



CATHOLIC DIOCESE
of SALINA

**Field Trip, Transportation, and Chaperone
Guidelines for
Catholic Schools, Parishes, and Youth
Ministry Programs**



WE'RE GOING ON A
FIELD TRIP!



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“I believe that experiences outside of the traditional classroom are crucial to student learning, and that schools should provide multiple opportunities for field trips and mission trips”.

~Geoff Andrews, Superintendent of Schools, Catholic Diocese of Salina

“Traveling together to grow in faith and fellowship with our fellow Christians has always been an important tradition in the Church, dating all the way back to the journeys that As Jesus took his disciples on as he formed them and taught them to spread the good news. We continue that tradition today in the forms of mission trips, NCYC trips, and other programs with the young people in our diocese so they can grow in community and as faithful disciples of Christ.”

~Bill Meagher, Youth Ministry and Religious Education Director, Catholic Diocese of Salina

OVERVIEW

As adults we are entrusted with the responsibility of accompanying young people in their journey of faith within our Catholic Church, while keeping those who participate safe from all harm. The following guidelines are to be followed by all participants, pastors, school administrators, teachers, DRE's, youth directors, supervisory personnel, religious, chaperones, volunteers, or anyone traveling with minors for day or overnight trips and events, both inside and outside the diocese.

When planned with care, field trips are an important component of the educational, spiritual and cultural development of students. The Safe Environment Office recognizes the benefits of these experiences and encourages field trips that supplement classroom learning and spiritual development. Our hope is that such trips are planned with great consideration so that all participants will have a safe and enjoyable experience. This guide was developed to aid you in the process of planning field trips to help ensure the safety of your participants. If you have encountered a situation or have a question that is not addressed in this guide, please feel free to call the Safe Environment Office 785-827-8746.

All field trips should be related to the curriculum being studied at school, the catechesis being taught in parish programs, or the mission carried out by the parish. The nature and subject of field trips should never conflict with the faith and morals of the Catholic Church. An element of prayer and Christian living should also be included in each trip.

The key to a safe and successful field trip is proper planning. In terms of risk management, this means identifying possible risks and taking action to avoid or mitigate those risks. This includes using due diligence when choosing field trip destinations, obtaining permission, ensuring your trip is adequately supervised with the right personnel, and taking into consideration the special needs of the students.

All field trips need an organizer - either a faculty member or church ministry personnel. This person is the main point of contact for the field trip. Although this person may delegate responsibilities and have others help with the tasks of organizing the trip, ultimately this person is responsible for the following:

- Obtaining permission from parish or school administrators
- Working together with the Safety Coordinator of your parish or school to obtain **ALL** completed forms from adults, parents/guardians
- Communicating details of the trip, along with any changes, to all parties involved
- Ensuring adequate adult supervision
- Verifying that all involved have completed Safe Environment training and background check
- Verifying that all drivers have met requirements to transport minors
- Making accommodations for those with special needs
- Planning for emergencies and disciplinary issues
- Ensuring all drivers are at least 25 years old

INFORMATION REGARDING DAY AND OVERNIGHT FIELD TRIPS WITH MINORS

Trips/Events/Activities:

These include, but are not limited to diocesan, school and parish retreats, field trips, conventions, youth ministry conferences, and camps. *No "lock-in" type events are permitted at any age level.* All trips (day or overnight) and events must be approved by proper administration; parishes (contact Diocesan Youth Ministry/Religious Education Office, schools (contact Diocesan Superintendent of Schools Office) along with the Diocesan Safe Environment Office.

- ◆ Trips taken with Parish Religious Education or Catholic School Students in *grades Pre-K-5* should have an educational, spiritual or faith building component, and are limited to one day trips. Overnight trips involving overnight lodging are **NOT** permitted.
- ◆ Trips taken with Parish Religious Education /Youth Ministry or Catholic School Students in *grades 6-8* should include spiritual, educational or faith building components. Overnight trips involving overnight lodging are **limited** to Diocesan /School sponsored trips, i.e., *Junior CYO camp*. All other overnights may be considered, please contact the Diocesan Youth Ministry/Religious Education Office or Diocesan Superintendent of Schools along with the Diocesan Safe Environment Office.
- ◆ Trips taken with Parish Religious Education /Youth Ministry or Catholic School Students in *grades 9-12* should include spiritual, educational or faith building components. All overnight trips involving overnight lodging must be **pre-approved** by the Diocesan Director of Religious Education and Youth Ministry or the Diocesan Superintendent of Schools and the Diocesan Safe Environment Office.

