



# Sponsored/Approved Student Excursions - In Country

The following report must be sent to Risk Management & Insurance, Department of Finance, via mail (Box 1320, Yellowknife, NT X1A 2L9) or fax (867) 920-6133 or e-mail to (risk\_fin@gov.nt.ca) For any serious injuries, please report by telephone immediately

**INCOMPLETE FORMS WILL BE RETURNED**

**GENERAL INFORMATION**

School Name		School Board
Excursion Date (M/D/Y)	Destination	Reason for excursion - <b>Include Itinerary</b>

**MODE(S) OF TRANSPORTATION (SELECT ALL THAT APPLY)**

Automobile  
  Snowmobile  
  Watercraft  
 What is the length? \_\_\_\_\_  
  Aircraft  
  Train  
  Sled  
  ATV  
  Bus  
  Other \_\_\_\_\_

**DOES THE OWNER(S) OF THE VEHICLE(S)/MACHINE(S) HAVE VALID LIABILITY INSURANCE?**

**If the vehicle(s) / Machine(s) are a GNWT asset, please include the Asset and License Plate Number.**

**All Privately owned vehicles used to transport students must carry a minimum of \$1,000,000 (one-million dollars) liability insurance.**

GNWT Asset	Owner(s) of Vehicle(s) / Machine(s)	Year	Model/Make	License Plate No. / Asset No.	Insurance Policy No. & Insurer
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

**SUPERVISOR(S) / CHAPERONE(S)**

First and Last Name	Date of Birth (M/D/Y)	Employed by School Council	Supervisor or Chaperone
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Supervisor <input type="checkbox"/> Chaperone
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Supervisor <input type="checkbox"/> Chaperone
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Supervisor <input type="checkbox"/> Chaperone
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Supervisor <input type="checkbox"/> Chaperone
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Supervisor <input type="checkbox"/> Chaperone

**LIST OF ATTENDING STUDENTS (IF MORE SPACE IS NEEDED, PLEASE ATTACH A SEPERATE LIST)**

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24

**SIGNATURE**

Date	Principal Signature
Date	Superintendent Signature (if required)

The privacy provisions of the Access to Information and Protection of Privacy (ATIPP) Act protect the information collected. If you have questions about the collection, please contact, Risk Management & Insurance, Department of Finance in Yellowknife at (867) 767-9177 ext. 15263.

## **Requirements for Driver(s) of Vehicle(s) and/or Machine(s) used to transport students**

- Drivers of automobiles transporting students must be 18 years of age or older.
- Drivers of Snowmobiles and ATV's must be 16 years of age or older, unless there is a local bylaw that prescribes a different age and issues a license or permit.
- **All vehicles used to transport students and/or teachers and/or chaperones must carry a minimum of \$1,000,000 in third party liability insurance.**
- If there is to be any travelling on or across a constructed "ice road", drivers must be 16 years of age, appropriately licensed and the vehicle must be registered, plated and carry a minimum of \$1,000,000 in third party liability insurance (Snow machines and ATVs).
- If there is to be any travelling on or across a public highway outside of municipal limits, drivers must be 16 years of age, appropriately licensed and the vehicle must be registered, plated and carry a minimum of \$1,000,000 in third party liability insurance (Snow machines and ATVs).
- In the case of travel by watercraft, including boats, canoes and kayaks, all participants must wear CSA approved floatation devices, and the principal driver of same must be of the age of majority and must be experienced.