

POLICY ON TRAVEL INVOLVING MINORS

The safety of those traveling on trips sponsored by the Archdiocese of Portland in Oregon ("Archdiocese") is of paramount concern. Any parish, school or other Archdiocesan entity planning travel involving minors must comply with the following:

- **All travel involving minors**, whether by automobile, bus, train, airplane, etc., must be planned and implemented in accordance with the Travel Guidelines (Travel Policy Section 1).
- **All *overnight* travel involving minors** must be reviewed and cleared through the appropriate Pastoral Center Department (e.g., the Office of Youth & Young Adult Ministry for parish youth trips, the Department of Catholic Schools for school sponsored trips, the Risk Management Office for mixed adult/youth trips, etc.).
- All forms must be completed in their entirety and signed by the Pastor or Principal to ensure the Pastor or Principal is aware of the trip and that it does not pose undue risk.
 - In the event of extended absence of the Pastor, the form should be signed by the staff member authorized with relevant signature authority.
 - The *Travel Review Form* (Travel Policy Section 2) should be completed before trip arrangements are finalized and returned to the Pastoral Center a minimum of two weeks before scheduled departure.
- The appropriate Pastoral Center Office will serve as a resource to those planning trips involving minors.
- Principals, teachers, youth ministers, volunteers, or others planning trips should direct questions concerning the guidelines and their implementation to the appropriate Pastoral Center Office. If needed, person(s) from that office will consult the Risk Manager.
- If the Risk Management Office can obtain special travel insurance covering the particular trip planned, the parish or school planning the trip may be asked to purchase the insurance.

- If any claim or legal expense is incurred as a result of a parish, school or other travel sponsor's failure to follow the Travel Guidelines or other Archdiocesan policy, the parish, school or other travel sponsor will share the financial responsibility.

The above policy has been established to ensure consistency in the types of youth travel activities sponsored by the Archdiocese, the ground rules for their sponsorship, and attention to safety concerns. More important, this policy is intended to foster ownership of all aspects of a youth activity, and place responsibility for planning and accountability for consequences on the appropriate parties.

TRAVEL GUIDELINES

Approval and Review Process

- Before any arrangements are made the Pastor or Principal must approve the plans for travel involving minors.
- The Pastor or Principal must approve any changes in the travel plans.
- If the trip involves overnight travel with minors, a *Travel Review Form* (Travel Policy Section 2) must be completed and submitted to the appropriate Pastoral Center Office for review (e.g., Department of Catholic Schools, Office of Youth/Young Adult Ministry, Religious Education, and Risk Management).

Contracts or Other Documents Related to Travel Arrangements

- The Pastor or Principal should sign contracts or other agreements related to travel arrangements.
- No person at a parish or school is authorized to sign a contract or other agreement that includes a provision whereby the Archdiocese, parish or school agrees to indemnify (pay the damages and expenses of) another person or entity.

- Any contract or other agreement, which contains an indemnification provision, must be referred to the Risk Management Office before the document is signed.
- If using chartered transportation, an *Agreement for Services* should be in place to include full insurance.
- If a vehicle is rented that will be driven by an employee or volunteer, insurance must be purchased from the rental agency.

Safety and Supervision of Minors

- Prior to travel, a *Parent/Legal Guardian Event Permission Form* for Student/Youth must be provided.
- Chaperones must be at least 21 years of age.
- The ratio of chaperones to minors and level of supervision appropriate should be determined based on the age of those traveling and the activities involved.
 - Special circumstances (such as chaperones for coed overnight trips) should be considered.
- Chaperones should be known by the Pastor/Principal and considered suitable for travel with minors.
- A criminal background check is required for each chaperone and must be completed prior to accepting the individual as a chaperone.
 - Forms can be obtained from the Human Resources Department at the Pastoral Center.
- All chaperones will have completed the Called to Protect Program.
- Careful selection and screening is essential to ensure that each chaperone has necessary skills and experience.

- Orientation for chaperones should be provided and include the following safety issues:
 - Duties of chaperones
 - Crisis management planning
 - Travel plans and procedures
 - Codes of behavior
 - First aid procedures
- Funds should be available (e.g., debit or credit card) for medical emergencies.
- Additional travel insurance may be necessary.
 - The parish or school may be asked to consider purchase special travel insurance for extended overnight trips. (Check with the Risk Management Office).

Transportation

- All drivers must be at least 21 years of age and complete a *Driver Information Form*.
- When a chaperone is driving his/her own vehicle the vehicle must be insured.
- Any vehicle used for transporting minors must have seatbelts for each passenger.
- No use of 15-passenger van is allowed.
- When renting vehicles, property liability insurance should be purchased.

- Current Oregon law requires that children over forty pounds or who have reached the upper weight limit for their forward-facing car seat must use a child seat with harness or a booster to 4'9" tall or age eight and the adult belt fits correctly.
- A parish or school should not transport any child under the age of seven or weighing less than sixty pounds unless it has established a means of ensuring compliance with this law.
- Because of the challenges this law poses for a parish or school, using another mode of transportation may be the best way to handle the situation.
- An itinerary with detailed information outlining travel plans must be available to parents (e.g., departure date and time, transportation arrangements, daily activities and location of the event) including an emergency contact telephone number.

International Travel

- No parish, school or other Archdiocesan group may travel to any country outside the United States, except Canada.
 - Any parish or school considering travel to Canada should contact the proper diocesan office for consultation before arranging travel.
- Parents should be requested to consult their physician on whether any immunizations are advisable for their child.

