

Guidelines Catholic Car Pool Program

Church of the Holy Spirit Gloversville, New York

(You may wish to offer a brief introduction here about the origin of this program; tell them how to arrange for transportation; tell them that for now it will be the youth ministry team will serve as drivers/chaperones.)

1. All adult drivers and chaperones must successfully complete all Diocesan Safe Environment requirements and have completed the Diocesan Driver Information Form before they will be allowed to serve in the Catholic Car Pool Program.
2. Parents/Guardians must complete the attached permission form, including the medical information section.
3. Youth must complete the Youth Agreement on the attached permission form.
4. In addition to the adult driver, there will be another adult chaperone in the vehicle at all times.
5. If for unforeseen reasons, such as illness, a second adult is not available to travel on a given trip, the following will apply:
 - On the trip from home, each youth will notify his/her parent/guardian when they have arrived at the parish.
 - On the return trip, each youth will notify his/her parent/guardian when they have arrived home.
6. The total number of passengers in the vehicle will not exceed the legal limit for that type of vehicle.
7. Medical forms for each youth will be kept in the vehicle during all trips.
8. The adult driver or the second chaperone will maintain a log of each trip which includes the name of each youth, the time he/she is picked up, the time of arrival at the parish, and the time each youth is dropped off at home.
9. A first aid kit should be in the vehicle for all trips.