

# 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 possible. If commercial carriers are used (i.e., commercial airlines, trains, or buses), no additional information is required.

However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish and school and the (Arch) Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 combined single limit.

## **Leased Vehicles**

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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**

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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.

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to drive the vehicle safely.
- The vehicle must have a valid and current registration and valid and current license plates.
- The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed Driver Information Sheet and an Adult Liability Waiver form for each driver must be obtained prior to the event.

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

## **Distance Limitations (for non-contracted transportation)**

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The daily maximum miles that can be driven for a school-related event should not exceed 500 miles per vehicle.

The maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30-minute break.

# Driver Information Sheet

## Driver Information

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Driver's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

## Vehicle Information

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Name of Vehicle Owner: \_\_\_\_\_

Address of Vehicle Owner: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Registration Expiration Date: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

If more than one vehicle will be used, information must be provided for each vehicle.

## Insurance Information

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Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Liability Limits of Policy\*: \_\_\_\_\_ Date of Policy Expiration \_\_\_\_\_

\* The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.

Agent's Name: \_\_\_\_\_ Agent's Phone #: \_\_\_\_\_

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:

- 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
- 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
- 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

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I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving students 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 correct 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 electronic device while operating my vehicle.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Adult Liability Waiver

## Release of Liability and Medical Release

I, \_\_\_\_\_, agree on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend Christ the King Catholic School, Yakima Diocese, its officers, directors, agents, employees, or representatives from any and all liability for illness, injury or death arising from or in connection with my participation in the trip.

Full Name

If I should require medical treatment and I am not able to communicate my desires to attending physicians or other medical personnel, I give permission for the necessary emergency treatment to be administered. Please advise the doctors that I have the following allergies:

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## Emergency Contact

In case of an emergency and for permission for treatment beyond emergency procedures, please contact:

Name: \_\_\_\_\_

Relationship to Me: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_

Insurance ID Number: \_\_\_\_\_ Insurance Policy Number: \_\_\_\_\_

## Signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Be Smart – Drive Safe (Video Only) Training Module

To complete the Catholic Mutual Group *Be Smart – Drive Safe (Video Only)* training module, follow these instructions to create an account:

1. Go to [www.emgconnect.org](http://www.emgconnect.org).
2. Select your Diocese (Yakima) from the **Find Your Diocese** dropdown box; click the **Go to Diocese** button.
3. In the **Register for a New Account** section, enter your information on the **Account** tab; click the **Next Step** button.
4. Enter your information on the **Personal** tab; click the **Next Step** button.
5. Enter your information on the **Affiliation** tab, making sure you select the category that best describes how you will participate at CKCS. This allows the training platform to automatically assign the correct training. Click the **Register** button.

Now that you have an account and are signed in, do these steps to complete the *Be Smart – Drive Safe (Video Only)* training module:

1. From your Dashboard, in the **Optional Trainings** section, click the **Start** button for the *Be Smart – Drive Safe (Video Only)* module.
2. Watch the complete video.
3. When you are finished watching the video, click the **Dashboard** link on the left side. In the **Optional Trainings** section, find the *Be Smart – Drive Safe (Video Only)* module; click the **Print Certificate** button to view and download your completion certificate.
4. Submit your completion certificate to the school office along with the rest of your completed volunteer packet forms.

I completed the *Be Smart – Drive Safe (Video Only)* training module and am submitting a copy of my completion certificate to the school office.  Yes  No