any educational excursions that includes a Sunday, arrangements shall be made for students and staff to participate in Sunday Eucharist.

COMMERCIAL TRIPS

Commercial trips and private travel are organized, planned and carried out by a third party.

Private travel is outside of the jurisdiction of the Board, and **the Board accepts no responsibility for any part of the activity whatsoever**. The only interface between the Board and the sponsors or organizers is that the sponsors/organizers of the travel may be given permission to advertise the particular tour within the Board's schools, but only within the following guidelines:

NOTE: Private travel, organized under these conditions, can only be arranged to be taken during scheduled breaks/holidays during the normal school year.

General: Advertising material and all documents on which the signature of a student or a parent/guardian is to be affixed must conform to these guidelines and, in any event, is subject to the approval of the Principal **prior to any** form of announcement or distribution.

1) All advertising material must include the following statement in capital letters and in a typeface no smaller than the size of the majority of the other print on such material:

THE WATERLOO CATHOLIC DISTRICT SCHOOL BOARD IS NOT A SPONSOR OF, AND IS IN NO ANY WAY CONNECTED WITH THE TRIP/EXCURSION DESCRIBED IN THIS DOCUMENT, AND WILL NOT ASSUME ANY LIABILITY IN CONNECTION WITH THE PLANNING, ORGANIZATION OR CARRYING OUT OF THE TRIP/EXCURSION.

2) If teachers or other employees of the Board are not paying exactly the same fees as the students, or if they are to receive a commission or any other benefit, the advertising material and all documents on which the signature of a student or parent/guardian is to be affixed must both explain these facts, and give full details including all of the relative costs and benefits to the teachers/staff and the students.

3) If teachers accompany students on such trips, they are not working within the scope of their duties for the Board. Accordingly, teachers are not covered by the Worker's Compensation Board and are not eligible for coverage under the Board's liability insurance policy.

4) All documents on which the signature of a student or a parent/guardian is to be affixed must include the following statement in capital letters, and in a typeface no smaller than the size of the majority of the other print on the document.

THE UNDERSIGNED EXPRESSLY ACKNOWLEDGES, CONFIRMS AND AGREES THAT THE WATERLOO CATHOLIC DISTRICT SCHOOL BOARD IS NOT A SPONSOR OF, AND IS IN NO WAY CONNECTED WITH THE TRIP/EXCURSION DESCRIBED IN THIS DOCUMENT, AND WILL NOT ASSUME ANY LIABILITY IN CONNECTION WITH THE PLANNING, ORGANIZATION OR CARRYING OUT OF THE TRIP/EXCURSION.

VOLUNTEER DRIVERS / INSURANCE REQUIREMENTS

Students may be provided with transportation by volunteer Board or non-Board employees, including students, who are properly licensed and can provide proof of adequate insurance coverage.

The Principal must ensure that those who provide transportation for students have a minimum of \$1,000,000.00 Liability and Property Damage Insurance.

The Principal shall keep a record of the names of those drivers who meet the Liability Insurance AND Property Damage Coverage specified above and only those drivers will be allowed to transport students to and from school activities.

SUMMARY OF LICENSING AND VEHICLE REQUIREMENTS

Seating Capacity	Driver Status	Vehicle Status	Compensation	Driver License Requirement	Vehicle Requirement Per Highway Traffic Act
5 Passenger seats plus Driver	Volunteer, Staff Member, Parent	Owned, leased or rented by a Volunteer, Staff Member or Parent	No	G	None
			Yes	G	None
6 to 9 Passenger seats plus Driver	Volunteer, Staff Member, Parent or Contracted Driver	Owned, leased or rented in the name of WCDSB or operated under contract with the Board	No	G	None
			Yes	G	- safety inspection stickers - log book - H.T.A. Regulation 483
10 to 24 Passenger seats plus Driver	Volunteer, Staff Member, Parent or Contracted Driver	Owned, leased or rented in the name of WCDSB or operated under contract with the Board	No	F	H.T.A. Regulations for this type of vehicle
			Yes	E	H.T.A. Regulations for <u>School Purposes Bus</u>

- 1) The Highway Traffic Act (Ontario) governs the licensing of School Purpose Bus Drivers that enter into a contract with the Board for the transportation of students.
- 2) Volunteer drivers who do not receive compensation for the transportation of students do not enter into a contract with the Board.

