

**Policy and Procedure
Resource Manual
for Youth Ministry
and Parish
Catechetical
Programs**

Diocese of Victoria



DIOCESE OF VICTORIA

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All Ministers to the Youth of the Diocese:

On countless occasions Pope Benedict XVI has spoken with affection about the value and importance of youth within the Church. They are to be nurtured and nourished as they experience the joys and sorrows of living. They are to be strengthened and supported as they confront the challenges that are integral to contemporary society. They are to be enlightened regarding the vision, values and virtues proclaimed and lived by Jesus.

Ministry to youth is an essential dimension of the Church's mission. Those who serve selflessly as authentic witnesses to youth fulfill a truly valuable role in the lives of young people.

I welcome the opportunity of promulgating the Youth and Catechetical Ministry Handbook. It is a rich resource that addresses the vital areas of ministry to youth; the creation of safe and secure environment; and the formation of the ministers as persons called to teach the Good News to all.

May God bless and be with all who minister to young people within our diocese.

Sincerely yours,

Most Rev. David E. Fellhauer

Bishop of Victoria

ACKNOWLEDGMENTS

This publication of policies and procedures for Youth Ministry/Parish Catechetical Programs is a comprehensive handbook to assist parishes develop effective and safe youth ministry programming here in the Diocese of Victoria.

Information has been gathered in response to requests by pastors and youth ministry leaders for basic information and clear policies and procedures approved by the Diocese to be followed in their parish youth ministry programs.

The following documents were referenced in the development of the handbook:
Renewing the Vision: A Framework for Catholic Youth Ministry (USCCB); National Directory for Catechesis (USCCB), The Challenge of Catholic Youth Evangelization: National Certification Standards for Lay Ecclesial Ministers (NFCYM, NCCL, NALM).

Our hope is that this handbook will assist and encourage Youth Ministry Leaders in carrying out the Church's mission among the youth.

There are many who assisted in the development of these policies and procedures. We wish to acknowledge and thank the following people for their input, review and editing of this document:

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RENEWING THE VISION: A FRAMEWORK FOR CATHOLIC YOUTH MINISTRY

The Youth Ministry Leader (Director/Coordinator of Youth Ministry) is called to implement the three essential goals of the Church's ministry to adolescents, as defined in Renewing the Vision, (National Conference of Catholic Bishops, 1997):

- To empower young people to live as disciples of Jesus Christ in our world today.
- To draw young people to responsible participation in the life, mission and work of the Catholic faith community.
- To foster the total personal and spiritual growth of each young person.

VISION

The Office of Youth Ministry provides an integrated vision of Church expressed through the following aspects of ministry with adolescents:

- Developmentally Appropriate
- Family Friendly
- Intergenerational
- Multicultural
- Community-wide Collaboration
- Leadership
- Flexible and Adaptable Programming

COMPREHENSIVE YOUTH MINISTRY

During the adolescent period of transition from childhood to adulthood, adolescents benefit from support systems that encourage and challenge them. Youth Ministry seeks to draw young people into the supportive experience of a Catholic Community.

Renewing the Vision identifies eight components of youth ministry: Advocacy, Catechesis, Community Life, Evangelization, Justice & Service, Leadership Development, Pastoral Care, and Prayer and Worship.

Comprehensive youth ministry provides an approach that integrates the eight components into a framework of support, while encouraging creativity in developing programs, activities, and strategies.

NOTE: For the purposes of this document an adolescent is considered to be an individual attending grade 6 through 12, approximately 11 through 18 years-of-age.

Reminder: Individuals who have attained the age of 18 are legally adults.

RELATIONSHIP WITH NATIONAL AND REGIONAL LEADERSHIP

The Office of Youth Ministry (OYM) staff participates in networking, planning and advocacy on the regional and national levels. Our diocese is represented at semiannual meetings of diocesan youth ministries from Region 10, which includes Arkansas, Oklahoma, and Texas.

The diocese is also a member of the National Federation for Catholic Youth Ministry (NFCYM). The staff of the OYM participates in the annual meetings of the NFCYM, and contributes to committee work that guides the youth ministry agenda on a national level.

NATIONAL CERTIFICATION STANDARDS FOR LAY ECCLESIAL MINISTERS

The revised Code of Canon Law states that lay persons who devote themselves to special service in the Church are “obliged to acquire appropriate formation required to fulfill their function properly and to carry out this function conscientiously, eagerly, and diligently.” (Canon 213)

In April, 2003 the National Federation for Catholic Youth Ministry (NFCYM), the National Association for Lay Ministry (NALM), and the National Conference for Catechetical Leadership (NCCL) jointly approved certification standards and core and specialized competencies for the ministerial roles represented by the organizations— Youth Ministry Leaders, catechetical leaders, pastoral associates, and parish life coordinators. The National Certification Standards for Lay Ecclesial Ministers defines broad areas of ministerial competence as the norms by which an individual’s ministerial competence may be assessed; a vision statement for each standard; core competencies that delineate specific knowledge, skills, abilities, attitudes, values, and/or traits required to fulfill certification standards; and specialized competencies expressed distinctly within the context of youth ministry.

Reference: Co-Workers in the Vineyard of the Lord - A Resource for Guiding the Development of Lay Ecclesial Ministry, United States Conference of Catholic Bishops, 2005

YOUTH MINISTRY LEADER QUALIFICATIONS

A Youth Ministry Leader is anyone who serves in any of the following capacities within the Diocese of Victoria:

1. Director/Coordinator of Youth Ministry
2. Assistant Director/Coordinator of Youth Ministry

The Office of Youth Ministry requires the following for all Youth Ministry Leaders.

1. An active Catholic in good standing with the Church with no impediment to full communion.
2. An active and visible member of a parish community.
3. A person who is knowledgeable in regards to Catholic teaching and morality.
4. A person of deep faith and prayer.
5. A person of good character, reputation, and record.
6. A person called to ministry with an understanding of vocation.
7. A person with working knowledge of the "Vision" of Comprehensive Youth Ministry as outlined in the document "Renewing the Vision, a Framework for Catholic Youth Ministry."
8. A person with a commitment to continuing professional and ministerial formation.
9. A person who is skilled in human resource management and is willing to enable youth and adults to manage resources in order to achieve an effective integration of all dimensions of youth ministry.
10. A person who understands and can apply the principles and foundations of youth ministry.
11. A person who believes in, and continues to study, understand, and apply Catholic theology as the core of his/her ministry.
12. A person able to provide formation adapted to meet specific individual needs so that the spiritual growth and community involvement of the young person is both encouraged and enriched according to his/her abilities.
(Reference: Pastoral Statement of U.S. Catholic Bishops on People with Disabilities (1978) and NCCB Guidelines for the Celebration of the Sacraments with Persons with Disabilities (1995).
13. A person who possesses effective leadership, communication, and interpersonal skills.
14. A person who is creative, self-motivated, and full of the joy of the Lord.
15. A person who is willing to deal with the absurdities of youth ministry (long weekends, late nights, etc).
16. Complete a Background check and be granted approval in general and as a driver in accordance with the policies of the Diocese of Victoria. Complete the Safe Environment training within 90 days of the start of any work in the area of youth ministry unless parish norms require training sooner than 90 days.
17. Complete the Diocese of Victoria Youth Ministry Basic Certification Class within one (1) year of hire.
18. Possess a valid State of Texas driver's license with proof of valid insurance with the required minimum limits of coverage in accordance with the policies of the Diocese of Victoria. (See page 59 and 71 for more information.)

Preventative Strategies

Self-care

- The minister should maintain the boundaries of his/her professional commitment.
- The minister should not try to assist anyone whose needs extend beyond his/her level of competence.

Code of Ethics for Youth Ministry Leaders

The National Federation for Catholic Youth Ministry has developed the following code of ethics for youth ministry leaders. The Diocese of Victoria has adopted this code of ethics for all youth ministry leadersⁱ. This code of ethics is intended for youth ministry leaders regardless of employment status within the church. While this code may be used in conjunction with existing diocesan policies, protocols or codes, it is not intended to supersede them.

Professional Ethical Obligations

1. Ministerial Role

- a) Youth ministry leaders work collaboratively with the pastor (and/or other supervisors) and associates in ministry.
- b) Youth ministry leaders faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Youth ministry leaders are competent and receive education and training commensurate with their role(s) and responsibilities (§ 231, Code of Canon Law).
- d) Youth ministry leaders respect the diversity of spiritualities in the faith community and will not make their personal form of spirituality normative.

2. Inclusion

- a) Youth ministry leaders recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- b) Youth ministry leaders serve all people without regard to gender, creed, national origin, race, ethnicity, age, sexual orientation, marital status, socioeconomic status, immigration status, or political beliefs.
- c) Youth ministry leaders ensure that all persons have access to the resources, services, and opportunities they require with particular regard for persons with special needs or disabilities.

3. Accountability

- a) Youth ministry leaders are accountable to the pastor or other duly appointed representative, under the authority of the diocesan bishop.
- b) Youth ministry leaders are called to serve the faith community, carrying out their ministerial functions “...conscientiously, zealously, and diligently” (§ 231, Code of Canon Law).
- c) Youth ministry leaders exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.
- d) Youth ministry leaders, upon suspecting or learning of abuse of a minor, must notify the civil authorities, as well as church leadership responsible for this topic, in accordance with civil and ecclesial law as defined in the Diocese of Victoria Code of Pastoral Conduct and Policy Regarding Sexual Abuse of Minors.

