

# Diocese of Reno Youth Ministry Events 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 at all possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish and Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$500,000 CSL (Combined Single Limit).

## 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 Account 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 certified and driver/insurance information must be provided by the driver in question (see **Driver Information Sheet** attached).

1. The driver must be 21 years of age or older and completed an approved background check and Protecting God's Children training.
2. The driver must have a valid, non-probationary driver's 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. Vehicle must have **ONE SEATBELT PER PASSENGER.**
5. The vehicle must be insured for the following limits: \$100,000 per person/\$300,000 per occurrence.

A signed **Driver Information Sheet** on each vehicle/driver used must be obtained prior to the field trip – *one copy for the driver and one copy for the group leader.*

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

## Diocese of Reno Youth Ministry Events Driver Information

The Diocese of Reno and \_\_\_\_\_ Parish.

### DRIVER

Name:	Date of Birth:
Address:	City/State/Zipcode:
Home Phone:	Cell Phone:
Driver's License #:	Expiration Date:

I am able to provide transportation for this diocesan and/or parish related activity. I agree that EACH STUDENT MUST BE PROVIDED WITH AND USE A SEAT BELT UNDER NEVADA LAW and that each student will be required by me to wear a seat belt during the entire time each student is in my vehicle. There are a total of \_\_\_\_\_ seat belts available.

### VEHICLE THAT WILL BE USED

Name of Owner:	
Address of Owner:	City/State/Zipcode:
Year/Make/Model of Vehicle:	
License Plate #:	Date of Expiration:
Registration Expiration Date:	

I agree that the use of my private vehicle to transport myself and others for a diocesan event or activity shall not hold responsible The Catholic Diocese of Reno, the parish and their employees, agents, representatives and volunteers for any harm or injury resulting from travel to and from the event or activity. It is my understanding that I will receive the directions and itinerary for each particular event or activity and it is my responsibility to review it.

I am twenty-one years of age or older, and hold a valid, non-probationary Nevada driver's license. I have completed the background check and Protecting God's Children training. My vehicle is currently

registered and insured. I understand that my insurance is the prime carrier in the event of an accident. The pertinent insurance information is as follows:

Insurance Company:	
Insurance Agent Name:	Insurance Agent Phone:
Policy Number:	Policy Expiration Date:
Policy Liability Limit:	Property Liability Limit:

**CERTIFICATION:**

I certify that the information given on this form is true and correct to the best of my knowledge, and that the insurance policy referred to above is in effect, that I have a valid driver's license and that there are no defects in the vehicle referred to above of which I am aware. I understand that as a volunteer driver, I must be 21 years of age or older, 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 to transport participants of the event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Driver

\_\_\_\_\_  
Signature of Driver