
POLICY

Aurora College includes field trips as part of programs or as extracurricular activities where possible.

PRINCIPLES

1. Learning outcomes for a particular course or program may be met or enhanced by participation in a field trip.
2. Field trips can expand and reinforce concepts learned in the classroom, offer students new and unique learning experiences or ways of learning that are not available in the classroom, and make the learning experience more interesting and relevant for students.
3. Field trips can provide a learning environment that reflects the cultures of our students and incorporates traditional ways of learning.
4. Field trips provide an opportunity for students to establish strong, supportive relationships with other students and staff.

SCOPE

This policy applies to Aurora College staff and students who take part in college-related group activities that require students to travel off campus/community learning centre (CLC). (**Note:** Contractors are not staff.)

DEFINITIONS

Field Trip: An approved College activity that takes place away from the regular class venue, campus, or community learning centre.

1 STAFF RESPONSIBILITIES

- 1.1 The staff member organizing the field trip is responsible for completing and submitting the paperwork for risk management purposes to the Director of Finance/CFO and copying managers and other staff as required. This will be done prior to the trip and in accordance with *Student Excursions – Internal Process*. (available on SharePoint)
- 1.2 The Director of Finance/CFO (or designee) is responsible for submitting the paperwork for out-of-town field trips to GNWT Risk Management and for storing and managing the paperwork for in-town field trips.
- 1.3 Staff who are organizing field trips that are one day or less and involve no costs will notify their supervisor of the date, location, and purpose of the trip prior to the trip.
- 1.4 Staff who are organizing field trips that involve costs will obtain the necessary spending approvals prior to the trip. (Ask your supervisor if you do not know what the procedure is for getting spending approval.)

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- 1.5 Staff will obtain travel authorization prior to any field trip for which they will be claiming duty travel allowances or overtime.
 - 1.6 Staff who are organizing field trips (or their designee) are responsible for reviewing relevant bylaws (e.g. Bylaw #1 *Student Conduct*), policies (e.g. H.08 *Vehicle Use*), guidelines, and expectations with all participants prior to the trip.
 - 1.7 The staff member leading the trip is responsible for ensuring the safety and well-being of students, staff, and members of the public.
 - 1.8 Staff taking part in field trips will abide by legislation, policies, and guidelines that are appropriate to the field trip.

2 STUDENT RESPONSIBILITIES

- 2.1 Students will conduct themselves in the same way they would on campus/CLC and are subject to the same disciplinary action, as outlined in Aurora College Bylaw 1 *Student Conduct* and Bylaw 3 *Student Loss of Privileges, Penalties, Sanctions, and Appeals*.
- 2.2 Students will abide by legislation, policies, and guidelines that are appropriate to the field trip.
- 2.3 Students are responsible for paying any additional expenses they incur that are not covered as part of the field trip.

3 VEHICLES

- 3.1 Operators of vehicles on field trips will comply with Aurora College policies and government legislation and policies, including: *Financial Administration Act, Financial Administration Manual, and Code of Conduct Respecting Conflict of Interest and Oath of Office and Secrecy for the Employees of the Government of the Northwest Territories*.
- 3.2 Aurora College staff and students operating a College vehicle will meet the age and licensing requirements, as prescribed in policy H.08 *Vehicle Use*.
- 3.3 Use of personal vehicles on field trips is not recommended. Staff or students who do use their own vehicle on a field trip will provide proof of \$1,000,000 (one million dollars) liability insurance. **Personal vehicles used for work purposes are not covered under GNWT insurance.** Costs associated with using personal vehicles, including damage/repair costs and liability for third parties, will be borne by the individual.
- 3.4 Use of personal vehicles on field trips is not allowed for out of country travel.
- 3.5 Staff who regularly (as defined by their insurance company, but generally one day out of five) use their personal vehicle for work will provide their supervisor with a certificate of

insurance showing \$1,000,000 (one million dollars) of liability coverage, as well as a permission to carry passengers endorsement.

- 3.6 Staff who are chartering vehicles (e.g. buses or airplanes) will follow the College's procurement procedures. (Contact the Manager, Purchasing and Contracts.)

4 PARTICIPATION OF CHILDREN AND FAMILY MEMBERS

- 4.1 Children are not allowed on field trips unless the field trip has been specifically organized to include children.
- 4.2 Family members are not allowed on field trips unless the field trip has been specifically organized to include family members or the family member is an Aurora College employee who is on the field trip as part of his or her job.

5 GENERAL

- 5.1 References in this policy to Aurora College staff members in authority (e.g. Director of Finance/CFO) may include a designee acting on her or his behalf.
- 5.2 Bylaws, policies, procedures, and forms are accessible to staff from SharePoint.

PROCEDURES, FORMS, AND RULES

The Director of Finance/CFO (or designee) is responsible for managing the procedures, forms, and rules for this policy.

Student Excursions – Internal Process

Student Excursion (Field Trip) Form

RELATED POLICIES

H.08 *Vehicle Use*

RELATED AURORA COLLEGE BYLAWS

Bylaw #1 Student Conduct

Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals

FACT SHEET**DATES:**

1989-02-18	New policy issued.
1998-06	Policy revised. Policy and Programs Committee Motion #PP40-1998. Board of Governors Motion #BG107-1998. Implemented January 1999.
2018-02-28	Policy revised Approved by Public Administrator Ref.#Admin-06-2018. Implemented April 2, 2018.