General Requirements for Chaperones:

- All Chaperones must be 25 years or older, whether chaperoning for a one day or overnight event. (A licensed educator at least 21 years of age or older, may be a chaperone.)
- A licensed educator under the age of 25 who has gone through full Diocesan Protocol (CMG Connect Safe Environment Curriculum, CMGConnect Defensive Driving Curriculum) will be allowed to be a driver.
- Adults ages 18-24 may be a "helper" for the event.
- Every chaperone must be in compliance with all Safe Environment standards (Safe Environment training and background check) for the Diocese of Salina prior to the event.
- If both genders of students are present at the activity, both genders of chaperones must be present.
- If it is necessary for a chaperone and minor to meet privately, the meeting should take place within sight of another adult.

General recommendation of Adult Chaperones - Minor Ratios:

The recommended ratio of chaperones to students will vary depending on the scope of the event, trip or activity.

In general, the guidelines **For ALL parishes, schools, and youth ministry groups in the diocese**, for all day trips, overnight trips, (if permitted) activities, and events are as follows:

Students in grades Pre-K -3rd grade: 1 adult chaperone for every 5 students

Students in grades 4th -8th grade level: 1 adult chaperone for every 8 students

Students in 9th -12th grade level: 1 adult chaperone for every 10 students

Reminder: For the safety of children and adults, two adult chaperones must be present at all times during a trip/event/activity, regardless of the number of children present. At any time if you are not able to follow these guidelines or adult chaperone ratios, please contact the Director of RE/YM or Superintendent of Schools.

Forms B, C, D, D-1 and HIPAA are required of students participating in day or overnight field trips. Please fill out each form in its entirety before submitting. Please see event coordinator for any other required forms or information related to specific event.

Forms A, E, E-1, and K are required for adult sponsors of day or overnight field trips. Please fill out each form in its entirety before submitting. Please see event coordinator for any other required forms or information related to specific event.

School bus drivers and all other drivers must complete the full diocesan protocol (which includes safe environment training and background check)-see guidelines for transportation of minors for more information.)

Chaperones and supervisory personnel should not go on overnight trips alone with minors other than their own children. Furthermore, chaperones and supervisory personnel are not to share a bed with minors or sleeping quarters with minors other than their own children.

For groups staying in hotels, if possible, all the rooms be on the same floor or location in the hotel. There is to be no co-ed sleeping arrangements, unless they are married adults, adjoining rooms should only be shared by minors of the same gender.

Participants must never be allowed unsupervised access to the hotel rooms of other participants, youth directors, chaperones or other supervisory personnel.

In situations where males and females share a common large room (such as a parish hall) a sufficient number of supervisory personnel are to be provided on a rotating schedule to ensure constant supervision. Sleeping areas for males and females are to be clearly defined.

Chaperones and supervisory personnel are not to use a community shower, nor be in any questionable state of undress in the presence of participants.

Changing clothing or showering by participants is not to be monitored by a lone adult supervisor, and never by adults of the opposite sex. More than one adult supervisor must be present during these times. All chaperones and supervisory personnel must understand that extreme caution must be exercised at these times so that no actions, words, stares, or touches have the potential for misinterpretation. Any necessary disciplinary actions are to be carried out after the participant has had the time to be properly dressed and must take place outside of the changing and bathroom areas.

During any field trip or event, all adults and minors clothing should be modest, including pajamas (sweats, shorts, t-shirt).

The Diocesan Director of Religious Education and Youth Ministry will facilitate the supervision and leadership with regards to **Prayer and Action** following diocesan guidelines and further particulars, ensuring adult sponsors, chaperones, team leaders and student participants are always in the safest environments for all parties involved.

Each individual parish, school, or CYO group (within each event, activity, or trip) may add specific suggestions that increase the safety provided of these general diocesan guidelines.

