

Subject: **TRANSPORTATION POLICY –
CHILDREN AND YOUTH**

DRIVERS:

Drivers must provide the following before transporting children or youth on behalf of Holy Cross Episcopal Church:

6. A Driver Application with supporting documentation (See ADM-010) approved by a member of the Church staff on file with the Church Secretary.
7. A valid Driver's License
8. Proof of insurance
9. Be SAFE church trained
10. A completed FBI and SLED/DSS background check on file.
11. The Driver has committed to not use electronic communication devices while transporting (driving) on behalf of Holy Cross.

OTHER QUALIFICATIONS:

- Individuals driving a Holy Cross Academy Bus must be at least 25 years old, must not have any tickets or moving violations within the last 3 years and must have 0 points on their driving record.
- Individuals transporting others on behalf of Holy Cross in a personal vehicle must be at least 21 years old, must not have any tickets or moving violations within the last year and must have 4 or fewer points on their driving record.

RESTRICTIONS AND EXCEPTIONS:

- Minors are not allowed to transport themselves or others when transportation to youth functions is provided by Holy Cross *except as noted below*.
- Exceptions to prearranged Holy Cross transportation must be approved *before the event* by the adult in charge of the activity.
- **Exception:** When a minor must transport him/herself, a Transportation Permission Form (Attachment 1, ADM-007) must be completed *before the event* by the driver's parent or guardian.
- **Exception:** When a minor must ride with another minor, a Transportation Release Form (Attachment 2, ADM-007) must be completed *before the event* by the rider's parent and the driver's Transportation Permission Form approved by the driver's parent or guardian must list the minor rider(s). Siblings of the Driver are not required to provide a Release Form.

Transportation Permission Form

Name of Event: _____

Date of Event: _____

I allow _____, a minor in my legal care, to participate with members of Holy Cross Episcopal Church in the above stated event. Adult leaders will provide transportation during the event, and my child may only drive themselves AND/OR another person if I have agreed in advance.

In addition, I understand that all reasonable safeguards will be taken but that Holy Cross Episcopal Church and the leaders of this event are not responsible for accidental injury.

Does your child have permission to drive him/herself during this event?

Y [] N []

Name of minor driver: _____

Does your licensed and insured child have permission to drive other youth?

Y [] N []

Name of the rider: _____

Date: _____ Parent/Guardian: _____
Signature

Transportation Release Form

Event: _____

Date of Event: _____

I allow _____, a minor in my legal care, to participate with members of Holy Cross Episcopal Church in the above stated event. Adult leaders will provide transportation during the event, and my child may only ride with the minor teenage driver specified below if I have agreed in advance. In addition, I understand that all reasonable safeguards will be taken but that Holy Cross Episcopal Church and the leaders of this event are not responsible for accidental injury.

Does your child have permission to ride with a licensed and insured teenager?

Y [] N []

Name of the Rider: _____

Name of the Minor Driver: _____

Date: _____ Signature of Parent/Guardian: _____