4. Confidentiality

- a) Youth ministry leaders respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.
- b) Youth ministry leaders must adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or to a third party.

- c) Youth ministry leaders support the rights and roles of parents while ministering to the needs and concerns of their children.

5. Conduct

- a) Youth ministry leaders know that they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- b) Youth ministry leaders maintain appropriate professional boundaries (e.g., physical, sexual, spiritual, relational, and emotional). Dating, romantic or sexual relationships between a youth ministry leader and any youth is inappropriate and unethical.
- c) Youth ministry leaders shall exhibit the highest ethical standards and personal integrity reflective of the Gospel and will avoid even the appearance of impropriety.
- d) Youth ministry leaders may not consume alcohol while supervising youth; may never use illicit substances; and may never provide alcohol or illicit substances to youth.

6. Referrals and Intervention

- a) Youth ministry leaders should know the signs of neglect and physical, sexual, and psychological abuse.
- b) Youth ministry leaders know their limitations with respect to paraprofessional counseling and make appropriate referrals.

7. Parish/Diocesan Policies

- a) Youth ministry leaders know of and comply with all applicable parish, organizational and/or diocesan policies with special attention given to sexual misconduct, safe environment, risk management, safety, transportation, parental permission, and medical emergency policies.

References

Coriden, J., Green, T. & Heinstschel, D, Editors, (1985). The Code of Canon Law. A text and Commentary. The Canon Law Society of America. New York: Paulist Press.

Gula, Richard, (1996), Ethics in Pastoral Ministry. New York: Paulist Press.

National Association for Lay Ministry Standards Code of Ethics. Downloaded from the Internet on October 16, 2002 at www.nalm.org/standards.html.

National Federation for Catholic Youth Ministry's Organizational Code of Conduct. March 2000.

NALM, NCCL, and NFCYM, (September 29, 2002). Common Competency Project Core Certification Standards and Competencies. Draft 3.

ⁱ This code of ethics pertains to lay ecclesial ministers serving as youth ministry leaders. These individuals may conduct ministry under a variety of titles, including but not limited to coordinator of youth ministry, director of youth ministry, parish youth minister, and/or campus minister. Some pastoral associates, parish coordinators, and catechetical leaders may also share responsibility for youth ministry and as such may be considered "lay ecclesial ministers serving as youth ministry leaders."

This is a job description for a full-time primary Youth Ministry Leader who possesses the title Director/Coordinator of Youth Ministry. A job description should be written to meet the specific needs of the parish. Depending on the staff structure set by the pastor, this description may be divided among other parish Youth Ministry Leaders.

SAMPLE JOB DESCRIPTION

I. Position Title: Director/Coordinator of Youth Ministry

II. Primary Function of This Position: The Director/Coordinator of Youth Ministry is responsible for coordinating the efforts of the parish in providing Comprehensive Youth Ministry for junior high and senior high youth.

III. Working Relationships:

- a. Accountable to the pastor and functions as part of the Parish Pastoral Staff.
- b. Assesses and continues developing Comprehensive Youth Ministry embracing advocacy, catechesis, community life, evangelization, justice and service, leadership development, prayer and worship, and pastoral care.
- c. Maintains contact with the diocesan Office of Youth Ministry, gains familiarity with diocesan policies and guidelines, and attends diocesan meetings.
- d. Works in concert with heads of ministry, clergy, staff, parish council, and area schools.
- e. Facilitates the harmonious working together of the various personnel and programs that embody the parish youth ministry efforts.

IV. Pastoral Staff Responsibilities:

- a. Maintains communication with the pastor and other staff members.
- b. Attends staff meetings and events.
- c. Acts as staff resource person on issues relating to youth ministry.

V. Administrative Responsibilities:

- a. Maintains communication with youth through bulletin announcements, event flyers, and newsletters.
- b. Prepares and monitors a youth ministry budget.
- c. Recruits, trains, and supervises all youth ministry personnel.
- d. Arranges for every minister to youth to be knowledgeable about the Diocesan Policies regarding Youth Ministry and to assure that the signed documents are maintained
- e. Assures that all volunteers in the program has received Safe Environment approval and clearance.
- f. Arranges for every driver for youth ministry events to be in compliance with the Diocesan Policies, and maintains the necessary documents.
- g. Provides Medical and Liability Release forms for youth to participate in youth ministry sponsored events.
- h. Offers sufficient training and referral resources to handle teens with special needs.
- i. Maintains accurate records—student attendance, volunteer training, etc.

VI. Youth Oriented Areas of Responsibility:

- a. Designs and maintains a comprehensive youth ministry process to meet the needs of early and older adolescents (6th – 12th grades), and adapts to changes in the youth culture.
- b. Presents programs designed for special needs (i.e., sexuality catechesis, drugs and alcohol awareness, depression and suicide prevention, etc.)

Advocacy

1. Stands with and speaks on behalf of young people and their families on public issues that affect their lives (education, health care, safe neighborhoods, etc.).
2. Encourages the parish to examine its practice of fully integrating early and older adolescents into the life of the Church.
3. Networks with other Coordinators of Youth Ministry.
4. Coordinates the production and distribution of a youth ministry newsletter/update for teens and their parents.
5. Develops partnerships and initiatives with civic and parish leaders to develop a shared vision and strategies for building a healthy civic and parish community .
6. Empowers young people by giving them a voice and calling them to responsibility and accountability (education, leadership training, skills building, etc.).
7. Encourages youth participation in Diocesan youth events .

Catechesis

1. Provides developmentally appropriate content and processes according to the USCCB Adolescent Catechesis Guidelines
2. Integrates knowledge of the Catholic faith with the development of practical skills for living the faith in today's world.
3. Engages adolescents in the learning process by incorporating a variety of learning methods and activities through which they can explore and learn about Scripture and the Catholic faith.
4. Provides for real-life application of learning by helping youth apply the learning to living more faithfully.
5. Promotes family faith development through parish-school programs by providing parent education programs and resources, by incorporating a family perspective in catechetical programming, and by providing parent-adolescent and intergenerational catechetical programming.
6. Incorporates a variety of program approaches (parish at large, small group, home-based, self-directed, independent, etc.).
7. Explicitly invites young people to explore the possibility of a personal call to ministry and the beauty of the total gift of self for the sake of the Reign of God.

Community Life

1. Develops the friendship-making and friendship-maintaining skills of young people grounded in Christian values.
2. Engages adolescents in the life, activities, and ministries of the parish in meaningful and age-appropriate ways.
3. Creates an environment characterized by Gospel values that nurtures meaningful relationships among young people and between adolescents and adults.
4. Provides opportunities for multicultural community building that promotes respect for young people's racial and ethnic cultures and develops the skills for communication and understanding.
5. Provides avenues for adolescents to participate as members of the faith community and opportunities for the faith community to acknowledge, celebrate, and value its adolescent members.

Evangelization

1. Calls young people to follow Jesus in a life of discipleship.
2. Invites young people personally into the life and mission of the Catholic community.
3. Calls young people to be evangelizers of other young people, their families, and the community.

Justice and Service

1. Engages young people in discovering the call to justice and service in the Scriptures, in the life of Jesus, and in Catholic social teachings.
2. Involves adolescents and their families in actions of direct service to those in need and in efforts to address the causes of injustice and inequity.
3. Develops the assets, skills, and faith of young people by promoting Gospel values in their lifestyle choices.
4. Nurtures lifelong commitment to service and justice involvement.

Leadership Development

1. Develops a leadership system that invites, trains, supports, and nourishes adult and adolescent leaders and provides for the coordination throughout a comprehensive model.
2. Develops and nurtures adult leaders with solid theological understandings, relational and ministry skills, and organizational ability appropriate to their particular role in ministry with adolescents.
3. Empowers and enables all young people for leadership and ministry with their peers and with the larger church.

Pastoral Care

1. Develops the life skills of adolescents, such as relationship building, assertiveness, nonviolent conflict resolution, decision-making, and planning.
2. Creates networks of care and support for young people and their families.
3. Provides programs and resources for parent education and skills for effective parenting that incorporate understanding of adolescent development and family life cycle tasks.
4. Guides young people in making important life decisions.
5. Referral skills: knowing the support services and referral resources to promote healing.
6. Provides support and enrichment for adolescents and parents experiencing divorce, separation, or family problems.

Prayer and Worship

1. Plans and implements specific liturgical celebrations for youth.
2. Provides opportunities with parish worship committee for youth participation in parish liturgical celebrations and events.
3. Encourages and assists in the formation of youth as worship leaders and liturgical ministers.
4. Encourages and assists in developing the personal prayer life of youth.

PERFORMANCE APPRAISAL

This procedure offers a consistent and continuing record of an individual's work performance, and provides for the following:

1. affirming the work of the Youth Ministry Leader
2. identifying areas where improvement is needed
3. considering changes in the job description
4. identifying areas for further professional growth and development

PERFORMANCE REVIEW

Youth Ministry Leaders desire to have feedback on their performance. It is most appropriate to develop an annual review of the leader's strengths and areas for growth. The following is highly recommended:

- At a consistent time each year (e.g. each December), the Pastor gives the Youth Ministry leader the performance appraisal instrument to be completed, as well as a copy of the Youth Ministry Leader's job description.
- The Pastor and Youth Ministry Leader exchange copies of the completed evaluation instruments for review one week before the scheduled Pastor/Youth Ministry Leader conference.
- At the scheduled conference, the Pastor and the Youth Ministry Leader mutually assess the leader's performance, in concert with the job description.
- After the process is completed and the outcomes are communicated to and discussed with the Youth Ministry Leader, the results should be put into written form. The strengths and areas needing improvement should be clearly indicated. The Youth Ministry Leader is invited to respond in writing to the outcomes of the written statements. The evaluation form is dated and signed by the Pastor and Youth Ministry Leader. A copy is then placed in a confidential file in the parish and one copy is given to the Youth Ministry Leader.
- If changes are made to the job description during the evaluation process, a copy of the new job description should be attached to the signed appraisal form.
- Sample Performance Review is on the following page

**DIOCESE OF VICTORIA – YOUTH MINISTRY LEADER
SAMPLE EMPLOYEE PERFORMANCE REVIEW**

Employee	Position

From time Period		to	
Parish			

Performance Plan: At the beginning of the review period, the Pastor and the Youth Ministry Leader should meet to discuss and describe the major responsibilities and objectives of the employee's position, as detailed on the job description.