<p>Day and overnight trips and events both in the schools and parishes of the diocese can provide a fun alternative to traditional learning; however certain risk management steps should be taken to help reduce the potential exposure for the diocese, parish, or school. The pastor, principal or supervisor must ensure that all chaperones and supervisory personnel are in compliance with all diocesan policies during the event. Please note, other forms and instructions may be needed in addition to these guidelines depending on the event.</p>

INSTRUCTION SHEET FOR COMPLETING FORMS FOR "FIELD TRIPS"

Please fill out all necessary forms in their entirety, if they are not completely filled out, they will be returned and may impede your ability to volunteer or participate in an event.

- FORM A – Disclosure Form** -Adults please complete before ministering in any capacity (including driving) with minors
- FORM B – Medical Information Form** -Parents please complete this form
- FORM C – Medical Consent form and Liability Waiver Form** - Parents please complete this form
- FORM D – Permission slip for field trip participation** - Event coordinator fill out the top of form, and then parents please complete this form
- FORM D - 1 – Permission slip for student to be transported in a private vehicle** - Parents please complete this form
- FORM E – Field trip driver information form** – Adult driver (vehicle owner) please fill out this form if you will be transporting students in your vehicle
- FORM E - 1 – Field trip driver information form** - Adult driver (non-vehicle owner) please fill out this form if you will be the other "driver", but not using your vehicle
- FORM K – Field trip liability waiver for adults** – Adult chaperone please complete this form
- HIPAA FORM – Authorization to release/receive confidential information** – Parents please complete this form
- CHECKLIST A – For drivers transporting students in a private vehicle** – Safety coordinators please complete this form for adult driver, *owner* of vehicle
(*Safety coordinators of parishes you will begin using this form 7-1-23*)
- CHECKLIST B – For drivers transporting students in a private vehicle** – Safety coordinators please complete this form for adult driver, *non-owner* of vehicle
(*Safety coordinators of parishes you will begin using this form 7-1-23*)



FORM A - DISCLOSURE FORM FOR THOSE ADULTS MINISTERING TO CHILDREN AND YOUTH

This form is to be completed by any person before serving in a voluntary or professional capacity in service to children or youth within the Diocese of Salina. This includes persons assisting with any and all programs for persons of minor age sponsored by the Diocese of Salina, Catholic schools, and parishes, and youth ministry events as well as adult volunteers transporting minors to these events. The information provided in this form will be made available only to persons in positions of responsibility for specific diocesan, Catholic school, and/or parish programs in which the undersigned seeks to become involved.

Parish _____ School _____
Legal Name _____ Home Phone _____ Date of Birth _____
Address _____ City/State/Zip _____

1. List all previous work you have done with young people as a volunteer and/or professionally, including both church and community-related service. Please include years with each service.

2. List any particular gifts, education, training, etc., which have prepared you for work with young people.

3. For each of the following, please circle either YES or NO.

- A. Have you ever been convicted of a crime? YES NO
- B. Have you ever been charged with or convicted of a matter involving child abuse, neglect, or any form of sexual misconduct with a minor? YES NO
- C. Is there any other fact or circumstance which might call into question the appropriateness of your being entrusted with the supervision of young people? YES NO

4. If the answer to any of the previous questions is yes, please explain below:

Please complete this section if you will be transporting youth (other than your own family) during the course of your service.)

Have you completed the CMG Defensive Driving Curriculum? NO YES Date Completed _____

Has your driver's license ever been suspended or revoked? NO YES

If yes, please explain:

Driver's License No. _____ State _____

With this form, please include a copy of

- a. *your current driver's license*
- b. *your current car insurance on the vehicle you will be driving*

List three persons who can provide character references relating to your fitness for working with young people. These should not be family members or past or present employers.

Name _____ Home Phone _____

Street Address/City/State _____

Name _____ Home Phone _____

Street Address/City/State _____

Name _____ Home Phone _____

Street Address/City/State _____

SAFE ENVIRONMENT TRAINING INFO:

MUST BE FILLED OUT BY YOUR PARISH/SCHOOL SAFETY COORDINATOR

The Safety Coordinator of your parish/school will enter the certification status date (mo./day/year) from the CMGConnect data base into the shaded box and sign and date below. This must be completed before submitting/filing this form.

Certification Status Date (ex. 12-03-2018)

This certification status date represents the date you completed Safe Environment Training /background for the Diocese of Salina.)

