



Diocese of Harrisburg

*Office for Youth and  
Young Adult Ministry*

# **Domestic Travel Policy**

## **For**

# **Parish Youth Ministry Programs**

*Effective June 1, 2001*

**Diocese of Harrisburg**  
**Office for Youth and Young Adult Ministry**  
**DOMESTIC TRAVEL – PARISH YOUTH MINISTRY PROGRAMS**

The Diocese of Harrisburg recognizes the many benefits that visits to places of spiritual, social, cultural, and educational significance give to parish youth ministry programs. However, there is concern about the safety of students, volunteers and employees participating in these trips as well as the liability involved.

A domestic trip is defined as a parish youth ministry event that takes place in a location off the parish grounds. This destination may be local or in another part of the country.

Domestic travel for students under the age of eighteen is permitted as part of a parish youth ministry program provided that:

1. A **Parental Permission and Consent to Treat Form** (Appendix 1) is completed for every student, under the age of eighteen, participating in the trip and kept by the lead chaperone in a location that is easily accessible during the entire trip.
2. The pastor is informed of all travel arrangements, including transportation, housing, and chaperones. Only trips approved by the pastor are covered by the diocesan insurance plan.
3. If a private passenger vehicle is used, a signed **Volunteer Driver Information Sheet** (Appendix 2) is completed for each vehicle and kept on file in the parish office.

The following must be verified by the Pastor or Coordinator of Youth Ministry:

- The driver must be at least twenty-one years of age.
- The driver must possess a valid, non-probationary driver's license.
- The vehicle must have a valid registration.
- The vehicle must have a valid state inspection sticker.
- The vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

The Office for Youth and Young Adult Ministry encourages the use of public, licensed carriers or school buses, which are chaperoned by responsible adults.