



## **Driving Guidelines for Field Trips and Other School Events**

Signed permission slips are required for a child to participate. Our insurance company does not permit verbal permission.

**Volunteer drivers (parents and teachers) must meet the following requirements:**

- Have a valid driver's license
- Proof of insurance (dollar amounts of \$100,000/\$300,000 must be verified)
- Must be 25 years of age or older and have regularly driven automobiles for the past five years, and have functional seat belts.

**The following must be on file with the school office for all Volunteer drivers (parents and teachers):**

- Background Check/Fingerprint Clearance
- TB test (completed within the past 4 years)
- Virtus Certificate (completed within the past 3 years)
- Copy of Driver's License
- Copy of Current Insurance Policy for the vehicle used on the field trip
- Diocesan Driver Questionnaire Form
- Certificate from Defense Driving Curriculum on CMG Connect

**Standard Protocol (These protocols are non-negotiable and we trust you to adhere to them for the safety of all):**

- Each driver must carry copies of permission slips with all emergency information for each child in their vehicle.
- **For safety reasons, cell phone use is strictly prohibited while driving and chaperoning students on an SRS field trip.**
- All students must be buckled in appropriate seatbelts; any student younger than six years of age or 60 pounds must be placed in a child passenger restraint.
- Stopping for unscheduled reasons (getting food, sightseeing, etc.) is prohibited.
- Do not purchase/provide any food items for the students due to potential allergic reactions.