



**Office of Safe Environment  
Diocese of Sioux City**



**Office of Risk Management  
Catholic Mutual Insurance**

## **Guidelines for Field Trips and Trips within the Diocese**

### **Overnight Stays for Activities/Athletic Competitions or Field Trips**

Overnight trips require large amounts of organization and alertness. Contact the Risk Management or Safe Environment office at the Diocese ***in the early planning stages of any overnight school or parish trip*** to allow enough time for Virtus training if needed, certification of drivers, chaperones, and vehicles.

The coach/moderator for any given activity/athletic competition or field trip must have adequate adult supervision for overnight trips. The selected coaches/moderators must have 1 adult supervisor per 3 hotel rooms used for the overnight trip. The adult supervision must be a parent/guardian, age 21 or older, VIRTUS trained, with a current background check (within 2 years) This will ensure the safety and well being of the students involved.

Students are expected to abide by the rules of the coach/moderator and the adult(s) will be treated as an additional moderator.

Drivers must complete Catholic Mutual's online driver course *Be Smart – Drive Safe*, and fill out the Driver Information Sheet for approval by the Risk Management office at the Diocese.

When transporting minor students to a school or parish event, one adult may not transport one student alone unless the adult is the parent of the student. One adult may transport two or more students in a single vehicle.

Recommended adult chaperone to student ratios:

2 Adults per 5 students in grades	K – 1st
2 Adults per 12 students in grades	2nd – 3rd
2 Adults per 16 students in grades	4th – 5th
2 Adults per 20 students in grades	6th – 8th
2 Adults per 24 students in grades	9th – 12 <sup>th</sup>

## **Adult or Youth Trip / Mission Trip Guidelines (Trips outside of the Diocese or outside the country)**

Obtain and complete a Trip Approval Form from the diocesan website or the Risk Management office and get the trip approved **before** the trip is advertised to the participants. ***This should be the first thing done in the planning process!*** Time is needed to certify drivers and vehicles, and schedule Virtus classes if needed.

Once the trip is approved, all additional forms need to be obtained and signed from participants and parents. All completed waivers need to be returned to Risk Management office **2 weeks** prior to trip. Forms needed:

Students: \*Field trip waiver (parental permission)  
\*Medical information form

Adults: \* Adult Field trip waiver  
\*Catholic Mutual online *Be Smart – Drive Safe* driver safety course must be completed for all drivers  
\*Driver information sheet submitted and approved by Risk Management office (for those transporting students or adults)  
\*Virtus training and current background checks (chaperones)

- Transportation Policy - Leased, rented, or borrowed vehicles have to have proof of insurance coverage.
- Drivers – Need to complete Catholic Mutual online *Be Smart – Drive Safe* driving course, and have a Driver Information Sheet completed and approved by Risk Management office
- Chaperones – Need to be VIRTUS trained, background check within the last 2 years, and over the age of 21.

Check Diocese of Sioux City website under “Files and Documents” and then under “Field Trip Documents” for all forms, or contact Mark Wetz or Jessica Wilcox in the Risk Management Office or Dan Ellis in the Safe Environment Office and we can e-mail these forms to you.

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