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Subject **FIELD/CO-CURRICULAR TRIPS - ARRANGING AND PAYING FOR TRANSPORTATION**

References [Policy 4430 – Field Trips](#)
[Policy 2230 – General Purchasing](#)
[APM A1450 – Management of Personal Information - Student](#)
[APM A2500 – Purchasing Procedures](#)
[APM A1061 – Field Trips](#)
[APM A7220 – Volunteers in Schools](#)
[SCTSC BusPlanner](#)

Contact Business Services

1. General

- 1.1 This Administrative Procedures Memorandum (APM) provides guidance to schools for arranging and paying for acceptable and approved transportation for field/co-curricular trips (referred to throughout the rest of this APM as field trips).
- 1.2 For guidance with respect to purchasing other items related to field trips, schools shall refer to the Simcoe County District School Board (SCDSB) purchasing policies and procedures.

2. Approval (Refer to APM A1061 – Field Trips)

- 2.1 Board approval for field trips shall be obtained prior to arranging and paying for them.

3. Arranging Transportation

- 3.1 Schools shall make their own transportation arrangements for field trips according to Policy 2230 – General Purchasing and APM A2500 – Purchasing Procedures.
- 3.2 Arrangements are to be made through the Simcoe County Student Transportation Consortium's (SCSTC) BusPlanner Software on the SCSTC website.
 - 3.2.1 Schools, departments and internal system administration support will be provided with usernames and passwords to the BusPlanner Software by the SCSTC.
 - 3.2.2 Usernames and passwords are to be used by school administration and office support staff only.
- 3.3 Expenses related to booked and committed trips will be uploaded to the board's financial software system monthly.
 - 3.3.1 Field trips shall be charged as follows:
 - 3.3.1.1 to the appropriate budget account if school budget money is paying for the field trip;
 - 3.3.1.2 to field trip clearing if students/parents/guardians will be paying for all of the field trip;

- 3.3.1.3 apportioned between the budget account and field trip clearing if students/parents/guardians will be paying for part of the field trip; and,
- 3.3.1.4 a journal entry shall be prepared by the school arranging a trip for two or more schools to expense the amounts to the proper business units and accounts.

4. Payment

- 4.1 All payments for field trips will be uploaded by Business Services to the board's financial software system monthly.
 - 4.1.1 When students/parents/guardians are paying for all or a portion of the trip, the funds collected shall be deposited to the school's school generated funds (SGF) bank account.

5. Rental of Other Vehicles

- 5.1 Schools must use a board-approved carrier or rental agency when renting vehicles.
 - 5.1.1 A list of board-approved rental agencies may be obtained from Business Services – Purchasing.
 - 5.1.2 Only the principal or their designated school board employee can arrange for the rental of a vehicle.
- 5.2 When renting from an agency:
 - 5.2.1 Vehicles shall be rented in the name of the SCDSB **not** in the name of the school or an individual.
 - 5.2.2 The school board has insurance in place for physical damage to rental cars, therefore, additional insurance from the rental car company should be declined. In some circumstances, the rental car company will require the policy number of the board.
 - 5.2.2.1 The current policy number can be found on the staff website under Corporate Risk – Operational Hazards and Insurance.
 - 5.2.3 In the event of an incident, deductible amounts will be charged to the school's basic budget.
- 5.3 Schools contemplating renting vehicles for more than 14 consecutive days shall consult their superintendent.
- 5.4 When renting a vehicle with seats to accommodate up to 10 people (including the driver) a class G license is required. The board does not allow the use, purchase or rental of 10 + passenger vans.
- 5.5 The driver of a vehicle rented in the name of the board, in accordance with item 5.1.2, shall:
 - 5.5.1 be a board employee or other authorized volunteer; and,
 - 5.5.2 check for visible body damage to the vehicle and report it to the vendor before accepting, and when returning, the vehicle.

6. Wheelchair-Accessible Vehicles

- 6.1 Wheelchair-accessible vehicles may be requested for trips for students who are normally transported to and from school on wheelchair-accessible school buses.

- 6.2 A request for special funding for wheelchair-accessible vehicles may be made to the superintendent of education responsible for the transportation portfolio.
- 6.2.1 The request must be approved in advance of the trip.
- 6.2.2 A school wishing to use a wheelchair van to transport a small number of students, one or more of whom requires a wheelchair, may receive approval from the superintendent of education responsible for the transportation portfolio, for a pro-rated portion of the vehicle cost.

7. Volunteer Drivers

- 7.1 A volunteer driver is a person who is:
- 7.1.1 licensed to drive a vehicle in Ontario with a full class G license;
- 7.1.2 21 years of age or older; and,
- 7.1.3 requested and authorized by the principal, or designate, to drive a vehicle used to transport people, materials and/or equipment on field trips.
- 7.2 A volunteer transportation authorization form (see APM A1061 – Field Trips; FORM A1061-6 – Volunteer Transportation Authorization Form) shall be completed by every volunteer driver annually. This form does not constitute a contract.
- 7.3 Volunteers shall agree to submit an original copy of a criminal background check, including vulnerable sector screening as indicated in section 4.4 of APM A7220 – Volunteers in Schools.

8. Private Vehicles

- 8.1 A private vehicle is one which is owned or rented by someone other than the board.
- 8.1.1 For the purposes of a field trip:
- 8.1.1.1 a private vehicle may be used;
- 8.1.1.2 an authorized volunteer may drive a private vehicle; and,
- 8.1.1.3 the written consent of the owner of a private vehicle shall be obtained before a volunteer other than the owner drives the vehicle.
- 8.2 Insurance
- 8.2.1 The principal shall advise the owner of a private vehicle used for the purposes of a field trip that they might wish to contact their vehicle insurer to determine the adequacy of their insurance coverage.
- 8.3 Compensation
- 8.3.1 A private vehicle operator, provided it is not under contract with the board, may be paid compensation at a per kilometer rate no greater than the per kilometer rate allowed to an employee of the board using their vehicle for the business of the board.

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