FIELD TRIP

TRANSPORTATION POLICY

Commercial carrier or contracted transportation is the most desirable method to be used for field trips and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (i.e. commercial airlines, trains, or buses), no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the (Arch)Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of $2,000,000 CSL (Combined Single Limit).

Leased Vehicles

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. If auto coverage is provided through Catholic Mutual, contact should be made with your Member Services Representative. COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.

Private Passenger Vehicles

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

1. The driver must be 21 years of age or older.

2. The driver must have a valid, non-probationary driver’s license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.

3. The vehicle must have a valid and current registration and valid and current license plates.

4. The vehicle must be insured for the following minimum limits: $100,000 per person/$300,000 per occurrence.

A signed Driver Information Sheet for each driver must be obtained prior to the field trip.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Distance Limitations (For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.

2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.
DRIVER INFORMATION SHEET

Driver
Name ___________________________ Date of Birth ______________________
Address ___________________________ Home Phone ______________________
______________________________ Cell Phone ______________________
Driver's License # ______________________ Date of Expiration ______________

Vehicle That Will Be Used
Name of Owner ___________________________ Model of Vehicle ______________
Address of Owner ___________________________ Make of Vehicle ______________
License Plate # ___________________________ Year of Vehicle ______________
Date of Expiration ______________

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information
Insurance Company ___________________________ Liability Limits of Policy* ______________
(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is $100,000/$300,000)

In order to provide for the safety of our students or other members of the parish/school and those we serve, we must ask each volunteer driver to answer the following questions:

1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.

   TRUE   FALSE

2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.

   TRUE   FALSE

3. I have had no more than three moving violations or accidents in the last three years.

   TRUE   FALSE

Please be aware that as a volunteer driver, your insurance is primary.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

_________________________    ______________________
Signature                  Date