Parish/School Safety Coordinator Signature _____ Date _____

If you have questions, please contact the Safe Environment Office (785.827.8746) #24 for assistance.

The information provided in this form is correct to the best of my knowledge. I understand that in signing this document I authorize verification of this information through communication with any person or organization named herein. I release from liability any person or organization which provides such information, as well as the Diocese of Salina, its Catholic schools, and its parishes.

Should I be accepted for service, I agree to maintain personal propriety in my conduct with young people and to conduct myself so as not to cause discomfort or give scandal to those whom I serve and with whom I work. I understand that failure to do so will serve as sufficient grounds for immediate dismissal from service.

Applicant's Signature _____ Date _____

Pastor's Signature _____

Title _____

Please submit this form to the event coordinator or keep on file at school or parish.



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FORM B - MEDICAL INFORMATION

This form should be completed for any person (under 19 years of age) in parish religious education, Catholic schools, and youth ministry programs and should be completed on an annual basis at the beginning of the program.

Diocese: Salina Parish _____ School _____

Participant's Name _____

Date of Birth _____ Place of Birth _____

Participants Regular Physician:

Name (first, middle, last): _____ Phone (including area code): _____

Medical Conditions:

Please list any medical conditions of the participant (asthma, diabetes, epilepsy, etc...): _____

List below any physical condition the sponsors, doctors, nurses, or other medical personnel should be aware of:

Insect stings: _____	Fainting Spells: _____
Allergies: _____	Ear Infections: _____
Seizures: _____	Heart Condition: _____
Headaches: _____	Other: _____

List any allergies or allergic reactions to medications of the participant: _____

Other pertinent medical information: _____

Dates of Participant's last immunizations: MMR _____ TB _____ TETANUS _____

Special dietary needs/restrictions: _____

Medications:

Prescribed medication now being taken:

Type: _____ Dosage: _____ How often: _____

Activities individual should not participate in: _____

Medical Insurance Information:

Company: _____

Plan Number: _____ Employee Identification #: _____

Emergency Contacts:

Parent or Guardian Name (first, middle, last): _____

Daytime Phone (including area code): _____ Evening Phone (including area code): _____

Other Contact:

Name (first, middle, last): _____ Phone (including area code): _____

Relationship (friend, neighbor, coworker, etc): _____



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FORM C - PARENTAL or GUARDIAN MEDICAL CONSENT FORM AND LIABILITY WAIVER

This form is to be used for any parish, Catholic school, youth ministry and diocesan field trips.

Date: _____

Diocese: Salina Parish _____ School _____

Destination _____

Name of Participant (minor): _____

Home address: _____

Cell Number _____ Home Phone Number _____ Business Number _____

MEDICAL MATTERS:

The Parish/School/Organization will take all reasonable and prudent care to see that confidentiality regarding the following information is maintained.

I/We hereby warrant that to the best of my/our knowledge, my/our child is in good health, and I/we assume all responsibility for the health of my/our child. I/We understand and acknowledge that any medical expenses related to illness or injury to my/our child are not covered by an insurance program maintained by the Parish/School/Organization or the Diocese of Salina, and that I/we am/are responsible for such expenses.

I/We understand that first aid will be available on the above-mentioned trip. I/We further understand that should an accident, injury, or illness occur, medical and/or hospital care will be obtained. I/We realize the sponsors will make a reasonable effort to notify me/us in case of accident, injury, or illness; however, should they be unable to contact me/us, they have my/our permission to pursue a course of medical action which is in the best interest of the child.

I/We understand that a reasonable effort will be made to promptly notify me/us in the event of any serious illness or accident and prior to any major surgery, except when delay in such communication would endanger life. In case of medical emergency, in the event I/we cannot be reached, I/we hereby give permission to the physician or health care provider selected by the adult staff to hospitalize, secure proper treatment for, and order whatever injection, anesthesia, or surgery said physician or health care provider deems necessary for the child. A doctor, clinic, hospital, or health care provider may proceed with any medical or surgical treatment that such sponsor may authorize.

I further understand that I will be responsible for all medical, surgical, and transportation costs which may be incurred.

