



Public Schools Branch

PSB STUDENT TRAVEL AUTHORIZATION FORM

The approval of the Director of Transportation is required for the four categories of student travel noted below. This form must be completed, signed by the principal and forwarded to the Director of Transportation prior to promoting or organizing the student travel opportunity.

- In-Province Multiple Day (consecutive instructional days) - No Overnight
 In-province - Overnight

- Out-of-province
 Out-of-country

PART I – GENERAL INFORMATION

School: _____	Are you traveling with another school? _____
If yes, name of other school: _____	Travel Leader: _____
Leader's Cell Phone #: _____	Travel Leader's PSB Position: _____
Purpose of Trip: _____	
Travel Destination(s): _____	
Departure Date (ex. Fri. Feb 6, 20xx): _____	Return Date: _____
Number of Days: _____	Number of Nights: _____
Student Group (i.e. band, art students, rugby team): _____	Number of Days Students Out of Class: _____
# of students by grade: _____	

PART II – TRANSPORTATION

Mode(s) of Transportation (charter bus, vans, private vehicle, airplane, etc.):
Transportation arranged by: (PSB staff, coaches, parents/guardians, volunteer, travel agency):
If a travel agency, name of agency:
Authorization for student travel doesn't mean bus availability. Please check with Transportation Services for bus availability.

PART III - OVERNIGHT ACCOMMODATION INFORMATION

Accommodation site (i.e. hotel name): _____
Phone: _____
Address: _____
Other Information:

PART IV - FINANCIAL REQUIREMENTS – (Cost per student, DO NOT include student's spending money)

Transportation Expenses: _____
Meal Expenses: _____
Accommodation Expenses: _____
Staff Replacement Substitute Expenses: _____
Other (admission, tournament registrations): _____
Funding: School fundraising may be required to allow all students to participate fully. Indicate the method(s) by which this trip will be funded:



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PART V – CHAPERONES

A chaperone plan for student travel is required. A minimum of two chaperones are required unless authorized by the Director of Transportation. Schools should consider the composition (gender, special needs, etc.) of the participating students when selecting chaperones. All volunteers (non-PSB employees) must provide a satisfactory Criminal Record Check and if required, a Vulnerable Sector Check.

Chaperone	PSB Employee		Satisfactory CRC/VSI	
	Yes	No	Yes	No

PART VI - ITINERARY – CURRICULAR INFORMATION

<input type="checkbox"/> Extra Curricular Student Travel	<input type="checkbox"/> Co-curricular Student Travel
Please describe the purpose of the student travel & list the specific learning outcomes & connection to the extra-curricular and/or the co-curriculum travel: _____ _____ _____	
<input type="checkbox"/> Include a detailed itinerary including all scheduled activities	

PART VII - OUT OF PROVINCE AND/OR OUT OF COUNTRY TRAVEL HEALTH RISKS

<input type="checkbox"/> Out-of-Province Travel Contact the Public Health office in the region you are visiting close to the date of departure to identify any outbreaks of vaccine preventable disease and any related recommendations. Notify the Director of Transportation of any identified health risks.	
<input type="checkbox"/> Out-of-Country Travel Only - Attach the relevant "Advisory" and "Health" page from the Government of Canada website. http://travel.gc.ca/travelling/advisories	

PART VIII - AUTHORIZATION

Student Travel Authorization requested by: _____	Position: _____
School Request Approved by: _____	_____
School Administrator's Signature	Date
PSB Authorization: The approval of the Director of Transportation is required prior to any formal contact with students and parents/guardians. Parent/guardian consent forms are required for all student travel.	
PSB Office Notes: _____ _____	
Director of Transportation	Date