- 3) Compensation, as far as the Ministry of Transportation is concerned, is any form of remuneration, i.e. mileage, gas allowances, flat fee, etc., paid by the Board to anyone to transport students.

NOTE:

If a Trip is planned for out of the Province, please check with the appropriate authorities to ensure that your license and the vehicle meet the necessary regulations.

SUMMARY OF INSURANCE COVERAGE

1. VOLUNTEER SUPERVISORS ON SCHOOL OUTINGS

The Board's Liability Insurance Policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to lawsuits that are brought against staff or volunteers who are supervising school events and provides protection up to the \$20 million policy limit.

2. VOLUNTEER DRIVERS FOR SCHOOL ACTIVITIES

Ontario Legislation makes Automobile Insurance compulsory in the Province of Ontario. This same Legislation makes the vehicle insurance primary coverage. In other words, the insurance on the vehicle responds to claims first.

The School Board's Liability Policy contains an Endorsement, called the Non-Owned Automobile Endorsement, which extends coverage to those who are using personal vehicles on the business of the Board. In accordance with Legislation, this coverage is excess to the insurance on the vehicle. For example, if an accident occurred while the vehicle was being operated on a school outing, and the vehicle was insured for \$1 million of liability insurance, and there was a successful lawsuit against the owner of the vehicle for \$3 million, the Board's liability insurance would respond to the \$2 million in excess of the \$1 million carried by the owner.

There is no coverage under this Endorsement for damage to the vehicle itself. It is liability insurance only.

Passengers who are injured would recover Accident Benefits under their own automobile policies. Thus, students injured in an automobile accident, would report the injuries to their parents' auto insurer. If there is no automobile insurance policy in the family, the injured passenger would collect benefits under the liability policy in place on the vehicle in which they were riding at the time of the accident.

3. PERSONAL AUTOMOBILE INSURANCE COVERAGE

For the personal protection of volunteer drivers, all owners/drivers of private vehicles must carry a minimum of \$1 million of liability insurance. If there is any doubt about the insurance coverage carried, or the use of the vehicle to transport students, volunteers should review their coverage with their insurance Brokers.

EDUCATIONAL EXCURSION REQUEST FORM

NOTE: THIS FORM IS COMPLETED FOR ALL EXCURSIONS EXCEPT DAY TRIPS.

SCHOOL:	
DESTINATION:	
DATES and TIMES:	Date: _____ Departure: _____ Return: _____
NUMBER OF STUDENTS:	
NUMBER OF SUPERVISORS:	
GRADE LEVELS OF STUDENTS:	
COST:	
TRANSPORTATION:	
ACCOMMODATION:	
TRIP CO-ORDINATOR:	
EXCURSION OUTCOMES:	
ITINERARY: (if Sunday is included Indicate liturgical Arrangements)	(if insufficient space, attach itinerary)
LIST OF SUPERVISORS. USE BACK OF FORM IF NECESSARY. LIST SPECIALIZED QUALIFICATIONS IF HIGH RISK ACTIVITIES WILL BE UNDERTAKEN.	If required : Expected Educational Assistant hours for the day: _____ (Hours worked during the day will be recorded on the timesheets. All applicable Collective Agreement overtime provisions will apply.)
CONTACT:(name and telephone number at Location/destination visited)	
PROVISION FOR OUT-OF-CANADA (if applicable) (Submit two months in advance)	

I verify that the Excursion Policy is being followed in the planning, organization and execution of this trip:

Trip Coordinator: _____

Principal: _____

Supervisory Officer _____

Date: _____

TRANSPORTATION FOR EXCURSIONS FORM

NOTE: This section is completed by the Trip Coordinator	
SCHOOL	
DATE(S) OF TRIP	
DESTINATION (city and site)	
PICK UP TIME (at school)	
TIME LEAVING POINT VISITED	
EXPECTED TIME OF RETURN	
GRADE	
NUMBER OF STUDENTS	
NUMBER OF SUPERVISORS	
CONTACT (name and telephone number at destination/location visited)	
SPECIAL REQUIREMENTS (i.e. wheelchair)	
PRINCIPAL'S SIGNATURE	
DATE	
SUPERINTENDENT'S SIGNATURE (where required)	

With the necessary approval signatures, the Principal/designate can contact the bus company. The bus company will assign a trip confirmation number which will appear on the invoice and will be sent directly to your school.

