

Diocese of Colorado Springs Transportation and Vehicle Policy

DRIVERS

1. All drivers must complete the Driver Information Sheet and the Volunteer Waiver and Release forms.
2. All drivers must have current, non-probationary Colorado driver's license.
3. Driver should be 25 years of age or older.
4. All vehicles must have current registration and license plates.
5. Except in the case of an emergency, field trip drivers may not use a cell phone while their vehicle is in motion.
6. It is recommended there be one adult supervisor for every ten students.
7. When possible there should be two adults in any vehicle transporting students. When it is not possible for two adults to ride in each vehicle, vehicles should caravan to and from the destination.
8. Drivers should never be alone in a vehicle with a student unless it is the driver's own child.
9. Drivers should provide emergency contact information (cell numbers) to the field trip coordinator. Field trip coordinator should provide to the school office all driver contact information along with the names of the student passengers for each driver.

PASSENGERS

1. Chaperones on a school field trip may not bring pre-school or school age siblings on the field trip.
2. All passengers must wear a seat belt.
3. All necessary paperwork; including, but not limited to, Field Trip Permission Slips, emergency numbers, and any special instructions have been given to drivers for all students riding in their vehicle.
4. Students may not use cell phones on field trips except in an emergency situation or if required by the teacher as part of field trip activities.

VEHICLES

1. Vehicles must have a minimum insurance of \$100,000 per person and \$300,000 per occurrence.
2. The use of 10-15 passenger vans will **not** be allowed for transporting any children, students, or adults.
3. Vehicles transporting children, students, or adults will be equipped with sufficient working seat belts, car seats, and/or booster seats as required by law for each passenger.
4. Vehicles should be full of gas prior to the arrival at school to pick up students for the field trip.
5. Vehicles may **not** make any stops en route to or returning from the scheduled field trip or event unless the stop is scheduled for all vehicles. Unscheduled stops increase travel time and the opportunity for accidents.