Signature: _____

Parent Or Guardian

Date _____

Signature: _____

Parent or Guardian

Date _____

INSURANCE INFORMATION:

Insurance Company _____ Policy No. _____

Policy Holder _____ Date of Birth _____ Occupation _____

Employer _____ Address _____

Employer's phone # _____

** If Blue Cross/Blue Shield Insurance please state if it is Blue Choice, Blue Select, etc.



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FORM D - PARENT/GUARDIAN PERMISSION SLIP FOR FIELD TRIP PARTICIPATION

Diocese: Salina Parish/Town _____ School/Town _____

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in an activity that requires transportation away from the school/parish site. Details are below.

<p><i>Supervisor of Activity please fill out this box before distributing to parents.</i></p> <p>Name of Activity _____</p> <p>Location _____</p> <p>Date and time of departure _____</p> <p>Date and time of return _____</p>
--

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability.

PARENTAL OR GUARDIAN PERMISSION FORM

Name (of child) _____ has my permission to attend the activity referenced above.

It is understood that reasonable precautions will be taken by those persons in charge to prevent accidents or injuries, but neither those in charge nor those bringing groups shall be held responsible in case of accident or injury. I also understand that if my child violates any of the Rules of Conduct, a copy of which is attached hereto, I/we will be called to pick up the child. As parent, or legal guardian, I/we remain fully responsible for any legal responsibility which may result from any personal actions taken by the named child. I/We hereby consent to participation by my/our child, in the activity described above.

I/We understand that this event will take place away from the school/parish and that the child will be under the supervision of the designated diocesan/school/parish personnel on the stated dates. I/We further consent to the conditions stated above on the participation in this event, including the method of transportation.

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the parish or school, its officers, directors, employees and agents, and the Diocese of Salina, its employees and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Diocese of Salina, its employees and agents and chaperons, or representative associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the school/parish/diocese.

Parent/Legal Guardian Signature

Parent/Legal Guardian Signature

Address

Address

Emergency Phone #

Emergency Phone #



FORM D-1 PARENT/GUARDIAN PERMISSION SLIP FOR STUDENT TO BE TRANSPORTED BY A PRIVATE VEHICLE

SALINA CATHOLIC SCHOOLS/PARISH

Activity Date: _____

I give permission for my child, _____, to be a passenger in a private vehicle driven by a diocesan approved driver. I understand that the _____ (**insert name of school/parish**) and Salina Catholic Diocese are not liable for damages arising from the operation of a private vehicle.

Parent/Guardian Signature _____ Date: _____

Printed Name _____



FORM E FIELD TRIP DRIVER INFORMATION FORM (driver/vehicle owner)

Thank you for your interest in transporting students on a school/parish/youth ministry sponsored trip. We must ensure that that personal liability coverage and the safety of children is in place before approval is granted. This statement is required when a person drives a vehicle carrying students on a school, parish, or youth ministry sponsored trip.

Parish _____ School _____

Driver:

Name _____ Date of Birth _____
Address _____ Cell Phone # _____
Driver's License # _____ Date of Expiration _____

Vehicle that will be used:

Owner of Vehicle _____ Address _____
Make/Model/Year of Vehicle _____
License Plate # _____ Expiration _____ Registration Expiration Date _____

Insurance Information:

Insurance Company _____
Policy # _____ Policy Expiration Date _____

Liability Limits of Policy** _____

**Please note: The minimal acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000/50,000

I have not been convicted of a misdemeanor or felony driving under the influence charge. I do not have a driving under the influence pending. I have not had more than one moving violation within the past two years. I do not have more than one DMV point charged against my driving record.

I understand that my own automobile liability coverage is the prime coverage in case of an accident. Coverage and minimum limits will be in effect pursuant to section 2 of the Salina Catholic Diocese use of Private Cars for Transporting Students. It is my responsibility to inform the school/parish immediately of any material change in the above information.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required coverage in effect on any vehicle used to transport the children.

Driver Signature

Date

School/Parish Administrator

Date



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FORM E-1 FIELD TRIP DRIVER INFORMATION FORM (driver/non - vehicle owner)

Thank you for your interest in transporting students on a school/parish/youth ministry sponsored trip.

Parish _____ School _____

Name _____ Date of Birth _____
Address _____ Cell Phone # _____
Driver's License # _____ Date of Expiration _____

I have not been convicted of a misdemeanor or felony driving under the influence charge. I do not have a driving under the influence pending. I have not had more than one moving violation within the past two years. I do not have more than one DMV point charged against my driving record.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required coverage in effect on any vehicle used to transport the children.