Overall Performance Review: At the end of the review period, the supervisor provides the enclosed Employee Self- Evaluation form to the employee for completion. The supervisor then completes the review form that begins on this page of this four page form to evaluate this employee's overall performance. The pastor and employee should schedule a mutually convenient time to sit and review the evaluation results.

Summary: Page 18 summarizes the review process in four sections:

- Supervisor's comments
- Employee's comments/acknowledgment
- Supervisory acknowledgment

OVERALL PERFORMANCE REVIEW

Supervisors use this section to evaluate the individual's strengths as well as any areas of concern relative to job requirements.

AREA OF REVIEW	AREAS OF STRENGTHS	AREAS FOR GROWTH
<p>1. JOB DUTIES AND RESPONSIBILITIES (Attach copy of job description) Consider how well the employee has accomplished the duties and responsibilities detailed on the job description. List below other duties and responsibilities added during the past year:</p> <ol style="list-style-type: none"> 1. 2. 3. 		

AREA OF REVIEW	AREAS OF STRENGTHS	AREAS FOR GROWTH
<p>2. PLANNING AND ORGANIZING Consider how well the employee sets precise, measurable goals, including both completeness and quality; sets priorities; organizes and coordinates work/projects effectively; reflects a desire to balance assignments to avoid boredom or burnout.</p>		
<p>3. PROBLEM-SOLVING / DECISION-MAKING Consider how well the employee analyzes and evaluates circumstances; arrives at sound and logical conclusions; develops effective solutions; makes timely, fact-based decisions; and uses creativity and innovation to originate and adapt new ideas to achieve objectives.</p>		
<p>4. USE AND CONTROL OF RESOURCES Consider how well employee establishes sound controls; follows up on projects; uses resources for maximum effectiveness, both within the department and between departments; seeks ways to avoid duplication of tasks within/between departments.</p>		
<p>5. COMMUNICATION Consider how well employee clearly, concisely, and accurately expresses thoughts, both in writing and orally.</p>		
<p>6. WORKPLACE/ENVIRONMENT Consider how well employee values own work/workspace and that of others; promotes open communication and trust; shares learned task/experience with other employees; reflects professionalism both in personal and workspace appearance.</p>		
<p>7. MULTICULTURAL AWARENESS AND SENSITIVITY Consider employee's awareness of and sensitivity to individuals and groups from all cultural, ethnic, and economic backgrounds, both among other employees and in ministry to clients.</p>		

AREA OF REVIEW	AREAS OF STRENGTHS	AREAS FOR GROWTH
<p>8. SKILLS ASSESSMENT Consider employee's proficiencies and skills necessary for the job (please list), including employee's contribution in setting vision and direction for area/ department.</p> <p>1. 2. 3.</p>		
<p>9. SKILLS/PROF. DEVELOPMENT PLAN Consider how well the employee has met the previous year's Skills/Professional Development Plan; seeks or accepts opportunities to learn more about the field or area in which they work, beyond job-specific skills.</p>		
<p>10. LEADERSHIP/INTERPERSONAL RELATIONS Consider how well the employee assumes leadership role; is flexible to change; maintains objectivity, presents professional image; and displays patience and tact reflective of our Christian message.</p>		
<p>11. DEPENDABILITY/ RESPONSIBILITY Consider how well employee completes tasks in a timely and responsible manner: accepts responsibility; handles punctuality and attendance.</p>		
<p>12. VISION OF THE CHURCH (as appropriate) Consider how well employee demonstrates a commitment to the philosophy and mission of the Parish.</p>		
<p>13. OTHER Consider other areas not listed elsewhere.</p>		
<p>OVERALL PERFORMANCE: There is no set formula for determining overall performance. Consider the individual areas above, including the specific value of each responsibility area, and then summarize overall performance.</p>		

EMPLOYEE’S COMMENTS/ACKNOWLEDGMENT

(The employee may use this space to make comments on this review. The employee MUST sign the acknowledgment at the bottom of this section.)

PASTOR’S COMMENTS

(Supervisor may use this space for additional comments or points not previously covered. Consider strengths, accomplishments and progress during the past year.)

The contents of this review have been discussed with me. My signature is acknowledgment of but does not imply agreement or disagreement with this review.

Employee’s Signature

Date

Pastor’s Signature

Date

Distribution:

Make two copies—one each for the pastor and employee. One should be kept in the official files of the employee.

VISION AND GOALS OF CATECHESIS

The *General Directory for Catechesis* (GDC), a document for the entire Church, fully situates catechesis within the context of evangelization and notes that catechesis is an “essential moment” in evangelization. The GDC states that catechesis “receives from evangelization a missionary dynamic which deeply enriches it and defines its own identity. The ministry of catechesis appears...as a fundamental ecclesial service for the realization of the missionary mandate of Jesus” (GDC, 59).

"Catechesis is nothing other than the process of transmitting the Gospel, as the Christian community has received it, understands it, celebrates it, lives it, and communicates it in many ways" (GDC, 105).

The fundamental tasks of catechesis are:

- Knowledge of the faith
 - Liturgical education
 - Moral formation
 - Teaching to pray
 - Education for Community Life
 - Missionary Initiation (GDC, 85-86)
- Catechesis is a life-long process of initial conversion, formation, education, and on-going conversion.
 - Through word, worship, service, and community, catechesis seeks to lead all God's people to an ever-deepening relationship with God, who reveals himself in Jesus Christ through the power of the Holy Spirit.
 - The ministry of catechesis encompasses ministry to adults, youth, and children in a variety of locations and programs: parish life-long faith formation, religious education programs, youth ministry programs, sacramental preparation, RCIA, family programs, Scripture study, whole parish catechesis, and more.
 - ...adult catechesis must be given priority...with the purpose of allowing a person to grasp and live the immense, extraordinary richness and responsibility received at Baptism. (GDC, 258; Pope John Paul II: *Apostolic Exhortation Christifideles Laici*, 1988)

Goals of Catechesis

- The conversion of the whole person: mind, heart, soul, and body to Jesus Christ and his Church
- The late Pope John Paul II reminded us that at the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth (*Catechesi Tradendae*).
- An education in the faith of children, young people, and adults, which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life (CCC, Prologue II, 5)
 - The presentation of the Christian message in its entirety in order to continuously nourish the Christian faith and so attain maturity of faith.

PARISH CATECHETICAL LEADER

A Parish Catechetical Leader (PCL) is anyone who serves as the Director/Assistant Coordinator of the Parish Religious Education (Catechetical) Program within the Diocese of Victoria.

QUALIFICATIONS OF A PARISH CATECHETICAL LEADER TAKEN FROM THE *NATIONAL DIRECTORY FOR CATECHESIS* (NDC)

1. Only fully initiated, practicing Catholics who fully adhere to the Church's teaching in faith and morals and who are models of Christian virtue and courageous witnesses to the Catholic faith should be designated as Parish Catechetical Leaders. (NDC, 54.5)
2. A Parish Catechetical Leader is one who has updated knowledge of theology, Scripture, Liturgy, catechesis and catechetical methodology, educational psychology and theory, and administration, as well as some practical catechetical experience with adults, youth, and children. (NDC, 54.5)
3. A Parish Catechetical Leader is one who is willing to continue his/her personal, spiritual, and professional development and participate in diocesan programs of in-service training and formation, catechetical institutes, conventions, retreats, and accredited programs. (NDC, 54.5)

REQUIREMENTS OF A PARISH CATECHETICAL LEADER IN THE DIOCESE OF VICTORIA

The Parish Catechetical Leader:

- must complete the Diocese of Victoria Safe Environment training and background check prior to beginning the ministry.
- must complete the Diocese of Victoria Basic Formation and Training for Parish Catechetical Leadership within the first year of hire.
- must complete the Diocese of Victoria Pastoral Institute Short-Term Basic Catechist Certificate (59 clock hours) within three years.
- must be willing to work toward the Diocese of Victoria Pastoral Institute Advanced Catechist Certificate (161 clock hours).
- must have a comprehensive knowledge of the *General Directory for Catechesis* and the *Catechism of the Catholic Church*. (NDC, 54.5)
- must comply with all the **Diocesan Policies and Procedures** enumerated in this manual for the YOUTH MINISTER LEADER/PARISH CATECHETICAL LEADER.

