



## Extra-Curricular Travel Expectations/Requirements

### Safe Environment Protocols

1. **Safe Environment Training (All Adults):** All adults traveling with a school organization as a teacher, staff member, volunteer, coach and or chaperone are required to complete the Diocese of Fargo Safe Environment Training program and have required verifying documentation on file in the school office. (Check with the school secretary for status or required paperwork).
2. **Adult Hold/Harmless Indemnity Agreement (All Adults):** All adults traveling with a school affiliated organization as a teacher, staff member, volunteer, coach and or chaperone are required to complete and submit to the school office the Adult/Hold Harmless Indemnity Agreement Form. (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
3. **Parent-Guardian Consent and Liability Waiver (All Adults):** All adults traveling with a school affiliated organization as a teacher, staff member, volunteer, coach and or chaperone are required to complete and submit to the school office the Adult/Hold Harmless Indemnity Agreement Form. (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
4. **Chaperone Field Trip Waiver:** All adults traveling with a school affiliated organization as a teacher, staff member, volunteer, coach and/or chaperone are required to complete and submit to the school office the Chaperone Field Trip Waiver (Adult Liability Waiver). (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
5. **Adult Drivers:** All Adult Drivers of school sponsored activities must complete the following requirements prior to transporting students of St. John's Academy.
  - a. Submit the following information to the Academy in advance of Travel:
    - i. CMGconnect Safe Driving Training Certificate
      - (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
  - b. Driver Information Sheet
    - (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
6. **In the event of Incident / Injury:**
  - a. Contact school administrator at earliest convenience.
  - b. Submit and incident investigation Report for Injuries via email to the school administrator. (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).



## Transportation Expectations

1. **Chartered Carriers (Preferred):** Contact to be negotiated by and agreed upon by school administrator.
2. **Personal Vehicle:**
  - a. Submit the following information to the Academy in advance of Travel:
    - i. CMGconnect Safe Driving Training Certificate
      - (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
  - b. Driver Information Sheet
    - (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
  - c. Mileage Reimbursement can be requested at the federally approved rate.
    - i. Should be approved on requisition form submitted in advance of travel.
    - ii. Subject to available funds.
3. **Rental Vehicles:**
  - a. Rent in the Name of the parish/school.
  - b. Take maximum insurance options available through rental company.
  - c. Submit the following information to the Academy in advance of Travel:
    - i. CMGconnect Safe Driving Training Certificate
      - (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
  - d. Driver Information Sheet
    - (Available at [www.stjohnsacademynd.org](http://www.stjohnsacademynd.org) → Parent Info → Travel).
  - e. Mileage Reimbursement can be requested at the federally approved rate.
    - i. Should be approved on requisition form submitted in advance of travel.
    - ii. Subject to available funds.
  - f. Mileage Reimbursement can be requested at the federally approved rate.
    - iii. Should be approved on requisition form submitted in advance of travel.
    - iv. Subject to available funds.
4. **12-15 Passenger Vans/Shuttles**
  - a. Not permissible for school-sponsored travel.
5. **Driver Expectations/Recommendations**
  - a. Take a 30-minute break every 250 miles.
  - b. Maximum daily drive time of 8 hours or 500 miles
  - c. Refrain from cell phone and or use of technology while driving.