

## 5.04 TRANSPORTATION

**THE DIOCESE OF PHOENIX CATHOLIC SCHOOLS OFFICE RECOGNIZES THE IMPORTANCE AND VALUE OF TRIPS FOR EDUCATIONAL FIELD STUDY, ATHLETIC EVENTS AND CO-CURRICULAR ACTIVITIES. COMMERCIAL CARRIER OR CONTRACTED TRANSPORTATION MUST BE THE MODE OF TRANSPORTATION FOR TRANSPORTING STUDENTS OUTSIDE THE METROPOLITAN AREA.**

- A. Vans  
10-15 passenger vans are never to be rented to transport students.
- B. Rented/Leased
  - 1. When a vehicle is leased or rented to transport students Liability insurance should be obtained. The minimum acceptable limits are \$100,000/300,000 or combined single limit of \$300,000.
  - 2. If the vehicle is to be driven to Mexico, check that the contract does not prohibit travel to Mexico.
  - 3. Obtain Mexican insurance through the vehicle owner or an insurance broker.
  - 4. A copy of the Mexican insurance should be kept in the vehicle at all times and a separate copy kept with the leader or designated person.
  - 5. A signed driver information sheet on each driver must be obtained.
  - 6. Driver's must be 25 years of age or older.
  - 7. Drivers must have a valid driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle.
  - 8. Vehicles must never be overloaded. There must be a seat belt for each passenger and the seat belts must be used.
  - 9. Students are never allowed to ride in the cargo area of a vehicle or in a bed of a truck.
  - 10. Students are never allowed to drive the vehicle.
- C. Chartered Vehicles
  - 1. Obtain a copy of the company's liability insurance certificate and declarations page for the current policy term.
  - 2. Require that the school be named as an additional insured for the duration of the trip. The School must be named as an additional insured; it is not enough to be named as a Certificate holder.
  - 3. Vehicles must never be overloaded. There must be a seat belt for each passenger and the seat belts must be used.

### **5.04 Transportation Policy – Added 03/2004**