RESPONSIBILITIES OF THE PARISH CATECHETICAL LEADER

(Taken from the *National Directory of Catechesis*, 54.5)

“Ordinarily, under the direction of the pastor, the main responsibilities of the PCL are as follows:

1. Overall direction of the parish catechetical programs for adults, youth, and children
2. Planning, implementation, and evaluation of the parish catechetical program
3. Recruitment, formation, on-going development, and evaluation of catechists
4. Implementation of diocesan and parish catechetical policies and guidelines, including the areas of catechist certification and supervision and administrative policies related to negligence, sexual abuse, sexual harassment, and the safety and protection of minors (*USCCB Promise to Protect, Pledge to Heal*, 2003)
5. Collaboration with the pastor, other parish ministers, and appropriate committees, boards, and councils
6. Assistance in liturgical planning
7. Attention to his/her own personal, spiritual, and professional development

Job Description for a Parish Catechetical Leader (Sample)

A. Leadership: Identify, recruit, and provide on-going formation for catechists and other volunteers; collaborate with parish staff and nearby parishes; attend the Diocese of Victoria Annual Conference for Catechesis and Ministry and the Organization of Catechetical Leadership (OCL) meetings and diocesan sponsored in-services; prepare creative, spirit-filled liturgies, sacramental celebrations, and prayer experiences.

B. Program Development: Facilitate the process of creating a parish vision of catechesis based on contemporary catechetical documents in consultation with the pastor and other parish leadership; integrate the principal tasks of catechesis into a total parish catechetical program, (See *Vision and Goals of Catechesis*, p.2); research appropriate models to address catechetical needs in the parish, including adult faith formation; oversee development of curriculum and the implementation of it; develop, select, and instruct others in use of texts and resources.

C. Catechist Formation: Recruit catechists - discern and call forth their gifts and talents; train (using *Echoes of Faith Plus* Catechetical, Methodology, and Theological modules (except Sacraments and Liturgy), and supervise catechists for certification, including the Diocese of Victoria's policy, procedures, and requirements from the Office of Child and Youth Protection; facilitate development of a faith community among catechists; devise appropriate evaluation procedures and tools for evaluating programs and personnel.

D. Administration and Budget Management: Articulate effective administrative policies and procedures; identify problems and manage conflicts; plan, organize, and manage time according to priorities and responsibilities; draft, present, and defend catechetical budget to appropriate parish financial bodies; monitor and evaluate use of funds.

Parish Catechetical Leader Performance Appraisal Worksheet

A performance appraisal involves a face-to-face meeting between the person being evaluated and his/her supervisor. This worksheet is intended to assist both persons in preparing for the performance appraisal. Completion of the worksheet should **not** take the place of an actual meeting. After both the evaluator and the person being evaluated have completed the worksheets, both persons should exchange copies before the meeting with enough time allowed for careful review.

Name of person being evaluated _____

Date of appraisal: _____

Check whether this worksheet is: _____ a self-appraisal by PCL
_____ an appraisal by supervisor (pastor/parish
pastoral administrator)

Section 1: Job Description

For each item, circle a number based on the following performance appraisal scale:

4 = Outstanding performance (regularly **exceeds** expectations)

3 = Good performance (regularly **meets** expectations)

2 = Fair performance (does **not** regularly meet expectations)

1 = Poor performance (**rarely** meets expectations)

A. Leadership:

- 1 2 3 4 Identify, recruit, and provide on-going formation for catechists and other volunteers.
- 1 2 3 4 Collaborate with parish staff and nearby parishes.
- 1 2 3 4 Attend the Diocese of Victoria Annual Conference for Catechesis and Ministry and the Organization of Catechetical Leadership (OCL) meetings and diocesan sponsored inservices.
- 1 2 3 4 Prepare creative, spirit-filled liturgies, sacramental celebrations, and prayer experiences.

1 2 3 4 Overall Appraisal for this section

B. Program Development:

- 1 2 3 4 Facilitate the process of creating a parish vision of catechesis based on contemporary catechetical documents in consultation with the pastor and other parish leadership.
- 1 2 3 4 Integrate the principal tasks of catechesis into a total parish catechetical program. See Vision and Goals of Catechesis, p.2.
- 1 2 3 4 Research appropriate models to address catechetical needs in the parish, including adult faith formation.
- 1 2 3 4 Oversee development of curriculum and the implementation of it;
- 1 2 3 4 Develop, select, and instruct others in use of texts and resources.

1 2 3 4 Overall Appraisal for this section

C. Catechist Formation:

C. Catechist Formation:

- 1 2 3 4 Recruit catechists - discern and call forth their gifts and talents.
- 1 2 3 4 Train (using *Echoes of Faith Plus* Catechetical, Methodology, and Theological modules (except Sacraments and Liturgy).
- 1 2 3 4 Supervise catechists for certification, including the Diocese of Victoria's policy, procedures, and requirements from the Office of Child and Youth Protection.
- 1 2 3 4 Facilitate development of a faith community among catechists.
- 1 2 3 4 Devise appropriate evaluation procedures and tools for evaluating programs and personnel.

1 2 3 4 Overall Appraisal for this section

D. Administration and Budget Management:

- 1 2 3 4 Articulate effective administrative policies and procedures.
- 1 2 3 4 Identify problems and manage conflicts.
- 1 2 3 4 Plan, organize, and manage time according to priorities and responsibilities.
- 1 2 3 4 Draft, present, and defend catechetical budget to appropriate parish financial bodies.
- 1 2 3 4 Monitor and evaluate use of funds.

1 2 3 4 Overall Appraisal for this section

Section 2: General Observations

For the supervisor: 1. Is the PCL actually doing what his/her job description indicates? Specify.

For the PCL: 1. Are you actually doing what your job description indicates? Specify.

For the supervisor: 2. Does the PCL have adequate time and resources to fulfill his/her job description? Specify.

For the PCL: 2. Do you have adequate time and resources to fulfill your job description? Specify.

This worksheet was completed by: _____
 Signature _____
 Date: _____

PARISH CATECHETICAL LEADER SALARY WORKSHEET

These guidelines, prepared by the Diocese of Victoria Office of Catechetical Ministry, are offered **to assist** the pastor and a parish catechetical leader in the identification and negotiation of a salary for the catechetical leader of the parish.

Each parish situation **is different** and should be evaluated as such. However, the payment of a just wage is a serious consideration for lay ecclesial ministry; therefore, every effort should be made to adequately compensate staff members. This also helps to improve both competence and retention.

Factor One: Administrative

The PCL uses skills in administration.

	Points Allowed	Total Points
1. (Choose A or B)		
A. Role Description of PCL: responsible for overall design, direction and implementation of parish/system catechetical program; administers, evaluates, and plans for the program as well as the professional development of catechists	90	_____
B. Role Description of PCL: responsible for implementation of parish catechetical program(s) on a particular level or for particular group(s)	50	_____
2. Participates in budget planning and management of budget	35	_____
3. Recruits, supports, and regularly in-services catechists and/or coordinators	30	_____
4. Supervises inclusion of persons with disabilities within catechetical programs	20	_____
5. (Choose ONE from the following)		
Supervises 1– 6 catechists and/or volunteers	20	
Supervises 7 – 12 catechists and/or volunteers	30	
Supervises 13 – 25 catechists and/or volunteers	40	
Supervises 26 – 50 catechists and/or volunteers	50	
Supervises 50 – 70 catechists and/or volunteers	60	
Supervises over 70 catechists and/or volunteers	70	_____
6. (Choose A or B)		
A. Selects and orders print and other media	20	
B. Responsible for coordination and selection of print and media as well being a resource person for related parish/system activities	40	_____
7. (Choose A or B)		
A. The PCL is an integral part of parish/system staff and collaborates with the pastor, the Catholic school principal, and other parish staff members.	20	
B. All of "A", plus assumes administrative role with board of education in conjunction with school principal, if applicable. Assumes liaison role with the Office of Catechetical Ministry and the Organization of Catechetical Leadership.	40	_____
Total points for Factor One		_____

Factor Two: Areas of Responsibility		Points	Total
The PCL is responsible for catechetical programs.		Allowed	Points
1. Direct Responsibility			
Catechetical programs for children and youth (add cumulatively)			
Pre-K through Grade 2	15	_____	
Grades 3 - 5	15	_____	
Grades 6 - 8	15	_____	
Grades 9 - 12	15	_____	
Resource to Catholic school, if applicable	15	_____	
Total number of students (choose ONE)			
Less than 100	25	_____	
100 - 199	35	_____	
200 - 349	45	_____	
350 - 500	60	_____	
500 +	75	_____	
2. Other Responsibilities (add cumulatively)			
Adult education	35	_____	
Baptism program	15	_____	
Confirmation	30	_____	
First Eucharist	15	_____	
First Reconciliation	15	_____	
Programs for persons with disabilities	15	_____	
Catechesis in Catholic schools	20	_____	
Christian Initiation of Adults	40	_____	
Christian Initiation for Children	20	_____	
Parish retreats or renewal	15	_____	
Youth ministry	45	_____	
3. Points beyond PCL area of responsibility, but in the contract. Discretionary points to be determined by Pastor, Board Chair, and PCL. (Specify, i.e. liturgical ministry, etc.)_____			
Total Points for Factor Two			_____

Factor Three: Formal Education for Professional Leadership		Points	Total
The Diocese of Victoria recognizes formal education in preparation for the role of PCL.		Allowed	Points
1. (Please select the ONE highest level earned)			
A. Undergraduate hours - no degree (choose one)			
0 - 30	15		
30 - 60	30		
60 - 90	40		
90 - 120	50		
B. Bachelor's degree			
Bachelor's degree in unrelated field	50		
Bachelor's degree in education or related field	75		
Bachelor's degree in religious education, theology, or pastoral studies	90		
C. Master's degree			
Master's in unrelated field	85		
Master's in education or related field	125		
Master's degree in religious education, pastoral studies, theology....	130		
Additional Master's degree in education or related field	145		
D. Doctorate in religious education, pastoral studies, theology, or ministry	175	_____	

2. Additional points

Post-graduate hours in religious education, pastoral studies, or theology		
1 – 9	10	_____
10 – 20	15	_____

Total points for Factor Three _____

Factor Four: Other Formation for Professional Leadership

The Diocese of Victoria recognizes the variety of formation opportunities that help PCLs to be effective catechetical ministers.