Driver Signature

Date

School/Parish Administrator

Date



FORM K FIELD TRIP LIABILITY WAIVER FOR ADULTS

Each adult participant, including group leaders, chaperones, and adult drivers must sign this form.

RELEASE OF LIABILITY

I, _____, agree on behalf of myself, my heirs, assigns, executors, and personal representatives,
(Full name)
to hold harmless and defend _____, Diocese of Salina, its officers, directors,
(parish/school)
agents, employees, or representatives associated with the field trip from any and all liability claims, loss or damage
arising from or in connection with my participation in the field trip.

Signature

Date

Printed Name

CHECKLIST A - FOR DRIVERS TRANSPORTING STUDENTS IN PRIVATE VEHICLES TO SCHOOL/PARISH/ YOUTH MINISTRY and OTHER DIOCESAN EVENTS

Parish/School Safety Coordinator please complete for driver/owner of vehicle

Name of ADULT DRIVER (owner of vehicle) _____

- Has valid, non-restricted license (copy attached) Yes No
- Is driver a school, parish, diocesan volunteer or employee, or a parent/guardian of a student Yes No
- Has completed Safe Environment Training Curriculum and background check through CMGConnect
Verified by: _____ date _____ Yes No
- Has completed CMGConnect defensive driving curriculum and provided certificate to Safety Coordinator Yes No
- Has completed driver/vehicle owner information Form E (copy attached) Yes No
- Has current registration on vehicle (copy attached) Yes No
- Has federally approved restraint system appropriate for all passengers Yes No
- Has up to date insurance at a minimum of \$100,000 person, 300,000 per bodily injury occurrence
And 50,000 property damage (copy of insurance card attached) Yes No
- Has been informed that their insurance company is the prime coverage provider in case of an accident Yes No
- KS DL Status Record has been checked through (kdor.ks.gov/apps/DLstatus/login.aspx) (copy attached)
Record reviewed for disqualifying events by _____ date _____ Yes No
- Is driver deemed qualified based on the record check? Yes No
- Have all parental permission slips (Form D-1) been received and filed for students riding in this vehicle Yes No

A "No" to any of the above questions disqualifies the person and/or vehicle from being used to transport students.

Safety Coordinator: _____ date _____ Principal/Priest: _____ approved ___ denied ___ Comments:
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CHECKLIST B - FOR DRIVERS TRANSPORTING STUDENTS IN PRIVATE VEHICLES TO SCHOOL/PARISH/ YOUTH MINISTRY/ DIOCESAN EVENTS

Parish or School Safety Coordinator please complete for driver/non-owner of vehicle

Name of ADULT DRIVER (non-owner of vehicle)_____

- Has valid, non-restricted license (copy attached) Yes No
- Is driver a school, parish, diocesan volunteer or employee or a parent/guardian of a student? Yes No
- Has completed Safe Environment Training Curriculum and background check through CMGConnect verified by:_____date_____ Yes No
- Has completed CMGConnect defensive driving curriculum and provided certificate to Safety Coordinator Yes No
- Has completed driver information Form E-1 (copy attached)
- KS DL Status Record has been checked through (kdor.ks.gov/Apps/DLstatus/login.aspx) copy attached Record for disqualifying events reviewed by_____date_____ Yes No
- Is driver deemed qualified based on the record check? Yes No

A "No" to any of the above questions, disqualifies the person to be a driver of students.

Safety Coordinator:_____date_____
Principal/Priest:_____approved___denied___
Comments:

**ADDITIONAL INFORMATION FOR THE
CATHOLIC DIOCESE OF SALINA'S SUPPLEMENTAL POLICY ON DRIVERS
AND USE OF PRIVATE CARS FOR TRANSPORTING STUDENTS**

When it is appropriate, as determined by administrators, to use parents or other persons to transport students, the following stipulations must be complied with:

