



Student Field Trip and Catechetical, Youth & Young Adult Retreat Procedures

The following are Policies and Procedures required by the Diocese of San Jose. Depending on the type of Retreat you are planning some of the following may.

- **Certificate of Insurance** – Your venue may request proof of liability insurance from the Diocese of San Jose. Please make your request at least two weeks prior to your event you must submit a certificate of insurance (COI) request form along with a copy of your agreement to the Diocese of San Jose, Office of Risk and Insurance Theresa.lavoun@dsj.org for processing.

Our broker, WRS, must have knowledge of these events prior to your event date. If an incident does occur, we must have record that the insurance was in place prior to the date of loss.

- **Transportation Policy** – The Diocese of San Jose recommends that Chartered transportation be arranged for large groups for all parish and school sponsored events or field trips, whenever possible.

The charter bus provider transporting students on school-sanctioned trips must have proper School Pupil Activity Bus (SPAB) certification, which is regulated by the California Highway Patrol to ensure safe charter bus service practices. Please make sure to request proof of this certification for your files.

When renting chartered transportation, we require proof of insurance and a copy of the agreement must from the Charter Company and reviewed by the Office of Risk and Insurance Theresa.lavoun@dsj.org prior to the agreement being signed.

Royal Coach Tours <https://www.royal-coach.com/BayArea/events/schoolTrips.php>

If privately owned passenger vehicles are used the **Volunteer Driver Form** must be filled out and reviewed, if accepted the **Volunteer Driver Acknowledgment Form** must be fill out by each driver and kept on hand in case of an incident or accident.

Student Field Trip Procedures continued

All drivers must be caravanning and following the same route map written and approved by the Principal or Coordinator and given to the drivers at the start of the excursion. Drivers are NOT permitted to make unscheduled stops.

If Public Transportation is to be used each participant must fill out and have signed by their parent or guardian a 'Participant Activity Waiver' noting the use of the Public Transportation as well as the destination and planned activity.

- **Student and Volunteer Field Trip Insurance** – Field trips insurance (for trips within the United States) is included in our current 2019 2020 policy with Philadelphia Insurance Company. As of August 01, 2019, your location is no longer required to purchase additional insurance for your field trip unless the group is traveling out of the United States.
- **Student and Volunteer Accident Insurance** - Accident coverage is for school/church sponsored, supervised activities on and off the school/church premises, including overnight trips. This coverage is excess coverage and the parent's insurance is primary. This coverage will assist with the parent's out of pocket medical related expenses. See the handout "Accident Medical Communication" for procedures.
- **Participant Activity and Volunteer Waivers** – The Diocese of San Jose requires a signed waiver on file at the location for all participants prior to the event date. The waiver holds the parish, school as well as the Roman Catholic Bishop of San Jose harmless from any claim.
- **Incident Report** - Any accident or incident that occurs on property or during an off-site event must be reported in writing within 24 hours to the Diocese of San Jose, Loss Control & Prevention Theresa.lavoun@dsj.org All head injuries must reported, when in doubt, report it.



VOLUNTEER DRIVER FORM

Appendix K

Name of Driver: _____

Address: _____

Drivers License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____

(Minimum Limits of \$100,000/\$300,000 Required)

Agent's Name: _____

In order to provide for the safety of those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last three years:

Please be aware that as a volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older (25 years of age to transport children under the age of 18), possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used. I agree that I will refrain from using a cell phone (hands free included) or any other electronic device while operating my vehicle.

Volunteer Driver Signature and Date:

Appendix K



Volunteer Driver Acknowledgement Form

Appendix L

- I am aware I am not to operate any electronic devices (including hands free) while driving.
- I will only use a cell phone when safely parked.
- All passengers at all times will be required to wear a seatbelt.
- I have phone numbers of individuals to call in the event of an emergency or contact when needed.

Print Name: _____

Signature: _____

Date: _____

Appendix L