THIS SECTION IS COMPLETED BY THE PRINCIPAL/DESIGNATE WHEN ORDERING A BUS	
DATE BOOKED	
BUS COMPANY	
NUMBER & SIZE OF BUSES	
TRIP CONFIRMATION #	
PRICE	\$
GST	\$
TOTAL COST	\$
SCHOOL BUDGET NUMBER	4500 10 _ _ _ _ _

PARENT CONSENT/PERMISSION FORM FOR EDUCATIONAL TRIPS

(general form for students under 18)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

_____, of the Waterloo Catholic District School Board is arranging
(Name of School / Program)

(description of activity, location, dates and mode of transportation)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear the responsibility for any accident that might occur.

The Waterloo Catholic District School Board does not provide any accidental death, disability, dismemberment, dental, or medical expenses insurance on behalf of the students participating in this activity.

The Waterloo Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company and which covers participants for all accidents, 24-hours per day, every day during the full policy term.

ACKNOWLEDGMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY,
_____ WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
to be held on or about _____

Signature of parent/guardian: _____

Date: _____

NOTE TO PARENT(S): 1) STUDENTS UNDER THE AGE OF 18 ARE NOT PERMITTED TO TRANSPORT OTHER STUDENTS.

2) PLEASE RETURN THIS FORM IN ITS ENTIRETY.

PARENT CONSENT/PERMISSION FORM FOR EDUCATIONAL TRIPS

(students under 18, detailed form for activities with obvious inherent risk)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

_____, of the Waterloo Catholic District School Board is arranging
(Name of School / Program)

(description of activity, location, dates and mode of transportation)

Educational activity programs, such as _____, which is being offered, involved certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. Examples of the type of accident that could occur are:

- 1.
- 2.
- 3.

These accidents result from the nature of the activity and can occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear the responsibility for any accident that might occur.

The Waterloo Catholic District School Board does not provide any accidental death, disability, dismemberment, dental, or medical expenses insurance on behalf of the students participating in this activity.

The Waterloo Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company and which covers participants for all accidents, 24-hours per day, every day during the full policy term.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE _____ ACTIVITY, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in _____
to be held on or about _____

Signature of Parent/Guardian: _____ Date: _____

- NOTE TO PARENT(S): 1) STUDENTS UNDER THE AGE OF 18 ARE NOT PERMITTED TO TRANSPORT OTHER STUDENTS.
- 2) PLEASE RETURN THIS FORM IN ITS ENTIRETY.

ATHELETIC PARTICIPATION AND TRAVEL CONSENT FORM

I, _____, the parent and/or legal guardian of
_____, hereby give permission for my
son/daughter to compete as a member of _____ team. I give permission
(school name)
for my son/daughter to travel by commercial carrier or volunteer driver to and from all "away"
games (meets) during the season which begins in the month of _____
and ends in _____.

NOTE: If volunteer drivers are used, I give permission for my son/daughter to travel with a volunteer driver who is a responsible:

a) Teacher _____ b) Parent _____ c) Student _____

As well, I hereby authorize the Doctor and nursing staff of any Emergency Unit to undertake examination, investigation and necessary treatment of my son/daughter in the event of a medical emergency.

(Signature of Parent/Guardian)

(Date)

Thank you for your interest and support,

Athletic Department

NOTE TO PARENT(S): 1) STUDENTS UNDER THE AGE OF 18 ARE NOT PERMITTED TO TRANSPORT OTHER STUDENTS.
2) IT IS RECOMMENDED THAT A TEAM SCHEDULE ACCOMPANY THIS FORM.

ATHLETE INFORMATION FORM

SCHOOL NAME: _____

Dear Parent/Guardian:

Freedom of Information (F.O.I.) legislation and the Education Act allows you the right to decline to provide health and personal information for your son/daughter. The Athletic Department at _____ however, feels that this information is important and

(school name)

it is our wish that each of our Coaches always has this information on hand in case an incident or medical emergency should occur. Please take the time to complete this form in print and return it with your son/daughter as soon as possible. Thank you.

