

THE SEXUAL MISCONDUCT POLICY of the DIOCESE OF PHOENIX  
AS IT PERTAINS TO DIOCESAN PERSONNEL

Administrative Advisory Bulletin

**Transportation of Minors at certain School-sponsored Programs**

The Sexual Misconduct Policy statement of the Catholic Diocese of Phoenix, dated October, 2003, in its definitional provisions, Section 3, provides in Section 3.D.4 that Diocesan personnel should not engage in certain behavior because it gives the appearance of impropriety. Conduct that illustrates such behavior includes:

“Field trips or other outings involving minors in places and situations where no other responsible adults are present who are aware of the minor’s presence and can monitor the minor’s activity.” (Sec.3.D.4.d)

Thus, this provision mandates that another adult in the transporting vehicle should accompany Diocesan personnel transporting minors on such field trips or outings.

In certain school-sponsored programs, the numbers of minor participants and the time of day of such programs may result in two adults not being available to occupy a transporting vehicle. In such cases only, and based upon the close supervision of such programs available at the schools, an exception to the general policy may be granted provided the following conditions are present:

- (a) The person responsible for the program must request an exception to the general policy, in writing, from the Principal of the school that is sponsoring the program. The request must detail all of the reasonable efforts made to have at least two adults present in the vehicle.
- (b) If the Principal supports the request, the Principal, shall then submit the request to the Diocesan Superintendent of Schools (Superintendent).
- (c) Thereafter, the following procedures are to be followed by the Principal:
  - (i) A Consent Form must be obtained from the parent/guardian of each student to be transported.
  - (ii) No person under the age of 18 years is to ride in the passenger seat of the vehicle, unless such person is the child of the driver.