If any claim or legal expense is incurred as a result of a parish, school or other travel sponsor's failure to follow these Archdiocesan Travel Guidelines or other Archdiocesan policy, the parish, school, or other travel sponsor will share the financial responsibility.

For questions concerning these Travel Guidelines, call the Risk Management Office



TRAVEL POLICY - Appendix B TRAVEL REVIEW FORM

Use this form when planning overnight travel involving minors.

Mail, email or fax this form and any brochures or other information provided, to the appropriate Pastoral Center Office (e.g., Department of Catholic Schools, Office of Youth & Young Adult Ministry, Religious Education, Risk Management) before finalizing travel arrangements; and a minimum of 2 weeks prior to travel.

Parish/School: _____ Address: _____

City, State & Zip Code: _____

Contact: _____ Email: _____

Phone number: _____ Fax number: _____

Describe activities (attach a separate page if necessary): _____

If there is an agreement for the event that requires your signature, please attach.

Dates of trip – Depart: _____ Return: _____

Hotel/Sleeping facility: _____ City, State: _____

Number of minors: _____ between the ages of _____ and _____

Number of supervisors/chaperones: _____
(1 adult to 6 students/youth is recommended)

Mode of Transportation: _____
(e.g., plane, train, public/chartered bus, parish/private/rented vehicles)

If Chartered Transportation is being used, please attach the signed Agreement for Services and insurance.

What are the educational and/or religious goals of this trip?

Reminder: The Pastor/Principal is responsible for ensuring that travel arrangements are in accordance with the Archdiocesan Policy on Travel Involving Minors and related Travel Guidelines.

Signature of Pastor or Principal

Date

Signature of Contact Person

Date

Travel Policy Checklist

I. Approval and Review Process

- A. Has the Pastor/Principal reviewed and approved the travel arrangements? ☐ Yes ☐ No
- B. If any changes were made in the arrangements, has the Pastor/Principal approved them? ☐ Yes ☐ No
- C. If an overnight stay is involved, has a Travel Review Form been submitted to the Appropriate Pastoral Center Office? ☐ Yes ☐ No

II. Contracts or Documents Related to Travel Arrangements

- A. Has each agreement and/or contract been carefully reviewed and signed by a person with signature authority? ☐ Yes ☐ No
- B. Does the agreement and/or contract contain an indemnification provision? If yes, Have you contacted the Risk Management Office? ☐ Yes ☐ No
- C. If transportation is provided by a charter service, have you entered into an *Agreement for Services* for chartered transportation and obtained their insurance? ☐ Yes ☐ No
- D. If a vehicle rental is planned for this trip, was insurance purchased from the rental Agency? ☐ Yes ☐ No

III. Safety and Supervision of Minors

- A. Has each minor provided a completed *Parent/Legal Guardian Event Permission Form for Student/Youth*? ☐ Yes ☐ No
- B. Is each chaperone at least 21 years of age? ☐ Yes ☐ No
- C. Has the Pastor/Principal determined that the ratio of chaperones to minors is Appropriate? ☐ Yes ☐ No
- D. Is each chaperone known by the Pastor/Principal and considered suitable for Travel with minors? ☐ Yes ☐ No
- E. Has a criminal background check been completed for each chaperone? ☐ Yes ☐ No
- F. Has each chaperone completed the Called to Protect program? ☐ Yes ☐ No
- G. Have all chaperones been carefully screening to be certain to ensure they have all the necessary skills and experience? ☐ Yes ☐ No
- H. Has each chaperone completed orientation/instruction including:
1. Duties and responsibilities of chaperones? ☐ Yes ☐ No

- 2. Crisis management and planning? ☐ Yes ☐ No
- 3. Travel plans and procedures? ☐ Yes ☐ No
- 4. Codes of behavior/conduct for chaperones and participants? ☐ Yes ☐ No
- 5. First aid procedures and planning? ☐ Yes ☐ No
- I. Are funds available, such as a debit or credit card for medical emergency use? ☐ Yes ☐ No
- J. Have you contacted the Risk Management Office regarding whether any special Insurance will be required? ☐ Yes ☐ No

IV. Transportation

- A. Have you verified that:
 - 1. Drivers are at least 21 years of age? ☐ Yes ☐ No
 - 2. Each driver completed a *Driver Information* sheet? ☐ Yes ☐ No
 - 3. The vehicles being driven are insured? ☐ Yes ☐ No
 - 4. The vehicles being driven are equipped with adequate seat belts? ☐ Yes ☐ No
- B. Have background checks been completed for all drivers? ☐ Yes ☐ No
- C. Have you confirmed that no 15 passenger vans will be used? ☐ Yes ☐ No
- D. If renting vehicles, have you confirmed that insurance coverage will be purchased through the rental agency? ☐ Yes ☐ No
- E. If children between 4 and 6 years or weighing 40 to 60 lbs. will be transported in a vehicle subject to the booster seat law, do you have in place a means of ensuring compliance with the law? ☐ Yes ☐ No
- F. Has a detailed itinerary been provided to the parents/legal guardian of each participating minor? ☐ Yes ☐ No

V. International Travel

- A. If you are traveling to Canada, have you confirmed that the U.S. Department of State, Bureau of Consular Affairs has not issued a travel warning? ☐ Yes ☐ No
- B. Have parents been asked to consult their child's physician for immunization advice for the travel planned? ☐ Yes ☐ No