Student's Name: _____

Date of Birth: _____

Member of School Team: _____

Name(s) of Coach(es): _____

Name of Parent/Guardian: _____

Home Address: _____

Telephone Number: _____ Home _____ Business _____

Student's Ontario Health Card Number: _____

Doctor's Name: _____ Tel. No. _____

In the event of an emergency, and you are not available, please provide us with a contact person:

Name: _____

Telephone Number: Home _____ Business _____

Please list any medical conditions (e.g. diabetes, asthma, allergies, etc.) that pertain to you son/daughter.

VOLUNTEER DRIVERS

This will authorize _____

(Name of volunteer driver)

1. To transport students participating in the events listed on the attached school schedule:

OR

2. To transport students participating in the following school activity:

3. Vehicle Information: Make _____ Year _____ Licence # _____

Date	School Name	Principal's Signature
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All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Insurance, they should:

- a) Use a licensed automobile which carries valid third-party liability insurance as required under legislation in the Province of Ontario.
- b) Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board.
- c) Be aware that the Board's Excess liability insurance comes into effect only after the "Trip Drivers" insurance has been exhausted, to a combined total of \$20,000,000.
- d) Volunteer drivers must have a minimum of \$1,000,000 liability insurance.

*N.B. * A "Trip Driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile (includes trustees, employees, parents, and volunteers). Employees of the Board are not required to transport students nor should this be an expectation of staff who volunteer for co-instructional activities.*

1. **Declaration to be signed by Driver:** I declare that I am 18 years of age or older and that I am fully licensed.

Additionally:

- I am licensed to drive in Ontario and my vehicle is insured by valid automobile liability insurance as is required by Ontario law. _____ (Insurance Company / Policy Number)
- The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
- Where the vehicle is equipped with passenger-side air bags, I will comply with the information contained in the owner's manual with respect to the safety of children seated in the front seat.
- **When transporting children, appropriate car/booster seats are provided where required by law and properly secured per the manufacturer's instructions.**

Signature	Date
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2. **Declaration to be signed by the owner of the vehicle** (if the volunteer driver does not own the vehicle): I declare that:

- I have authorized _____ to drive my vehicle _____
 - _____
Vehicle make / License Number
to transport students participating in the school event(s) listed on this form.
- He/She is **18 years of age or older, properly** licensed to carry passengers and is fully insured as a driver under the vehicle liability insurance as required by Ontario Legislation. _____
 - _____
Insurance Company / Policy Number
- The vehicle is mechanically fit and that there are seat belts in working condition for all passengers.
- Where the vehicle is equipped with passenger-side air bags, he/she will comply with the advice contained in the owner's manual with respect to the safety of children seated in the front seat.
- **When transporting children, appropriate car/booster seats are provided where required by law and properly secured per the manufacturer's instructions.**

Signature	Date
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ADMINISTRATIVE PROCEDURES MEMORANDUM
RELEASE AND INDEMNIFICATION FORM
 (Students 18 and over)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE.

_____, of the Waterloo Catholic District School Board will provide the
 (Name of School / Program)
 opportunity of participating in the _____ to its students on or about _____.

ELEMENTS OF RISK

Educational activity programs, such as _____, present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risks associated with the activity **MUST** be assumed by the participants.

The Waterloo Catholic District School Board does NOT provide any accidental death, disability, dismemberment, medical, or dental expense insurance for students participating in these activities.

The Waterloo Catholic District School Board strongly advises that all students participate in the **STUDENT ACCIDENT INSURANCE PLAN** offered by the Reliable Life Insurance Company and which covers participants for all accidents, 24-hours per day, every day during the full policy term.

ACKNOWLEDGEMENT

I, _____, understand and accept the above and provide the Waterloo Catholic District School Board with the following waiver of liability and indemnification agreement.

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____, hereby release the Waterloo Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ arranged through the Waterloo Catholic District School Board on or about _____.

I further agree to indemnify and save harmless the Waterloo Catholic District School Board and its staff and agents from and against any and all, suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____

Date: _____

NOTE TO PRINCIPAL: PLEASE ENSURE A COMPLETED COPY IS RETURNED TO THE STUDENT.