1. Diocese of Victoria Pastoral Institute Extended Program completed <i>(5 pts. per each six-weeks course)</i>	60	_____
2. Completion of PCL Formation Program	20	_____
<i>Basic formation for Catechetical Leadership and Management</i>		
3. Diocesan inservices: <u>OCL Meetings</u> (2-4 attended the past year)..... <i>(3 pts. per meeting)</i>	12	_____
4. Diocesan Catechetical Conference Attended	10	_____
5. Deaconate Formation Program <i>(10 pts. per course)</i>	120	_____
6. Adult Youth Ministry Certification	80	_____

Total points for Factor Four _____

Factor Five: Experience as a Parish Catechetical Leader

The Diocese of Victoria recognizes the wisdom and competency provided by experience as a great value to the professional catechetical leader.

1. Previous experience as a PCL or a similar position (Choose ONE from the following)		
No previous experience	0	_____
1 - 3 years experience.....	15	_____
4 - 6 years experience	30	_____
7 - 10 years experience	40	_____
Over 10 years experience	50	_____
2. Prior work experience (i.e., teacher, principal, pastoral associate, diocesan position) (Choose ONE from the following)		
1 - 10 years experience	10	_____
11 - 20 years experience	20	_____
Over 21 years experience	30	_____

Total points for Factor Five _____

Calculate Total Points

Points are based on skill, knowledge, experience, and responsibilities of the PCL.

Factor One:	Administrative	_____
Factor Two:	Areas of Responsibility	_____
Factor Three:	Formal Education for Professional Leadership	_____
Factor Four:	Other Formation for Professional Leadership	_____
Factor Five:	Experience	_____

Grand Total of Points _____

Determine Salary Level

Point Totals	Level
700 - 900	5
500 - 700	4
300 - 500	3
200 - 299	2
0 - 199	1

Salary Level _____

Suggested Salary Ranges

Introduction:

The salary ranges listed below are based on analysis of uniform position classifications and compensation published in the *National Project on Just Wages and Benefits for Lay and Religious Church Employees*. The figures stated here come from the Archdiocese of Dubuque. We realize that living expenses differ in various parts of our country and even in different cities or towns. **These are guidelines.**

For each level there is a salary range. If the total number of points is in the middle of the point spread, base salary would be at mid-point. After establishing a point total and level, it is up to the Pastor(s), Board, and PCL to determine an acceptable salary/compensation-package. Should the point spread move a person up a level, it is presumed that there will be an increase in salary/compensation.

Chart I:

Salary levels below constitute full time personnel on a twelve-month contract. Adjust accordingly for a 10 or 11-month contract. Minimum wage in Texas is \$7.25 per hour. A 40-hour workweek for 52 weeks equals \$15,080.

Level	Minimum	Midpoint	Maximum
5	\$28,360	\$32,675	
4	22,500	27,690	\$32,880
3	19,345	23,730	29,155
2	16,670	20,370	24,095
1	15,080	17,545	20,705

(Example: a point total of 475 places the full-time PCL at level three. After negotiations, a salary of \$23,730 could be set, placing the salary at the mid-point. This could be adjusted to \$21,753 for a ten-month contract.)

Chart II:

Salary levels below constitute part-time personnel on a twelve-month contract. Adjust accordingly for a 10 or 11-month contract. Twenty (20) hours per week is the average on which this scale is based. Minimum wage in Texas is \$7.25 per hour. A 20-hour workweek for 52 weeks equals \$7,040.

Level	Minimum	Midpoint	Maximum
5	\$14,180	\$16,335	\$18,495
4	11,250	13,845	16,440
3	9,660	11,865	14,590
2	8,350	10,200	12,050
1	7,040	8,785	10,350

(Example: a point total of 475 places the part-time PCL at level three. After negotiations, a salary of \$11,865 could be set, placing the salary at mid-point. If the PCL is only contracted for 15 hours per week, the salary could be adjusted to \$8,898 for a twelve-month contract or \$7,420 for a ten-month contract.)

Calculate Total Compensation Package

Total compensation reflects salary plus benefit package.

Salary	_____
Benefits	
Life insurance	_____
Health insurance	_____
Retirement	_____
Continuing education	_____
Other	_____
Total Compensation Package	_____

Note: It is assumed that the parish has made provisions for office space, clerical/secretarial needs, adequate materials, OCL membership and expenses, travel reimbursement, and continuing inservice.

Diocesan Policies and Procedures

Overview of Policies and Procedures

The policies and procedures within this section of the handbook are not intended primarily to limit activities. Rather they direct Youth Ministry Leaders, Parish Catechetical Leaders and Catechists to direct (or develop) necessary measures to ensure the safety of young people and that youth ministry programs are in compliance with catechetical norms of the diocese while minimizing risks to the well-being of the youth.

Diocese of Victoria policies require that parish personnel, paid or volunteer, clearly communicate at all times with youth and their parents/guardians regarding programming. Youth Ministry Leaders and Parish Catechetical Leaders must carefully screen volunteers who minister in the program. Activities need to be appropriately supervised and guidelines should be followed to insure a safe environment for youth.

This department has been assigned the responsibility of providing policies and procedures to assist leadership to create such places in our Diocese.

Responsible Parties

The Youth Ministry Leader / Parish Catechetical Leader do not have to be paid to be the agent of the Parish. If the Parish has the right of control over the leader's work, the Youth Ministry Leader/ Parish Catechetical Leader is the agent of the Parish. The Parish and the Youth Ministry Leader/ Parish Catechetical Leader, as agent, may be held responsible for acts caused by the agent's negligence.



Policy

The YOUTH MINISTRY LEADER/ PARISH CATECHETICAL LEADER is responsible to see that all volunteers who work in youth ministry or any faith formation program in the parish has completed and submitted the required background check and received approval of the diocese and parish to work with youth. All employees and volunteers are required to attend the required Safe Environment workshops and be in compliance with all safe environment policies.



Policy

Adult chaperones/supervisors must be 21 years of age. All Adult Drivers must be 25 years of age or over.

The Law of Negligence

A person is negligent and may be liable for his/her actions if:

- I. There was a duty.
- II. The duty was breached.
- III. There was injury or damage.
- IV. The injury or damage was caused by the breach of that duty.

For example:

A young person has placed himself/herself in a risky situation while not being adequately supervised, and the young person is injured. There was a duty to supervise the event; proper supervision was not provided; and the injury was due, at least in part, to a lack of supervision.

Formation Policies and Procedures



Policy

The Youth Ministry Leader/ Parish Catechetical leader/ catechist must attend all Safe Environment Training within 90 days of assuming his/her position, unless the norms of the parish are that this training is to be taken sooner than 90 days.



Policy

The Youth Ministry Leader/ Parish Catechetical Leader/Catechist must complete a background check and be granted approval by the diocese and the parish. If the job description requires driving, one is required to complete a background check of ones driving record in accordance with the policies of the Diocese of Victoria and obtain approval as a driver **before** beginning the position.



Policy

The Youth Ministry Leader must attend all Safe Environment Renewal and Recertification classes before required deadlines as set by the Diocese of Victoria through the Office of Child and Youth Protection.



Policy

Complete the Diocese of Victoria Youth Ministry Basic Certification Class within one (1) year of hire.

Diocesan Program Adult and Youth Volunteers, Parish Core Teams, Parish Catechetical Leaders and Catechists must adhere to all policies and procedures set forth by the Diocese of Victoria.

Liability



Policy

The Youth Ministry Leader/ Parish Catechetical Leader must have received signed Parental/Guardian Permission and Medical Consent forms for all youth that participate in events on and off of parish property. These forms must be updated at least annually.



Policy

A Parental/Guardian Permission and Medical Consent Form must be obtained for every young person under the age of 18 participating in youth events. See page 34 for policy for 18-20 year olds.



Policy

An event information form must be developed and sign by each parent for any off – site event. This form is in addition to the permission and medical consent form. This form **must** include the following information:

- The reason for leaving the premises
- Time
- Location of the event
- Phone number of the facility
- Lead adult Responsible for your group
- Cell Phone number of lead adult
- Planned Activities
- Whether transportation is provided
- Youth Name
- Parents Signature

Other Suggested information

- Will the young person need money
- What is the attire



Policy

An adult permission/medical release form must be signed by each volunteer and adult chaperone and must be updated on an annual basis.



Policy

A background check will be conducted for every youth ministry employee and volunteer, Parish Catechetical leader/catechist. One must be cleared to work/volunteer within the diocese before beginning ones work/volunteer duties



Policy

All youth-ministry employees/volunteers, and Parish Catechetical leaders/catechists must be in compliance with all safe environment training as required through the Office of Child and Youth Protection of the Diocese of Victoria.

Record Retention



Policy

All permission and medical release forms, and incident reports must be kept on file for a minimum of 3 years past the activity date(s) or until the person is 18 years of age, whichever is longer.

