

OAKVILLE CHRISTIAN SCHOOL

STUDENT TRAVEL AND SAFETY POLICY

School Trips and Chartered Buses/Vehicles

1. School trips should be handled by chartered buses/vehicles where possible and practical.
2. Parental consent to travel by bus on school trips must be obtained by a signed **Consent to Participate** permission form.
3. Students traveling to an event or activity by school bus may not leave the event or activity by parent vehicle unless approval has been obtained in writing and the teacher responsible has been notified, or the student's parent is the driver and the teacher responsible has been notified.
4. The cost of travel by chartered bus should be divided equally among the students traveling. This includes the cost of transportation for teams traveling to competitive sports events.
5. In the event of inclement weather, the school may decide to cancel, reschedule or postpone travel by chartered school bus. The decision will be made by the administration in consultation with the bus company and the local dispatch office. Parents will be notified of any change in travel arrangements. Student safety during travel is first priority. Where additional costs are incurred, parents will be asked to cover such expenses.

School Trips and Use of Non-Owned Automobiles

School trips should be handled by chartered buses/vehicles where possible and practical. If this is not possible, the voluntary use of faculty, staff or parent vehicles for school approved use is governed by the following rules:

1. All such use must be specifically and individually approved by the school administration. No other use shall be considered to have school approval.
2. All drivers must be a minimum of 21 years of age and responsible adults approved by the school for the individual trip proposed.
3. Owners of private vehicles must be advised that their own private insurance is the primary insurance coverage. The school must not be considered as primary coverage or replacing the vehicle owner's own private insurance coverage.
4. Parental consent to go on school trips must also include consent to travel in private vehicles if such are used.
5. All school policies and procedures governing school trips shall apply.
6. All school out-of-pocket or irrecoverable expenses related to use of non-owned vehicles for school trip/competitions must have the prior approval of the school administration before a commitment is made.

Dismissal of Students after Sports/Extracurricular Programming

1. The safety of each child is paramount, regardless of age.
2. For after-school activities taking place at the OCS, students must be supervised by the teacher convening the activity until fifteen minutes after the established finish time. After the fifteen minute limit, students will go to after-school supervision.
3. For sports events or off-site extracurricular activities where no finish time is established or where events finish earlier than expected, students returning to school and waiting for rides must report to supervision.
4. For sports events or off-site extracurricular activities, where activities or events finish after 6:00pm, supervision is over, and the school office is closed, the supervising staff member is responsible for students until parents have been notified and collected. In such cases, the supervisor(s) of the event must stay with the students until each child's parent has arrived.
5. For sports events or off-site extracurricular activities where volunteer drivers are returning students to school, students must not be left unsupervised outside the school building. Volunteer drivers must wait until the supervising teacher has arrived, students have been collected, or students have reported to supervision (before 6 pm).