

■ POLICY

□ GUIDELINE

INSTRUCTION

FIELD TRIPS

A field trip is defined as a parish sponsored activity supervised by parish personnel and/or adult volunteers which occurs off site.

No child or adolescent may participate unless a signed parental permission form for the specific event is received by the school prior to the field trip. Form 6153.2 *Diocese of Columbus Registration/Permission/Release and Indemnification Agreement* must be completed for each student and returned to the appropriate adult leader.

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the catechetical leader and/or pastor prior to the field trip:

1. Valid driver’s license.
2. Valid registration for the vehicle.
3. The vehicle must be insured for minimum bodily injury liability coverage limits of \$100,000 per person/\$300,000 per occurrence.
4. Security background check.
5. Participation in the “Protecting God’s Children” workshop.

No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or any diocesan organization or parish. If a rental vehicle is used, policy #3610.01 must be followed.

Any minor being transported on a field trip in a private vehicle must use a seat belt. Each driver and/or chaperone should be given directions to and from the event and preferred route (s) to be traveled, if any. The emergency medical form corresponding to each minor must be in the vehicle.

**Office of Religious Education and Catechesis
Catholic Diocese of Columbus**

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