Use of Private Home for Youth Activities



Policy

Events may not be held at private homes at anytime, unless the Pastor of the parish has given written permission to do so. This permission must be granted for each event/activity that will be held in a private home. In order to provide a safe and welcoming environment for young people to grow in their faith, youth events and activities should be held on parish property or a facility conducive for the event (e.g., retreat center, KC Hall, community pool, an entertainment facility, etc.). Such events include but are not limited to: meetings, Scripture study, prayer nights, lock-ins, retreats, choir rehearsals, socials, etc. Violation of this policy may lead to termination of ones position.

Records of Attendance



Policy

Accurate records of attendance must be kept if there is ever a question of the presence of a young person at a particular event. Parents/Guardians may believe their children were at a particular event when, in truth, they were not. Parishes should set up procedures to notify parents of youth non-attendance at an event for which the youth is registered or anticipated to attend.

Arrival and Dismissal

Youth Ministry Leaders/ Parish Catechetical Leaders must remember that their responsibility to and for youth exists from the time of arrival until the time of departure from parish premises or any off-site activity.



Policy

Youth are never to be left unsupervised while attending any youth ministry/ catechetical function or activity, whether on the Parish premises or at another location.



Policy

Two responsible adults must remain with the youth until all youth have left the function or Church premises, including parking areas.



Policy

If it is necessary for a young person to leave a program early, written permission from the parent/guardian must be obtained. Written permission must also be obtained for the youth to leave the function with someone other than parent/guardian. Once a youth has left an event, he/she should not be allowed to return to the event.

Role of Teens in Parish Catechetical Program



Policy

It is a given that high school youth are still in their formative years in learning and practicing their faith. It is important that they are not given roles as primary catechist within the parish catechetical program.



Policy

Teens (16-17 yrs. of age) that are given responsibilities to assist with youth programming must have completed the Youth Code of Conduct program as required by the diocese through the Office of Child and Youth Protection. If still a high school student when they reach the age of 18, they may continue volunteering with this training, through the summer of the year they **have** turned 18. This allows for young people to volunteer with their parish until they begin college. After the summer of the year they **have** turned 18, they must complete a background check and receive approval to work in the diocese. They must also complete all of the requirements of the safe environment program of the Diocese of Victoria.



Procedures

Offer teens, who have already received the Sacrament of Confirmation roles as assistant working with adult catechists (CCE, VBS, Summer Camps, etc.).

Policies and Procedures for Utilizing Young Adults (18-20 years of age)

*Note: These policies refer to 18 year olds who have already graduated from high school. If still a high school student when they reach the age of 18, they may continue volunteering with the Youth Code of Conduct Training, through the summer of the year they **have** turned 18. This allows for young people to volunteer with their parish until they begin college. After the summer of the year they **have** turned 18, they must complete a background check and receive approval to work in the diocese. They must also complete all of the requirements of the safe environment program of the Diocese of Victoria.*

Young Adults can be a major asset in the development and implementation of a youth ministry program. Youth Ministry Leaders/ Parish Catechetical Leaders are to be aware of when and how to involve young adults under the age of 21. Remember that a person must be at least 21 years of age before he/she can fulfill the role of a chaperone.

Young adults between (ages 18-20) should be considered “Interns” in Youth Ministry and be treated in such a manner.

When a Youth Ministry Leader/ Parish Catechetical Leader chooses to utilize young adults, the young adults must understand that their role is not one of a chaperone nor are they high school participants.

Young Adults are highly discouraged from dating high school participants of the youth ministry program.



Young Adults must never be alone or share rooms with younger adolescents.



Young Adults must be in complete compliance with all Safe Environment requirements of the Diocese of Victoria.

When Parents Are Late



Never allow a youth to ride home with someone without a parent/guardian written consent.



All attempts should be made to contact the parents or others by phone from the program site.



After a specified amount of time set by the parish, refer to the emergency contact on their consent form and contact that person.



These procedures should be communicated to all parents at the beginning of the year or at registration time for an activity or program.

Water Safety



Certified lifeguard(s) must be present when swimming at a pool, public or private, a lake, or the beach. Lifeguard certification and training must include certification in American Red Cross CPR, First Aid, Automatic External Defibrillator and Lifeguard.



Young people must use appropriate certified life preservers when using any kind of water craft and be instructed on the proper use of the craft before using it. Each craft should have an adult on board.



Motorized craft must be driven by those ages 25 and older, who are properly licensed and have completed a boater education course approved by the Texas Parks and Wildlife Department.

Physically Challenging Activities



Training for adult sponsors/volunteers for the particular activity that is planned should precede participation in the activity by any of the youth participants.

Some activities offer a high degree of physical challenge for the participants, for example, ropes courses, repelling, white-water rafting, skiing, etc. By the very fact that these activities are more challenging, they involve greater risk. For each such high-risk activity the following should be provided and appropriately used by all participants.



Insure the participants utilize proper safety and other equipment necessary or appropriate for the activity.



The difficulty of the activity should match the skill of the participant. If there is a question about the abilities of a particular participant, that person should be asked not to participate.



Don't make a reluctant participant participate.



During physically challenging games...avoid:
*games that might result in head injuries or collisions with other people or natural objects.
*games that incite reckless or overaggressive behavior.
*games that are hard to supervise. If you can't stop it quickly, you don't have enough control.

Inclement Weather



Policy

If outside at the onset of inclement weather, especially lightning, move all youth to an inside shelter and monitor the weather conditions.



Policy

In the case of a tornado warning, move youth to an interior hallway, closet or bathroom away from windows and assume the "duck and tuck" position. If unable to leave because of the conditions, notify local authorities of your situation.



Policy

Be familiar with your parish's disaster preparedness plan and follow all evacuation warnings when facing various weather anomalies (hurricane, flooding, tornado, etc.)



Policy

Never leave anyone unattended.

Media



Policy

Review all media/video/DVD materials before using them publicly. All items shown should reflect Catholic moral teaching.

MEDICAL EMERGENCY POLICIES AND PROCEDURES



In life-threatening situations, always contact 911, local EMS to provide ambulance service.



Youth Ministry Leader/ Parish Catechetical Leaders must be aware of directions to the nearest hospital or medical facility (both locally and when traveling off-site).

Life-Threatening Emergency Procedures



911 should be called when the person:

- Is or becomes unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has pain or pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache, or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck or back
- Has possible broken bones

Accidents



Policy

If there is an accident, do not make any judgment regarding liability or negligence. If an accident prompts a police investigation, cooperate fully by stating what you witnessed, but do not offer opinions about any matter. Politely refer all additional questions to the pastor or the business office of the Diocese of Victoria. You should not make any statements or comments to the press or news media; refer them to the Pastor.



Procedures

If there is an accident on Diocesan/Church property the following procedures are designed to assist in gathering accurate information.

- Assist them, and call for professional help if the injury warrants it.
- The comfort and protection of the injured person is of primary importance.
- Do not presuppose that the injury is minor enough not to warrant the completion of an Incident Report Form. A copy is included on 53 and 54.
- Begin to fill out the Accident Report Form. Remember to get names, addresses, and phone numbers of witnesses and any other parties involved. Be as accurate as possible in completing all information. Do not make any judgment regarding liability or negligence or commit to pay for medical treatment.
- Accident Report Form should be filed with the Pastor of the parish and the diocesan business office within 7 working days.

First Aid



Policy

Each parish youth ministry program must have a well-stocked and easily accessible first-aid kit.

Preparing a First Aid Kit

A first aid kit can be created in any manner you like – plain or elaborate. The only real requirement is that it is created. Be sure that it fits the needs of your group.

Basics:

- Sterile adhesive bandages in assorted sizes
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Triangular bandages
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant

Nonprescription Drugs:

- Acetaminophen (Tylenol)
- Antidiarrhea medicine
- Antacid
- Emetic
- Eyewash
- Alcohol
- Motion Sickness medicines
- Anti-itch Medicine
- Throat Lozenges

Additional Supplies

- Small plastic bags
- Small paper cups
- Plastic spoons
- Sanitary napkins/tampons
- Cotton-tipped swabs
- Hot pack
- Tissues
- Matches
- Contact lenses supplies



Policy

Medications may only be dispensed by the Youth Ministry Leader/ Parish Catechetical Leader or authorized adult in accordance with the written instructions provided on the Medical Consent Form by the parents/guardians.



Policy

Do not administer medication of any kind without checking the Medical Consent Form for written parental permission, allergies and other medical conditions. All medicine should be labeled in their appropriate prescription or over the counter bottles and should not be in the possession of the youth unless necessary (exceptions: those taking insulin, inhalers or needing an epinephrine pen).

Illness and Injury Procedures



Procedures

- It is recommended that the youth ministry team be trained in first aid and CPR. When travelling it may be advisable to have a licensed nurse or EMT on hand to assist in times of medical emergencies.
- Upon seeing the injured person, assess the situation for any additional possibility of injury to anyone else (including yourself). Make sure no one else will be injured. Would you be in danger if you tried to approach the victim to administer first aid? Do not put yourself in danger.
- Do not move the injured person unless he or she is in an immediate, life-threatening situation. Anytime an injured person is moved, there is risk of additional injury that might cause permanent damage or death. If you have to move the victim, do it as quickly and carefully as possible. Avoid twisting or bending the victim, who might have a neck or spinal injury.
- Call 911 or the local emergency number. If possible send another person to make the call.
- Contact parent/guardian.
- If parent/guardian can not be found, contact the emergency contact person.
- Take the Medical Consent Form with you for any treatment.

In Case of a Missing Person



Never leave the other participants unsupervised to go and look for the missing person.



Determine by quick search if a participant is really missing.



