



# LEARNING ELEMENTS

## STUDENT TRANSPORTATION & OFF-SITE TRAVEL CONSENT, RISK ACKNOWLEDGEMENT & LIMITED RELEASE

Complete the route, driver/provider, restraint and hand-off details before signing. Separate activity consent may be required.

### 1. STUDENT, ROUTE AND TRANSPORTATION DETAILS

|                                                                                                         |                                               |                             |                      |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|----------------------|
| Student Full Name                                                                                       | Date of Birth                                 | Age                         | Grade                |
| <input type="text"/>                                                                                    | <input type="text"/>                          | <input type="text"/>        | <input type="text"/> |
| Height (cm)                                                                                             | Weight (kg)                                   | Authorization Period - From | To                   |
| <input type="text"/>                                                                                    | <input type="text"/>                          | <input type="text"/>        | <input type="text"/> |
| Pick-up Location / Origin School                                                                        | Origin Contact / Phone                        |                             |                      |
| <input type="text"/>                                                                                    | <input type="text"/>                          |                             |                      |
| Destination / Drop-off Location                                                                         | Destination Contact / Phone                   |                             |                      |
| <input type="text"/>                                                                                    | <input type="text"/>                          |                             |                      |
| Days, Pick-up Times, Expected Arrival Times and Regular Route                                           |                                               |                             |                      |
| <input type="text"/>                                                                                    |                                               |                             |                      |
| Authorized Transportation Provider(s) / Driver(s) (attach a current driver list if needed)              |                                               |                             |                      |
| <input type="text"/>                                                                                    |                                               |                             |                      |
| Primary Vehicle Description / Licence Plate                                                             | Child Seat / Booster Requirement and Supplier |                             |                      |
| <input type="text"/>                                                                                    | <input type="text"/>                          |                             |                      |
| Approved Off-site Destinations, Route Variations and Any Additional Material Risks (enter NONE if none) |                                               |                             |                      |
| <input type="text"/>                                                                                    |                                               |                             |                      |

### 2. SCOPE OF TRANSPORTATION CONSENT

I am the parent/legal guardian of the student named above and voluntarily authorize Learning Elements and the authorized drivers or transportation providers identified in Section 1 to transport the student between the completed pick-up and drop-off points, according to the completed schedule, and to the specifically disclosed off-site destinations. I authorize the origin school or caregiver to release the student to the authorized driver and authorize Learning Elements to release the student only under the hand-off instructions in this form.

I am responsible for giving the origin school or caregiver any release authorization it requires. Learning Elements' transportation supervision begins only when the student is physically accepted by the authorized driver or staff member and ends upon authorized hand-off at the destination.

#### SEPARATE CONSENT MAY BE REQUIRED

This form does not authorize an undisclosed destination, materially different service, out-of-town or overnight travel, or participation in a higher-risk off-site activity. Learning Elements must provide material trip and activity details in advance and obtain any separate consent or waiver required by law. Reasonable route changes caused by traffic, weather, road closures or emergencies are not a new activity.



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### 3. DRIVER, VEHICLE AND CHILD-RESTRAINT STANDARDS

Learning Elements will use, or require an authorized transportation provider to use, a driver who holds the licence required for the vehicle and service and has completed any screening or training required by applicable law or Learning Elements policy. The vehicle must be lawfully registered, reasonably maintained, equipped with an individual seating position and working restraint for each passenger, and insured under automobile insurance applicable to the transportation service being provided.

- Every student must remain in an individual seating position and use a properly adjusted seat belt or legally required child restraint or booster seat for the entire trip, except during a genuine emergency.
- Child restraints and booster seats must meet applicable Canadian standards, be within their useful life, be free from known collision damage or recall, and be installed and used according to the manufacturer and vehicle instructions.
- The parent/legal guardian must provide accurate age, height, weight, medical and mobility information and provide an appropriate restraint if the completed transportation plan assigns that responsibility to the parent/legal guardian.
- The driver remains responsible for lawful securement before the vehicle moves. Transportation may be refused or delayed if required information or a suitable restraint is unavailable.
- A substitute driver or vehicle may be used only if the substitute satisfies the applicable licensing, insurance, restraint and safety requirements described in this form.

