

Student Transportation by Private Vehicle

(Revised February 2016)

Guidelines for transporting Diocese of Boise Catholic School pupils in private vehicles for school/parish/diocese events:

- Driver shall complete a **Driver Information Form** and submit to Cari at the Diocese (cmagette@rcdb.org or fax (208) 342-1571). This document may be submitted any time prior to 5 days before the event. Questions, contact Cari at (208)350-7511. Suggestion: Have all parents interested in helping to transport students to any school/parish/diocese event during the year complete the **Driver Information Form** at the start of the school year.
- The Driver must complete the Safe Environment Workshop (SEW) prior to driving students. Any adult passengers, going in the vehicle with the students, must complete the SEW training prior to the event.
- For students riding in private vehicles to a location away from the parish/school site, the parents of the student must submit a **Parent/Guardian Consent Form/Liability Waiver**. This form must be completed and submitted prior to each transportation event and kept on file at the parish or school.
- A student **Medical Information Form** shall be on file at the school/parish office for each student riding in private transportation. This form should be completed with the registration materials at the start of the school year.
- Forms:
 - **Driver Information Form**: complete one time per year, at least 5 days prior to the event. Submitted to Cari in Finance at DPC and on file at school/parish.
 - **Parent/Guardian Consent Form/Liability Waiver**: prior to each transportation event. On file at school/parish
 - **Medical Information Form**: one time at start of school year. On file school/parish