



Office of Safe Environment  
Diocese of Sioux City



Office of Risk Management  
Catholic Mutual Insurance

### **Guidelines for Day Field Trips (not overnight, within the diocese)**

**All drivers must:**    \_\_\_ Be listed on the Approved Driver list  
                                 \_\_\_ Have taken the Be Smart - Drive Safe online course for drivers  
                                 \_\_\_ Not necessary for EVERY DRIVER to be Virtus trained as long as other Virtus trained persons are supervising the trip

**All drivers and chaperones for ANY trip must be age 21 or older. One adult cannot transport one student unless it is the adults own child. One adult can transport two or more students.**

**Recommended adult chaperone to student ratios:**

2 Adults per 5 students in grades	K - 1st
2 Adults per 12 students in grades	2nd - 3rd
2 Adults per 16 students in grades	4th - 5th
2 Adults per 20 students in grades	6th - 8th
2 Adults per 24 students in grades	9th - 12 <sup>th</sup>

### **Guidelines for Overnight trips WITHIN the diocese**

**All drivers must:**

\_\_\_ Be listed on the Approved Driver list  
\_\_\_ Have taken the Be Smart - Drive Safe online course for drivers  
\_\_\_ Be Virtus trained, background checked, signed the Code of Conduct

**Chaperones:**

\_\_\_Virtus trained, background checked, signed the Code of Conduct  
1 adult (age 21 or older) supervisor per 3 hotel rooms

All drivers and chaperones for ANY trip must be age 21 or older. One adult cannot transport one student unless it is the adults own child. One adult can transport two or more students.

Recommended adult chaperone to student ratios:

2 Adults per 5 students in grades	K - 1st
2 Adults per 12 students in grades	2nd - 3rd
2 Adults per 16 students in grades	4th - 5th
2 Adults per 20 students in grades	6th - 8th 2
Adults per 24 students in grades	9th - 12 <sup>th</sup>

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### **Guidelines for Trips OUTSIDE of the Diocese or outside the country)**

\_\_\_ Obtain and complete a Trip Approval Form from the diocesan website or the Risk Management office and *get the trip approved before the trip is advertised to the participants. This should be the first thing done in the planning process!* Time is needed to certify drivers and vehicles, and schedule

Virtus classes if needed.

All drivers must: \_\_\_Be listed on the Approved Driver list  
\_\_\_Have taken the Be Smart - Drive Safe online course for drivers  
\_\_\_Be Virtus trained, background checked, signed the Code of Conduct  
\_\_\_ Provide proof of insurance coverage for all leased, rented, or borrowed vehicles.

\_\_\_ Obtain the necessary signed forms:

