



**POLICY NO. 6910**

**STUDENT TRAVEL FOR WORK EXPERIENCE**

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**POLICY**

The Board of School Trustees encourages students to participate in a variety of planned work related experiences as part of the students' career development. The Board recognizes that most of these experiences will take place away from school and that it will be the responsibility of the student to make travel arrangements to the work experience.

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**REGULATION**

1. Students are responsible for making their own unsupervised travel arrangements to and from the work site based on the written consent of a parent or legal guardian.
2. The above permission is also required if the student travels to interviews before the Work Study / Work Experience Program Agreement is signed.
3. The school will not request students to transport other students.
4. Parents should be informed of their responsibility to provide for, monitor and approve transportation for their children.
5. Special notice should be given to students with special needs and travel arrangements and supervision should reflect those students' needs.
6. A vehicle used by a student must have \$1,000,000 third party liability insurance and must be in good working order.

*Note:* Transportation to the work site is defined as transportation for the purpose of:

- a. An interview with an employer.
- b. Job placement.
- c. Meetings with the employer for evaluative or other similar purposes related to a job placement.

*Note:* Workers' Compensation Board insurance does not cover student travel from home to the work site but would cover travel from school to the work site.

# STUDENT TRAVEL FOR WORK EXPERIENCE

## A. Driver's Declaration

By signing this declaration student owners and drivers have liability coverage in excess of their own \$1,000,000 third party liability insurance under the School Board / Ministry of Education insurance program, provided that the insurance on the vehicle is valid and there is no breach of the regulations pursuant to the Motor Vehicle Act.

I declare that:

1. I am the registered owner, lessee or authorized driver of the following vehicle that I will use to transport myself to work study / work experience related activities.

Make: \_\_\_\_\_ Year: \_\_\_\_\_

Model: \_\_\_\_\_ Licence No: \_\_\_\_\_

2. The above vehicle is owned by \_\_\_\_\_, who has given me permission to drive the vehicle for this purpose.

Owner's Authorizing Signature: \_\_\_\_\_  
(if owner is not driver)

3. The above vehicle has \_\_\_\_\_ operating seat belts. I agree to wear a seat belt myself and require all passengers to wear seat belts.
4. The vehicle is insured to at least \$1,000,000 liability. A copy of the Owners' Certificate of Insurance is attached.
5. I have a valid driver's license - a photocopy of which is attached.
6. The vehicle is in safe operating condition.
7. I will refrain from consuming alcohol *or* any other mind altering drug before or during the activity.
8. I will travel the most direct route to the work site or interview.
9. I understand that from the time of departure to the time of return from the work program I am subject to the principal's and supervising teacher's authority and the rules and expectations of the school apply.
10. I agree to operate the vehicle safely and in a legal manner. I further agree to indemnify School District No. 6 and its staff for any liability resulting from my negligent or illegal operation of the vehicle.

Driver's Name (print) \_\_\_\_\_ Driver's Signature \_\_\_\_\_

Date: \_\_\_\_\_

B. Passenger's Declaration

I declare that:

1. I undertake the responsibility to ensure the driver of any vehicle in which I ride to and from school-authorized activities has received authorization.
2. I agree to wear a seat belt.
3. I undertake the responsibility to support the driver's safe and legal operation of the vehicle and to report any violations to the supervising teacher.
4. I will obtain the supervising teacher's permission prior to each trip.

\_\_\_\_\_  
Passenger's Name (print)

\_\_\_\_\_  
Passenger's Signature

Date: \_\_\_\_\_

C. Consent of Parent or Guardian

I hereby confirm my consent for my son / daughter / ward:

- (a) to transport him / herself and/or other students on school-authorized activities and/or;
- (b) to be transported by school-authorized volunteer drivers on school authorized activities.

\_\_\_\_\_  
Name of Parent or Guardian (print)

\_\_\_\_\_  
Parent or Guardian's Signature

Date: \_\_\_\_\_

D. Authorization

Permission is given to the above student to travel to a career development related activity in the vehicle described above and under the above conditions.

\_\_\_ Owner's Certificate of Insurance

\_\_\_ Drivers' License

\_\_\_\_\_  
Name of Administrator (print)

\_\_\_\_\_  
Administrator's Signature

Date: \_\_\_\_\_