

**School District #62 (Sooke)**

<b>STUDENT TRAVEL</b>	No.: C-330
	Effective: Dec. 13/83 Revised: Jul. 11/89

**ADMINISTRATIVE REGULATIONS**

Student excursions taken within the province must receive prior approval from the principal. Non-routine trips within the province and excursions outside the province must also have the approval of the Superintendent of Schools.

Principals and excursion supervisors should refer to the district Co-curricular School Travel Checklist available in school offices.

Planning for student excursions must take into account budgetary concerns, safety concerns, and supervision guidelines. Appropriate approvals must be obtained.

Whenever practical, student transportation should be provided by school district operated buses or other appropriately licenced public conveyances. When transportation by school district buses is unavailable or impractical, drivers who have completed the district's Driver Registration and Agreement form may be utilized.

The Board possesses a Non-Owned Automobile Liability Policy for its own protection up to \$50,000,000 coverage. In addition, the Board has a Special Excess Third Party Legal Liability Policy that covers employee and/or volunteer drivers in the event of an accident involving students.