1. The driver must be 25 years of age and have a valid, unrestricted Kansas Driver's License or a licensed educator who otherwise meets the requirements herein.
2. A certificate of insurance for the vehicle being used must be provided. The policy must be current and must include the following minimum liability coverage: \$100,000 per person, \$300,000 per bodily injury occurrence, \$50,000 property damage (100/300/50).
3. The driver shall comply with all motor vehicle laws and regulations of the state in which the driver travels including laws and regulations covering car registration, driver's license, and state vehicle inspections. Drivers agree that he/she will **NOT**:
 - a. Drive while texting/calling, hands free devices only
 - b. Drive while intoxicated or under the influence of a drug or alcohol
 - c. Race or drive beyond the posted speed limit or at a speed faster than conditions allow
 - d. Drive recklessly or in a manner which could cause death or injury
 - e. Fail to stop after a collision
 - f. Perform any actions which warrant the suspension of a driver's license.
4. The number of persons in the vehicle must not exceed the number of operable seat belts. All drivers and passengers operating or riding in the vehicle must wear seat belts, even if air bags are available. No private vehicle with more than ten seats including the driver should be used; this includes vans. No one shall ride in the bed of a pick-up truck.
5. Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to drive students.
6. Before driving, a Kansas Driver's License Status Check will be performed and keep the printout in the driver's file. Any changes to the driver's licenses status must be provided within 48 hours of any incident necessitating the change.
7. Drivers who have been charged with a misdemeanor or felony driving under the influence or a serious moving violation will not be authorized to drive students pending disposition of their case.
8. Drivers must complete CMG Connect Safe Environment curriculum including CMG Connect Defensive Driver curriculum and provide the certificate of completion.
9. Driver must have passed a background check.
10. Drivers with more than one moving violation within the past two years will not be authorized to drive students.
11. Drivers must go directly from the point of departure to the point of destination and return in the same manner.
12. **Whenever possible, drivers should transport children with another driver who meets the requirements herein.** If this is not possible, there should be:
 - a. A minimum of 2 minor children in the vehicle.
 - b. All drivers should caravan directly to the destination with no detours.
 - c. All drivers should take the same route.

The rule of 2 trained adult drivers is required to assure a qualified substitute driver is readily available especially when the driving involves longer distances and / or if there are emergency situation, and proper adult to minor ratios are met at the point of destination.
13. Vehicles for transporting students must be in a safe and operable condition.
14. There must be a completed and signed permission slip on file for each student traveling in a personally owned vehicle. No unauthorized personnel are allowed to ride in non-school vehicles.
15. Certified school personnel are to be present at each terminal of a trip in which parents transport students.
16. No mileage will be paid.
17. Checklist A and B will need to be completed for driver/vehicle owner and other driver non-vehicle owner.
18. The use of, ownership, or leasing an 11-15 passenger van to transport students is prohibited.

APPENDIX B

Catholic Mutual...CARES (Diocese of Salina)

Chaperones must be at least 25 years of age for activities involving day and overnight events.

It is fine to have “helpers” ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible.

Two adult chaperones must be present at all times during a trip/event/activity, (day or overnight event) regardless of the number of children present.

Responsibilities may include:

1. Make sure students are present on the bus or other means of transportation every time transportation is used.
2. Make sure the students are in their room at curfew.
3. Make sure students are awake on time.
4. Make sure students understand daily itinerary.
5. Observe students for suspicious behavior that might involve breaking the rules.
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
7. Assist in medical emergencies and contact person in charge immediately.
8. Inquire within assigned group about any individual medical abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students’ rooms at any time with or without the students’ permission.
11. Check luggage for illegal or prohibited items.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. “Buddy systems” should be used by chaperones; thus, it is very important to ensure adults are present at all times.
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

If these standards are not followed, please elevate immediately by providing written statement of incident and any witnesses to field trip coordinator.

Distracted Driving

For Parish and School Communities

“Every single time you take your eyes off the road or talk on the phone while you’re driving - even for just a few seconds - you put yourself and others in danger.” Ray LaHood, US Secretary of Transportation

Distractions include:

- Cell phone use
- Texting
- Eating or drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a GPS
- Watching a video
- Adjusting a radio, CD or MP3 player

What is Distracted Driving?

Distracted driving is not new; it has been an issue for as long as humans have been driving cars.

Distracted driving is any activity that could divert a person’s attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety, but there are three main types of distractions:

- Manual:** taking your hands off the wheel;
- Visual:** taking your eyes off the road; and
- Cognitive:** taking your mind off driving.

