

TRANSPORTATION PROCEDURES

Bus transportation is the most desirable method to be utilized for any field trip, and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided, if possible.

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 25 years of age or older.
2. The driver must have a valid, non-probationary drivers 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 to the following minimum limits:
\$ 100,000 per person/\$300,000 per occurrence.

A signed **Driver Information Form** on each vehicle must be submitted to the principal prior to the off-campus trip. (See Driver Information Form [website] - Form C.3e)

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities as well as an information sheet on each student for medical purposes. For off-campus trips other than interscholastic athletic field trips, the following supervision requirement should be maintained: for every ten students, there should be one adult.