

Planning a Fieldtrip

The Supply and Business Services Office is responsible for issuing Purchase Orders and Maintaining a Log Book for the rental of vans and buses for the transport of students.

The following information is intended to help the KPU community when requisitioning for charters or vehicle rentals.

Whenever a vehicle rental (car/van/bus) is required for a Field Trip, a Requisition Form is to be submitted to the Purchasing Office with a minimum of 1-month lead-time to arrange the necessary rental. **The Requisition Form** will need to provide full details of the Field Trip, including:

- **Full Details** including number of students, size and type of bus required including needs for cargo space, pickup time and location, estimated travel time, destination and purpose of field trip, duration at destination, requirement for Bus to remain on-site at destination, and return time.
- **Full Address** for your destination to allow the Purchasing Staff to ensure the bus charter company and driver can pre-determine trip directions to this destination.

The Supply and Business Services Office will maintain information for Buses with pre-determined prices for a selection of vehicles with drivers, with certification, insurance and experience for this purpose.

Note: For local Field Trips (less than 2-hours one-way) for more than 15 Students a Highway Coach or School Bus (16 to 48 passengers) with Driver is recommended.

For regional or long-distance Field Trips (longer than 2-hours one way) for more than 15 Students a fully equipped Highway Coach (47 or 56 passengers, with washroom, TV/VIDEO/PA system) and Driver is a recommended.

RELATED POLICY: E.18 INSURANCE/STUDENTS

Minor Claim Form: Board Policy E.18 Insurance/Students and Release Forms see policy E.18a and policy E.18b would be required for some field trips as per Board Policy E.18 Insurance that states: Students participating in optional or voluntary classes, events or activities are required to sign a personal release form prior to the event to confirm that certain risks have been assumed by the participant voluntarily. University employees should not transport students to and from any optional or voluntary activity connected with the university.

Students attending such activities do not have university insurance coverage while in transit.

Risk Analysis – please refer to the following considerations:

VEHICLES:

- **School Buses** – are inspected and licensed to transport students, providing the lowest risk for local educational and sporting field trips
- **Highway Coaches** – are licensed for public transport, and provide a lower risk than school buses for regional travel on provincial highways due to experience and equipment used for this purpose, pending evaluation of history, maintenance, training, equipment and customer references
- **Rental Vans** – recommended for transporting equipment and supplies.
- **Private Vehicles** – not recommended for student field trips.

A privately owned car or van is not recommended for use for conducting any field trip involving Kwantlen students. In cases where the University rents a vehicle, primary insurance must also be purchased from the Rental Company to cover property damage, collision, and bodily injury to any persons involved in an accident. Even though the rental vehicle is insured, the driver can still be charged under the Motor Vehicle Act for traffic violations. A charge against the driver could affect his or her personal insurance rates. The University does not reimburse an employee for any additional personal insurance costs or traffic fines.

Charter Bus Companies selected to provide Bus Rentals will need to meet all provincial and federal motor vehicle requirements, and will be checked each year to ensure their references, safety record, and driver training information is held on file by Kwantlen. Vehicles offered for this work will need to be of good condition, cleanliness, and age, along with proper maintenance procedures conducted and on file with each Vendor.

Van and Car Rentals will be arranged by the Supply and Business Services Office using the BC Government Master Standing Offer for Vehicle Rentals. This agreement provides 9 to 15 Passenger Vans that requires Drivers to possess a valid Class 4 Drivers License. The ICBC website – www.icbc.com – lists a Class 5 Drivers License for Cars and Vans seating not more than 10 people.

When renting Vans, please ensure that all passengers are provided and use Seat Belts as required by BC Provincial Law, and that Vans are not equipped with Roof Racks. The use of Roof Racks and any unsafe loading practices that change the handling characteristics of Vans are to be avoided. Please contact ICBC for more information about Road Safety and Licensing requirements relating to Class 4 Licenses for 9-15 Passenger Vans.

DESTINATION:

- **Routes** – local, regional or international
- **Conditions** – weather, season, holiday traffic load
- **Connections** – ferry crossings, airports, borders
- **Itinerary** – delays, return schedules, multiple stops

PLANNING:

- **Budget** – sufficient funds for minimal risk
- **Contingencies** – communications, VISA cards, first aid, documentation
- **Directions** – maps, experience, preparation, and guidance
- **Service Reliability** – selection, evaluation, lead time, following, tracking



Travel to the USA would require Student ID Documents (picture ID, birth certificates) and Extended Medical Coverage. Please be aware that US/Canada Border checks may result in delays or issues entering the USA. For more information visit the Canada Customs website www.ccra-adrc.gc.ca



Student Safety and needs must be a prime consideration at all times and will be the responsibility of the University Department booking the trip to consider and enforce. This could include developing and communicating a “code of conduct” to the students, ensuring the appropriate extended out-of-country medical coverage is obtained, carrying of a cellular phone and emergency phone numbers for after-hours support, having a credit card or a Kwantlen Purchasing Card if the length and duration of the trip warrants it, and any other pre-cautioned deemed prudent by the Department planning the field trip.



Authorization - The Dean, when approving a requisition for the rental of a Van should ensure the driver qualifications are met, safety issues considered and the travel arrangements are considered safe. The Driver should be a Kwantlen Polytechnic University Staff Member with a current Class 4 or Class 5 Drivers License, depending on the requirement, and has proof of a good driving record that can be demonstrated by obtaining a 5-year driving history “Drivers Abstract” available from any Provincial Motor Vehicle Office.



Special purpose or higher risk Field Trips should be discussed and planned with the Dean before traveling. These trips may include traveling during the Winter Months when highway conditions may vary, which may require an upgrading to a Highway Coach for a local trip, or postponing the trip if weather conditions cause concern.