**Nothing in this form transfers or limits a driver's, vehicle owner's, transportation provider's or Learning Elements' duties under applicable traffic, vehicle, insurance, child-care or other law.**

### 4. PICK-UP, HAND-OFF AND MISSED CONNECTIONS

The parent/legal guardian or origin caregiver must supervise the student until the authorized driver or staff member has arrived, verified the student and accepted responsibility. At drop-off, the student will be released only to an authorized person, to Learning Elements staff at the centre, or under written independent-release instructions accepted by Learning Elements. A delay, missed connection or unanswered call does not create permission for unattended or independent release.

**Authorized Receiving Person(s) at Drop-off - Names, Relationships and Phones**

**Independent Release Request (valid only if separately accepted in writing by Learning Elements)**

**Custody, Access or Release Restrictions (provide supporting documents where applicable; enter NONE if none)**

**Missed Pick-up / No Authorized Receiver Instructions and Alternate Safe Location**

If no authorized receiver is available, Learning Elements or the provider will keep the student reasonably supervised, attempt the listed contacts, and may return the student to Learning Elements or another approved safe location. If a material safety or custody concern exists and no responsible adult can be reached, Learning Elements may contact police, emergency services or another legally appropriate authority. Learning Elements will not knowingly leave the student unattended in a vehicle or at an unapproved location.



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### 5. STUDENT CONDUCT AND UNAUTHORIZED EXIT

- Remain seated in the assigned position with the required restraint properly fastened until the driver gives permission to exit.
- Do not open a door or window, interfere with the driver or vehicle controls, distract the driver, throw objects, or bring prohibited or unsafe items into the vehicle.
- Follow reasonable driver and staff instructions during boarding, travel, unloading, evacuation, delay, breakdown or emergency.
- Learning Elements may refuse or suspend transportation and require the parent/legal guardian to arrange alternative transportation if conduct creates a safety risk or materially disrupts the service.

If the student removes or defeats a restraint, attempts to leave the vehicle or designated hand-off area without authorization, or is otherwise unaccounted for, the driver or Learning Elements will take reasonable steps to stop in a safe place, locate and protect the student, contact the parent/legal guardian and, where an immediate risk exists or the student cannot be promptly located, contact 911, police or emergency services as appropriate.

#### LIMITED RELEASE - DELIBERATE SAFETY VIOLATION

**To the extent permitted by applicable law, I agree to release Learning Elements and its owners, employees, teachers, volunteers, authorized drivers and representatives from liability for injury or loss arising directly from the student's deliberate removal of a restraint, unauthorized exit or refusal to follow safety instructions, provided that the applicable driver, provider and Learning Elements exercised reasonable care and supervision and complied with applicable law.**

### 6. TRANSPORTATION RISKS AND LIMITED RELEASE

Motor-vehicle transportation and boarding or exiting involve ordinary and inherent risks that cannot be completely eliminated through reasonable care. Risks include collisions caused by other road users; sudden braking, swerving or vehicle movement; slips, trips or falls while boarding, exiting or walking to a hand-off point; traffic, construction, weather, road hazards and reduced visibility; mechanical breakdown; delays or route changes; actions of other passengers or members of the public; and ordinary illness exposure. These risks may cause property loss, emotional distress, minor injury or, in uncommon cases, serious injury or death.

