

The following report can be sent to the Risk Management & Insurance, Department of Finance, Yellowknife by fax (867) 873-0325, mail (Box 1320, Yellowknife, NT. X1A 2L9), or email to: risk\_fin@gov.nt.ca

**Sponsored and Approved Student Excursions**

\* To be completed for any student travel

\* Please Print

<b>Name of School:</b>	<b>Dates of Excursion:</b>
<b>Destination:</b>	<b>Reason for Excursion:</b>

**Does the Owner(s) have valid Liability Insurance on Machine(s)?**

If the vehicle is a GNWT asset, please indicate as such and supply the Asset numbers and License plate numbers.

Yes/No	Owner(s) of Machine(s)	Year & Model	License Plate #	Policy # & Insurer

<b>How many machines are being used on this excursion?</b>	<b>Modes of Transportation:</b>  (Please check all that apply)	<input type="checkbox"/> Automobile
Type #		<input type="checkbox"/> Snowmobile
Type #		<input type="checkbox"/> Watercraft
Type #		<input type="checkbox"/> Aircraft
<b>If Watercraft, what is the length: (Identify if feet or metres)</b>		<input type="checkbox"/> Train
Vessel 1 =		<input type="checkbox"/> Sled
Vessel 2 =		<input type="checkbox"/> ATV
Vessel 3 =	<input type="checkbox"/> Bus	
Vessel 4 =	<input type="checkbox"/> Other	

**Supervisors / Chaperones:**

_____	_____
_____	_____
_____	_____

(Please attach a list of students who are participating)

<b>Principal's Signature:</b>	<b>Date:</b>
<b>Superintendent's Signature:</b>	<b>Date:</b>

**Please ensure that any and all privately owned vehicles carry a minimum of \$1,000,000.00 (1 million dollars) Automobile Liability Insurance if used to transport Students.**

In the event that the Automobile, Snowmobile, Watercraft or ATV is not insured by the Government of Northwest Territories, please complete the form on the reverse.

## Risk Management & Insurance

### SCHOOL EXCURSIONS

#### Requirements for Driver's of Automobiles, ATV's, Snowmobiles and Watercraft

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.

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.

All participants must wear CSA approved helmets while travelling on snowmobiles or ATVs.

In the case of travel by water craft, 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.

\*Please Print **Do local Municipal Bylaws require Liability Insurance on the Vehicle/Vessel?**

<b><u>Ownership</u></b>	<b><u>Make</u></b>
<b><u>Year</u></b>	<b><u>Model</u></b>
<b><u>VIN</u></b>	<b><u>License Plate</u></b>

**Owner certifies that the vehicle is in safe operating condition**

**Owner's Signature** \_\_\_\_\_

\* Please Print **Form to be completed by an Authorized School Official**

<b><u>Name</u></b>	<b><u>Title</u></b>
<b><u>Phone Number</u></b>	<b><u>School</u></b>
<b><u>Fax Number</u></b>	<b><u>Address</u></b>
<b><u>Email Address</u></b>	

The Privacy provisions of the Access to Information and Protection of Privacy (ATIP) Act protect the information collected. If you have questions about the collection, please contact Risk Management & Insurance/Treasure, Department of Finance at 867-873-7307.

Construction and Renovation Projects

Project Name  
Project Officer  
Project Number  
Project Location  
Contract Number  
Date of Award  
Contract Amount  
Expected Completion Date  
Awarded To  
Project Insurance Company

Type of Construction  
Foundation  
Main Floor  
Roof  
Walls  
Exterior Siding  
Interior Siding  
Fire Protection within the building (check all that apply)

Sprinkler System	Fire Hose Cabinets
Fire Alarms	Hydrants
Fire Extinguishers	Other _____

Information entered by

Name  
Email

If you have any questions about this form, email [risk\\_fin@gov.nt.ca](mailto:risk_fin@gov.nt.ca) or call (867) 873-0320