Cell phone use is the most dangerous of all distractions because it requires visual, manual and cognitive attention from the driver.

Cell Phone Statistics

The National Safety Council reports that drivers who use cell phones are four times more likely to be in a crash while using a cell phone. Using a cell phone while driving, whether it’s hand-held or hands-free, delays a driver’s reactions as much as having a blood alcohol concentration at the legal limit of .08 percent.

Studies also show that headset cell phone use is not substantially safer than hand-held use. The burden of talking on a cell phone - even if it’s hands-free - saps the brain of 39% of the energy it would ordinarily devote to safe driving.

Text Messaging

Anyone who spends time with a teenager knows that text messaging is a prevalent means of communication for young people. In the month of June 2011, more than 196 billion text messages were sent or received in the US, up nearly 50% from June 2009.

Text messaging and driving, however, are a fatal mix. Studies show that text messaging creates a crash risk 23 times worse than driving while not distracted. Sending or receiving a text takes a driver’s eyes from the road for an average of 4.6 seconds. At 55 mph, that’s like driving the length of an entire football field, blindfolded.

If it’s dangerous, why do people do it?

Some people still don’t know how dangerous distracted driving is. Others know about the risks of texting and talking while driving, but still choose to do so anyway. They make the mistake of thinking that statistics don’t apply to them. Still others simply lead busy, stressful lives and use cell phones and smart phones to stay connected with their families, friends, and workplaces. They forget or choose not to shut these devices off when they get behind the wheel.



EYES ON THE ROAD: THE CHALLENGES OF SAFE DRIVING

THE THREE KEY TYPES OF DISTRACTIONS

- MANUAL:** TAKING YOUR HANDS OFF THE WHEEL
- VISUAL:** TAKING YOUR EYES OFF THE ROAD
- COGNITIVE:** TAKING YOUR MIND OFF DRIVING

RED LIGHTS: 2 seconds of light violations is a 1/30th of a second of distracted driving.

CHILDREN: Children are 13 times more distracting to a driver than talking on a cell phone.

FLEET TRUCK: 7 out of 10 fleet companies have written policies to regulate distracted driving.

BICYCLIST: Nearly 50,000 cyclists were killed or injured in motor vehicle traffic crashes in 2011.

CELL PHONES: 660,000 drivers are using cell phones while driving, at any given moment during the day.

CAR RADIO: 28% of car accidents in the US are a result of driver distractions - changing the station changes your focus from the road to the radio!

TEXTING: Drivers who text while driving are 23 times more likely to be in or cause a crash! Based on a recent survey, 90% of teens use their cell phone while driving, both to talk and text!

PETS: 84% of pet owners travel with their pets in automobiles!

FOOD: 70% of people admit to eating while driving!

5 TIPS FOR SAFE DRIVING:

- Put your phone on silent to avoid temptation!
- Make sure you are well rested before any road trip. To avoid drowsiness, take turns driving or take breaks to fuel up on food and water.
- Prepare for the drive ahead - eat, review maps, program your favorite radio stations - before any road trip.
- Obey posted speed limits and always maintain a safe distance from other vehicles on the road.
- Talk to your kids about safe driving habits before they reach driving age and remember they will learn by example!

LO/JACK

GUIDELINES FOR TRANSPORTING MINORS

Drivers who transport minors to a school/parish/youth ministry event in a private vehicle

Must have a valid drivers license, vehicle registration and proof of insurance.



Must use hands free devices while operating vehicle.



Must complete CMGConnect Safe Environment Training and background check. Drivers doing training for the first time or renewing will also be required to complete the CMGConnect Defensive Driving Curriculum.



Must be 25 years of age. A licensed educator under the age of 25 who has gone through full diocesan protocol will be allowed to be a driver.



Must have another adult (25 years of age) in the vehicle. The other adult must complete Safe Environment Training and background check, and Defensive Driving Curriculum.



Must contact school safety coordinator who will then complete a checklist of final driver requirements.



Must contact parish safety coordinator who will then complete a checklist of final driver requirements. (effective 7-1-23)



Whenever possible, 2 trained adults must be present in the vehicle when transporting minors.

If this is not possible, there must be:

- A minimum of 2 minors present in the vehicle
- Drivers should proceed in a caravan and go directly to the destination, with no detours
- Drivers should all take the same route





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