**I understand these risks and voluntarily authorize the transportation described in this form. To the extent permitted by applicable law, I accept for myself, and acknowledge on the student's behalf, the ordinary and inherent risks that remain despite reasonable precautions.**

#### LIMITED RELEASE

**To the extent permitted by applicable law, I agree to release Learning Elements and its owners, employees, teachers, volunteers, authorized drivers and representatives from liability for injury, loss or damage to the extent arising from the ordinary and inherent transportation risks described in this form, including acts of other road users and conditions outside their reasonable control. Nothing in this form excludes or limits liability, statutory accident benefits, insurance rights, consumer rights, or duties of reasonable care and supervision that cannot lawfully be excluded or limited under applicable Ontario law.**

### 7. DELAYS, BREAKDOWN, COLLISION AND EMERGENCY RESPONSE

Learning Elements or the provider may delay, cancel, stop or reasonably reroute transportation because of unsafe weather, traffic, road closure, mechanical concern, driver unavailability, illness, emergency or another safety reason. Reasonable efforts will be made to notify the parent/legal guardian. Where transportation must continue, Learning Elements may arrange a reasonably appropriate substitute driver, vehicle or provider that meets the standards in Section 3.

After a collision, breakdown or medical event, the driver or Learning Elements will take reasonable steps to secure and supervise the students, move to safety where appropriate, provide basic first aid within training, call 911 or roadside assistance as reasonably required, and notify the parent/legal guardian. To the extent permitted by law, Learning Elements is not responsible for ordinary delay, a missed class or third-party expense arising solely from a reasonable safety decision or circumstances outside its reasonable control.



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### 8. HEALTH AND EMERGENCY INFORMATION

The parent/legal guardian must provide complete and accurate information relevant to safe transportation, including motion sickness, allergies, medication, mobility, behavioural, communication or evacuation needs, and must promptly report changes. Medication will be carried or administered only under a separate written authorization and applicable policy.

Transportation-related Health, Medication, Mobility, Behavioural, Communication or Emergency Needs (enter NONE if none)

Emergency Contact Name

Relationship

Primary Phone

Alternate Emergency Phone

Parent/Guardian Immediate Contact

If an injury or medical emergency occurs and contact cannot be made promptly, I authorize reasonable and necessary measures, including basic first aid, calling 911 or emergency medical services, ambulance transportation, hospital care and staff accompaniment where reasonably necessary. Learning Elements may act without prior approval to protect the student's life or physical safety. To the extent permitted by law, uninsured ambulance, hospital, medical and related expenses are the responsibility of the parent/legal guardian.

### 9. THIRD-PARTY PROVIDERS, PROPERTY AND PRIVACY

- Learning Elements may use an authorized independent transportation provider, but will take reasonable steps concerning selection, instructions and confirmation of the provider's applicable licence and insurance. Learning Elements cannot control all acts of other road users or conditions outside its reasonable control.
- If a provider requires a separate waiver, release or participation agreement, Learning Elements will provide it in advance for separate review and signature. This form does not incorporate or accept unknown third-party terms.
- Valuable personal items should not be transported. To the extent permitted by law, Learning Elements is not responsible for ordinary loss, theft or damage to personal property unless caused by its failure to exercise reasonable care.
- Information in this form, including contact, route and health information, may be used and disclosed only as reasonably necessary for transportation administration, hand-off, supervision, safety, emergencies, insurance and legal compliance, subject to applicable privacy law and Learning Elements' privacy practices.

### 10. TERM, LEGAL BOUNDARIES AND ACKNOWLEDGEMENT

This form applies only during the completed authorization period and to the service disclosed in Section 1. A material change to the route, provider, restraint plan or type of travel requires notice and any new consent required by law. This form does not replace an enrolment agreement, field-trip activity waiver, medication authorization, originating-school release form, or any policy, record, insurance or duty required by law.

By signing, I confirm that:

- I have authority to provide this consent and reviewed the completed route, schedule, provider, vehicle, restraint, hand-off, health and risk information before signing.
- The information provided is true, complete and accurate, and I will promptly report changes affecting safe transportation or release.
- I authorize the transportation, reasonable route changes, supervision, emergency response and substitute arrangements described in this form.
- I understand and agree to the risk acknowledgements and limited releases in Sections 5 and 6, subject to the stated legal limits.

**Do not sign an incomplete form. The parent/legal guardian must sign before transportation begins. Keep a copy of the completed form.**

Parent/Legal Guardian Name

Relationship

Phone

Email

Parent/Legal Guardian Signature

Date