

All parties must be aware of and comply with the requirements of Policy 307 – Experiential Learning and must sign this agreement prior to the student's participation in an activity. A signed copy of this agreement must be placed in the student's record.

Responsibilities of the SUPERVISOR (School Personnel):

- a) Ensure the mentor understands the requirements of [Policy 701 – Policy for the protection of Pupils](#) and [Policy 703 – Positive Learning and Work Environment](#).
- b) Act as a liaison between the mentor, school personnel, and parents or guardians to facilitate communications.
- c) Inform the student of the objectives of the exploration activity and his or her responsibilities within the activity.
- d) Inform the mentor of the intent of the exploration activity and any specific needs of the student that may affect their own safety or that of others.
- e) Withdraw a student from an exploration activity if there is just cause.

Responsibilities of the MENTOR (Organization):

- a) Understand and adhere to the requirements of [Policy 701 – Policy for the protection of Pupils](#) and [Policy 703 – Positive Learning and Work Environment](#).
- b) Ensure the supervision of the student during the exploration activity.
- c) Responsible for costs incurred due to accidental damage to equipment, loss of inventory and/or production and must have coverage for third party liability.
- d) Report any injury or illness, as required by WorkSafe NB, and inform the supervisor as soon as possible following the incident.

Responsibilities of the STUDENT:

- a) Complete the documentation related to the exploration activity provided by the supervisor, if applicable.
- b) Immediately report any incident or injury to the mentor, supervisor, and parent or guardian.
- c) Demonstrate a professional work attitude by being punctual, respecting the code of conduct, dress code, use of cell phones and social media, and use of safety equipment/personal protective equipment prescribed by the mentor.
- d) Respect the rules of confidentiality related to the exploration activity (respect the confidential nature of information obtained and context concerning co-workers or other work-related information, including posting on social media sites).

Responsibilities of the PARENT/GUARDIAN:

- a) Support their child, supervisor, and the mentor to meet the requirements and ensure the safety and success of their child's exploration activity.
- b) Inform the supervisor of any behaviour, habits, or disabilities of the student that may affect their safety or the safety of others and consent to disclose their child's information to the mentor.
- c) Ensure their child's mode of transportation is safe. If their child is transporting themselves, ensure they have a valid driver's licence and that the vehicle is inspected and insured. Any change in the mode of transportation must be communicated to the supervisor.
- d) Ensure they conduct themselves in a respectful manner and follow established procedures when involved in communications concerning their child.

Description of the exploration activity: _____

Date and Schedule:
 Date(s) of the exploration activity: _____
 Arrival and departure time(s): _____

Supervisor (School Personnel):
 School District: _____ School: _____
 Name of supervisor (School Personnel): _____
 Telephone number: _____ Email: _____

Mentor (Organization):
 Name of mentor: _____ Job title: _____
 Name of organization: _____
 Address: _____
 Telephone number: _____ Email: _____

Student:
 Name of student: _____
 Telephone number: _____ Email: _____

Parent/Guardian:
 Name of parent or guardian: _____
 Telephone number: _____ Email: _____

Insurance:

- a) The Government of New Brunswick assumes responsibility for insuring all students enrolled in an approved unpaid experiential learning activity against work-related injuries. Students are insured under the Workers' Compensation Act as learners and are considered workers of the Government of New Brunswick for Workers' Compensation purposes. The Workers' Compensation Act provides compensation for personal injury, due to an accident that may occur to a student while participating in an approved unpaid experiential learning activity.
- b) The organization hosting the student is responsible for costs incurred due to accidental damage to equipment, loss of inventory and/ or production and must have coverage for third party liability.

Means of Transportation for the student:

- | | |
|--|---|
| <input type="checkbox"/> Driving a privately-owned vehicle | <input type="checkbox"/> Transportation organized by the school |
| <input type="checkbox"/> Driven by a parent or guardian | <input type="checkbox"/> Public Transportation: _____ |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Other: _____ |

Additional information, if applicable: _____

NOTE:

When a student intends to use a privately-owned vehicle as transportation:

1. The parent or guardian must ensure that:
 - a) The vehicle has an inspection sticker and is covered by valid insurance.
 - b) The student has a valid driver's license.
2. Parking fees and driving tickets are at the student's expense.
3. All risk and liability will be assumed by the owner of the vehicle.

THIS SECTION APPLIES ONLY TO STUDENTS WHO WILL TRAVEL WITH A MENTOR

This authorizes (name of student) _____
 to travel with their mentor (name of mentor): _____
 Specifications, if applicable: _____

RISK AND LIABILITY:

- All risk and liability will be assumed by the owner of the vehicle.

VEHICLE STANDARDS:

- The vehicle has a valid inspection sticker and must be covered by Third Party Liability and Accident Benefits in the amount of at least \$ 2 million.
- The vehicle must be equipped with winter tires between November 1 and April 30.

DECLARATION CONCERNING THE DRIVER (MENTOR):

- I hold a valid Canadian driver's license.
- I will not be under the influence of prescription or illegal drugs, alcohol, or cannabis, and I will not use or permit the use of tobacco products at any time during the student's transportation.
- My accumulated work and driving hours will not exceed 13 hours during a trip.
- I will adhere to all applicable Acts and Regulations regarding operating a motor vehicle.

Note: By entering my name below, I am signing this agreement, and I declare that I understand and will comply with all the conditions set out above.

Signature of the supervisor: _____ **Date:** _____

Signature of the mentor: _____ **Date:** _____

Signature of the student: _____ **Date:** _____

Signature of the parent/guardian: _____ **Date:** _____