

Field Trips

Field trips shall be planned so as to provide safe, beneficial, and appropriate educational experiences.

- A. **Transportation** - When a school program provides transportation, a safe means of transportation shall be arranged. Whenever possible, bus transportation shall be used. When private vehicles are used, the following conditions shall be met:
1. All drivers must be 21 years of age or older.
 2. All drivers must have a valid, non-probationary driver's license and no physical disability that may impair their ability to drive safely.
 3. The vehicle must have a valid registration and insurance.
- B. **Supervision** - The school administrator shall provide an adequate number of responsible adult chaperones.* Chaperones shall be briefed as to the purpose of the field trip and shall be informed as to their specific responsibilities.
- C. **Permission** - Written consent shall be obtained for each student prior to each field trip. These consent forms shall be kept on file until the end of the school year.
- D. **Medical Information** - Medical information, contact persons and authorization for emergency medical treatment must be with the chaperones for Catholic school field trips.
- E. **Volunteer Driver** - A signed Volunteer Driver Information Sheet must be submitted to the school administrator for each vehicle used.

*The Marquette Diocesan *Code of Ethical Standards for Ministry to Minors* designates under item 1.10, that “youth group trips should have a minimum of two (2) adult chaperones. Larger groups should have at least one (1) adult chaperone for every ten (10) minors.”

Policy

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DIOCESE OF MARQUETTE
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