

Transportation Checklist and Manifest

For Extended Field Trips

Form must be left at school as it is used to contact parents/guardians in case of late arrival or emergency and to get messages to staff or students.

Please refer to Transportation Policy 8040

Date: _____ Destination: _____
Staff Supervisor: _____ Cell Phone: _____

1. Bus Manifest – Please attach a list of students assigned to the bus.

Bus Company: _____
License Plate: _____ Bus #: _____
Driver Name (if possible): _____
Cell #: _____

2. Car Manifest – Please complete table below for each car / taxi.

Car 1: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Car 2: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Transportation Checklist

Walking: Chaperone will review rules of the road, safety issues, and expectations prior to the beginning of the walk.

Biking: All participants will wear bike helmets. Chaperone will review the rules of the road, safety issues, and expectations prior to the beginning of the ride.

Automobile (Private Use):

Students should be discouraged from transporting other students to a school activity. If students are driving other students, ensure that the student has adequate public liability insurance the minimum coverage should be \$1,000,000.00

- Advise students that they are under the jurisdiction of the school and that rules and regulations of the school apply while on school event trips;
- advise students that they are to go directly to the event and return within a given time authorized by the principal, or designate;
- obtain written approval from the owner that the driver has permission to transport other students in the vehicle;
- give written authorization to the student granting permission to drive the vehicle for a school event; and
- be satisfied that the number of students transported shall not exceed the loading capacity of the vehicle and that all passengers are properly seat-belted as per Lakehead District School Board's 3040 Transportation Policy and Procedures.

Employees and private individuals are permitted to use their vehicles or rented vehicles with the appropriate license, provided principals or the employee's supervisor, authorize in writing, authorized use of the vehicles for: a) the transportation of small groups of students for curricular or co-curricular activities; or b) the performance of the conditions of employment. Any such vehicles used must have adequate public liability insurance coverage. It is the responsibility of the employee and private individual to notify the Board, in writing, of any change in their public liability insurance coverage. Refer to Section 9 in 3040 Transportation Procedures for details

Automobile (Rental):

Automobile (Bus): Chaperones should be spread out throughout the bus and not all sitting at the front. Brief review of evacuation procedures and routes.

Appendix E to 6020 Extended Field Trip Procedures

City Bus/Subway: Chaperone will review the rules of public transportation, safety issues, and expectations prior to boarding the vehicle (e.g., what to do if we get separated, etc.). Pre-purchase tokens or tickets where possible. One chaperone will ride with each group of students. Count students before boarding, after boarding, and after exiting.

Airplane: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g., weight/size restrictions, carry-on fees, etc.). Review carry-on regulations at least one (1) week prior to departure. Factor airport tariffs into the budget. Communicate that onboard purchases cannot be completed with cash and that currency exchange rates may apply depending on the carrier.

Train: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g., weight/size restrictions, carry-on fees, etc.). Review the carry-on regulations at least one (1) week prior to departure. Communicate that onboard purchases cannot be complete with cash and that currency exchange rates may apply depending on the carrier.

Canoes/Boats: Lifejackets must be worn at all times. Chaperone will review the rules of the water, safety issues, and expectations prior to beginning the excursion (e.g., OPHEA Guidelines, successful completion of swim tests, etc.).

Ferries: Brief review of evacuation procedures and routes, including where to find lifejackets.