When reasonably sure someone is missing, arrange to continue a search while the following steps are taken:

- Notify the nearest appropriate authority (Police Department, Sheriff's Department, Park Ranger, etc)
- Notify the Pastor of your parish
- The Coordinator of Youth Ministry or Pastor should contact the parents or if an adult is missing, the spouse or relative.
- Be prepared to give as many of the following details as possible:
 1. Location and phone number
 2. Name, address, and age, and description of person
 3. Occupation if an adult
 4. Name of his/her parents or next of kin and telephone number
 5. Background information of the event
 6. Complete details on how this person disappeared (location and time last seen, activity that was going on at the time of the disappearance)
 7. When the immediate emergency has passed, write a report with all the facts, as you know them.

Drugs & Alcohol Policies and Procedures



Policy

Youth and adults participating in youth events will not be permitted to consume alcoholic beverages during those programs. This is inclusive of international trips even if the drinking ages are more lenient in other countries.



Policy

Use of illegal drugs is prohibited at any youth event. Prescription and nonprescription drugs can be used only “as indicated” for the individual.



Policy

Allegations of drug or alcohol possession or usage should be investigated to determine the accuracy of the allegation. Allegations or incidents should be reported immediately to the Youth Ministry Leader/ Parish Catechetical Leader and never handled by a single adult.



Policy

Although bag checks occur before leaving for events, allegations of possession of drugs and/or alcohol still exist.

- If the allegations of possession or use of alcohol or drugs is presented, a party or parties should be approached by at least two adults to determine the accuracy of the allegation. If there is reasonable cause, the adults should request permission to search person’s possessions. This should always occur in the presence of at least two adults. It should never be done alone, nor without the consent of the young person.
- If the allegations prove false, the incident should be documented.
- If allegation proves true or if the young person does not consent to a search of possessions, the parent(s) should be called and disciplinary action initiated. Such action may involve professional counseling or rehabilitation as well as some consequences for their ongoing active membership within ministry (i.e. Dismissal from event, suspension from trips or conferences for a semester, etc.).



Policy

Local authorities must be notified in the case of illegal drugs. Do not take possession of the drugs. Allow local authorities to do so.



Policy

All youth found to have consumed alcohol or drugs, have them in their possession, or arrive to an event under the influence may not be allowed to remain at the youth event and should be picked up immediately. Parent/Guardian must be notified and, it is their responsibility to pick up their son/daughter.

Smoking



Smoking will not be permitted at youth events. Adults, who smoke (not on parish property), must use a designated smoking area that is away from the activity. Be discrete.

Weapons Possession:



In the case of weapon possession (fire arm, knives, etc.), adults and youth should be told verbally and in writing that possession of any weapon is absolutely prohibited on the premises of any church event in the Diocese of Victoria or at a diocesan or parish sponsored event.



If a weapon is discovered, the local police should be called. It is imperative that the safety of all be safeguarded.

If there is an alleged weapon in the possession of someone attending an event, if safety permits, he or she should be approached in as discreet a manner as possible by two adults to determine if there is a weapon. At that point the police and parents should be notified of the incident. If one cannot safely approach the individual, the police should be contacted immediately.



- Call Police/911 if necessary
- Verify report or accusation
- Initiate steps to reduce any risk
- Determine the location of the person with the weapon
- If possible take possession of the weapon from person or location (Do not risk endangering self or other individuals. Only remove a weapon that is not being handled)
- Contact parents/ guardians (if it is a youth)

If there are injuries, assess situation.

- Call for ambulance
- Accompany victim to hospital
- Notify Pastor and Staff
- Make detailed report to the Pastor and any proper authorities

PARISH CRISIS PLAN (SAMPLE)

Coordinate with Pastor, Parish Staff and School to develop a Crisis Plan for each individual parish. These are only examples; however a more detailed parish plan may be necessary for all buildings, school and church. Make sure all staff and volunteers are aware of these procedures.

Emergency Numbers/Contact Persons

Entity	Contact Information
911	
Fire	
Police	
Hospital	
Ambulance	
Child Protective Service	

Basic Crisis Response Plan

- Assess situation at hand
- Call emergency assistance (911; Fire, Ambulance, Police) if necessary
- Activate appropriate Emergency Code to staff, if necessary
- Contact parents of involved party, if appropriate
- Remain calm
- Ensure safety of all present
- Call additional staff if needed
- Initiate appropriate procedures
- Contact professional assistance (counselors, etc) if situation requires
- Assure all involved and parents of situation and state ONLY facts
- Follow up is key
- Pastor is notified and given the facts

Assault of Staff/Volunteers

- Call Police
- Notify Pastor or parish staff
- Remain calm; comfort and support the victim
- Provide medical attention if necessary
- Notify parents or designated family member

Assault of Youth

- Call Police
- Notify Pastor or parish staff
- Notify parents or designated family member
- Remain calm; comfort and support the victim
- Provide minimal medical attention if needed
- Document bruises/injuries
- Ensure staff member remains with the victim until police arrive
- Accompany the victim and police/parents or family member to hospital if needed.

Fire

- Notify Fire Department/ 911 if necessary
- Notify Pastor and staff
- Follow parish floor plan for evacuation
- Custodian or designated staff shuts down electrical and gas supply
- Activate Emergency Fire Code
- Proceed to designated safety area
- Leave meeting area with keys, purse, cell phone
- Close door and turn off lights
- Account for all present
- Verify safety of all present
- Wait for all clear signal to return to meeting room
- Listen for further instructions
- Be prepared to respond to parents' calls

Bomb Threat/Person receiving the Call

Remain calm; try to obtain the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where is the device located in the building?
- Why was it set?
- What will cause it to explode?
- Who are they trying to hurt?
- Are they aware of the danger and harm they are causing innocent people?
- Try to identify characteristics of the caller
 - What does the voice sound like? (man, women, child)
 - Tone of voice intoxicated, speech problem, accent
 - Background noise
 - Time caller hung up
 - Remarks made by the caller
 - Inform Pastor and parish staff of situation and information obtained by the caller.

Bomb Threat/Bomb Found

- Begin Evacuation procedure
- Call Police/911
- Notify Pastor
- Do Not turn lights off/ on
- Do Not use any electronic device; pager, mobile phone, two-way radio, etc.
- Do Not activate electronic equipment in the area
- Keep all persons at least 300 feet away from the building where the bomb is located.
- Verify that all personnel and youth are out of the building.

Supervision by Youth Ministry Leader/ Parish Catechetical Leader, Chaperone & Adult Volunteers

Policy

An 8:1 youth/adult ratio is in effect for all high school youth events, and 6:1 youth/adult ratio for junior high/ middle school events and younger. A minimum of 2 adults must be present at all times.

Procedures

For further clarification

High School ratios:

Number of youth	Number of adults
16	2
24	3
32	4
40	5
48	6
56	7

Junior High and younger ratios:

Number of Youth	Number of adults
12	2
18	3
24	4
30	5
36	6
42	7

Policy

Parishes should furnish at least one male and one female chaperone to accompany each parish group when both gender youth attend events.

Pastoral Care Policies and Procedures



Policy

Recognize that the inevitable inequality of power in relational ministry demands clearly established and appropriate boundaries. The burden of responsibility always falls on the adult Youth Ministry Leader/ Parish Catechetical Leader to respect and maintain the boundaries. Physical touch depends not only on intention or how it appears in public, but also on how it is received.



Policy

In cases of confidentiality issues, inform the young person at the beginning of the dialogue that confidentiality will be kept, unless the youth is threatening to harm himself/herself or others or there is a legal duty to disclose information that is shared. In times when parental involvement is needed, share with the young person that you will continue to be of support.



Policy

Acknowledge the limits of one's own competence and willingly make referrals to other professionals whose work is in line with the moral and ethical beliefs of the Catholic Church.



Policy

Specialized knowledge and competency are necessary to meet the needs of youth within specific cultural and rural settings.

Inappropriate Environments and Experiences for Youth

Environments and experiences for youth events must be paragons of acceptance, growth, and freedom. It is never appropriate to manipulate either an experience or the environment in order to obtain a specific response. Spiritual and emotional manipulation are also inappropriate, and it is essential to assure young people that whatever emotions they experience at any given time during an event are valid and have no moral overtones or consequences.

The following actions may be seen as manipulative and inappropriate and must be avoided at all times:

- Damaging images of Christ, overtly or covertly
- Public confession of sins
- Public admittance of sinfulness that implicates another
- Altar calls that elicit pledges
- Pressure to display physical action/reaction to prayer/music
- Singular emotional attachments between youth minister and adolescent
- Counseling teens without a professional license
- Sexual contact between adult minister and adolescent
- Isolating experiences between adult minister and adolescent—for private discussion, transporting, dating, etc.
- Encouraging teens to idolize youth ministry personnel
- Encouraging dissension or division between youth and parents

Inappropriate Behaviors of Adults with Adolescents that MUST be Avoided

- Drinking alcohol in front of the adolescents.
- Being around teens that are drinking.
- Encouraging teens to drink alcohol or ignore the law.
- Buying alcohol or tobacco for adolescents.
- Dating or having an exclusive relationship with any of the adolescents.
- Verbal or nonverbal sexual behavior.
- Gossiping about others—especially the adolescents or other adult leaders.
- Inappropriate sexual jokes, comments, or touching.
- Sharing of your personal experiences with regard to your social life (especially sexuality, dating, partying, etc.)
- Swearing or other inappropriate terms/language.
- Inappropriate touching and physical contact.

Sexual Abuse, Physical Abuse & Neglect Policies and Procedures



Policy

IT'S THE LAW: Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect **MUST** report his or her suspicions to the Texas Department of Human Services or local or state enforcement agency.



Policy

All incidents of sexual abuse, physical abuse, emotional abuse and neglect **must** be handled in complete compliance of the diocesan Safe Environment policy as administered by the Office of Child and Youth Protection.

Who Must Report:	Any person who has cause to believe abuse or neglect of a minor.
Basis for Report:	Having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.
When to report:	IMMEDIATELY- A report must be made orally or online within 48 hours after there is cause to believe/suspect that the child has been or may be abused or neglected.
Penalty:	Failure to report is a Class B misdemeanor. Knowingly or intentionally making a false report is a Class B misdemeanor.
Immunity:	A person who, without malice, makes a report of suspected child abuse or neglect is immune from civil or criminal liability.
Confidentiality:	Reports of child abuse or neglect are confidential. Information in the reports, including the name of the person who makes the report, may be used only for purposes consistent with the investigation of abuse or neglect. You are not obligated to disclose your name when making the report. Complete confidentiality is an option.



Procedures

- Obtain as much information as possible from the child or persons involved. Make sure you obtain as many **FACTS** as possible prior to making report.
- An oral report must be made immediately to the Child Protective Services, through its 24-hour Child Abuse Hotline (1-800-252-5400) and obtain case number or contact local law enforcement with report of allegation. One may also make a report online at www.txabusehotline.org.
- The entire incident should be reported to the pastor in order to inform him of this matter.
- The incident should be kept in complete confidence between you and the pastor of the parish.

Suicide Awareness and Procedures

Potential warning Signs

- Expressing suicidal thoughts or a preoccupation with death
- Talking about dying or committing suicide in a joking or casual manner
- Expressing thoughts of dying or committing suicide through writing, drawing, or artwork
- Making preparations for dying
- Making out a will or beginning to give away prized possessions
- Personality changes
- Exhibiting abrupt mood swings and changes in behavior
- Expressing hostility, having outbursts of anger, or acting impulsively
- Becoming apathetic and uncaring
- Depression
- Feeling lonely, hopeless
- Changing eating and sleeping habits
- Beginning to use or increasing use of drugs or alcohol
- Losing interest or withdrawing from school activities, friends, and family
- Having made a previous suicide attempt

Allegations or Suspicions

- Make sure to obtain facts rather than hearsay.
- Be aware. Learn the warning signs.
- Be direct.

Procedures

- Speak to the individual of intentions or thoughts
- Document as much of the conversation as possible on an incident report
- Refer! Refer! Refer! Unless you are a professional counselor do not take the situation into your own hands. Refer the parents/guardians to a counselor or counseling facility. (Contact the Office of Youth Ministry for counseling service referrals, if you are not familiar with those in your community.
- Contact the parent and guardians and meet with them in regard to the conversation unless it signals abuse in the home.
- Notify the Pastor and give him a written report on the situation
- Follow up with the parents, and youth

Policies for Bringing in Presenters and or Groups for Retreats/Presentations

Presenters from Outside the Diocese



Parishes who bring in presenters from other dioceses or organizations to conduct retreats or presentations must fill out a Speaker approval form, see page 72.



Parishes must also obtain a letter from the presenter or group's home Bishop or his designee stating that this individual or group is in good standing within their (arch)diocese and is in compliance with the Charter on Protecting God's Children as specified by the policies within their home diocese.



If the presenter is clergy, parishes must contact the Office of the Bishop for required regulations at least four weeks prior to the event.

Presenters from Within the Diocese



If the presenter or group is located within the diocese, parishes are responsible to make sure that the presenter and or group is in compliance with the Diocesan Safe Environment Program including a current and approved background clearance.

Internet/Media Policies and Procedures for Youth Ministry Leader/ Parish Catechetical Leaders and Volunteers

Internet Networking Communities

We can not ignore the internet as a tool in communication in this day and age. However, it is imperative to adhere to specific guidelines when communicating to youth via any form of media (ie: internet, AIM, texting, etc). This is not a tool to be used to befriend teens but to be used as a support in communicating effectively in the ministry.



Youth Ministry Leaders/Parish Catechetical Leaders/Catechists will not create, transmit, display, download, distribute, possess or intentionally access any obscene, harassing, offensive, sexually explicit, unprofessional messages or materials through a computer or other technological means either online, in person or by text messaging. Nor will they lure, entice, or groom children and/or youth for illegal, immoral or unethical purposes.

Social Networking and Microblogging (ie. MYSPACE, FACEBOOK, TWITTER....)



All information displayed on the sites must reflect the Catholic faith and should not call any teaching of the church into question. This includes, and is not limited to, language, photos, songs, videos, bulletins, blogs, podcasts, and applications.



If these services are used to connect youth to the parish/school programming, youth ministry and campus ministry leaders must set up a separate site from their own (if a personal site is set up).



Site must be set to PRIVATE



Site must adhere to the parish and diocesan policy on consent to use pictures



The Youth Ministry Leader/ Parish Catechetical Leader or Volunteer must not 'seek' friends, teens must request you first.



Application/features and any wall to wall posting should reflect your Catholic values



Absolutely no tagging pictures

Instant Messaging



Keep conversations brief, to the point and in line with Diocesan Safe Environment Policies and Code of Conduct guidelines



Save copies of conversations



If you use this as a source of communication, give out your screen name and let them contact you first.

Transparency



In all cases, we must keep communications transparent. Parents must be fully aware of all mediums being used to keep in contact with their children for ministerial purposes.

Copyright Policies



Policy

It is illegal and immoral to reproduce copyrighted texts and music by any means without written permission of the copyright owner. The fact that these duplicated materials are not for sale but for private use does not alter the legal or moral situation of copying without permission.” *(MCW n. 78; BCL 4/69).



Policy

This policy would also include any technologies that have been developed since that time, such as audiotapes, videotapes, laser discs, computer disks and programs, etc.



Policy

It is the intent of the Diocese of Victoria to comply with the provisions of the current copyright laws and Congressional guidelines from the Copyright Act of October 19, 1976 (Public Law 94-553). Teaching professionals and parish ministers have the responsibility to know the “fair-use” copyright law.

The Diocese recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this Diocese.

**MCW: Music in Catholic Worship, Bishops' Committee on the Liturgy*
BCL: Bishops' Committee on the Liturgy Newsletter (USCCB)

Housing Policies

Housing Policies when using Hotels



Policy

Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms.



Policy

Adult chaperones are responsible for:

- systematic, night-long check-ins by adult chaperones
- clear communication and understanding of parental liability for delinquent actions



Policy

Adult must never be in a room alone with a youth.



Policy

Young adult chaperones/ volunteers: Those over the age of 18 and under the age of 21 must be housed separately from the youth participants.



Policy

Adults may not at anytime be housed with young people in a hotel setting, with the exception of :

- Adult chaperone is the parent of the young person that is also housed in the room. No other youth and no other adults may occupy this room at the same time.

Housing Policy when using Diocesan Retreat Facilities

Spiritual Renewal Center



Policy

Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms/cabins and females are never allowed in male assigned rooms/cabins.



Policy

In the dorm areas: a minimum of two adults may be housed with a minimum of two youth.



Policy

Adult chaperones are responsible for:

- systematic, night-long check-ins by adult chaperones
- clear communication and understanding of parental liability for delinquent actions

Housing Policies when using Non-Traditional Spaces



Policy

When housing youth in gymnasiums, family life centers, classrooms, or other large rooms, each gender must have their own space which is separated by walls or formal partitions (sliding doors). Make-shift partitions, blankets, boxes or screens do not suffice as a separate area. There must always be two or more adults and two or more youth present at all times.



Policy

When housing youth in gymnasiums, family life centers, classrooms, or other large rooms, there must be a compliant number of same gender adults to same gender youth participants. See further clarification below.

Male youth/adults on a trip that will be housed in non-traditional spaces:

Number of male youth	Number of male adults
16	2
24	3
32	4
40	5
48	6
56	7

Female youth/adults on a trip that will be housed in non-traditional spaces:

Number of female youth	Number of female adults
16	2
24	3
32	4
40	5
48	6
56	7



Procedures

Travel: Youth Ministry Leader/ Parish Catechetical Leader or Adult Chaperone/Volunteer



Policy

Must be 21 years of age.



Policy

Youth Ministry Leader/ Parish Catechetical Leaders and adult chaperones who attend events with youth are required to supervise the youth that attend with them at all times. Diocesan personnel and their representatives are responsible for facilitating the event, not for supervising youth.



Policy

Must attend all scheduled meetings, sessions, gatherings and prayer experiences with Diocesan delegation



Policy

Must adhere to the alcohol and drug policies (See Drug and Alcohol Policies and Procedures, page 43.)



Policy

Gambling of any kind is not acceptable while chaperoning youth events.



Policy

Must be in full compliance with the Safe Environment Program of the Diocese of Victoria including all required education components and a current, approved criminal background check.

TRANSPORTATION POLICY

The following policies apply to all drivers, whether employed or in a volunteer capacity who are transporting young people, adults, or property for any parish/school in the Diocese of Victoria:
(see Volunteer Driver Information form on page 71).



1. Drivers must be 25 or older.
2. Drivers must have a current Texas driver's license.
3. Drivers must have completed a drivers background check and be approved to be utilized as a driver by the Diocese of Victoria and the parish/school where one is transporting young people/adults/ or property.
 - a) Driver's background checks will be performed every three years.
 - b) Drivers are required to notify the parish/school if there is any change (i.e. moving violations) during the three year period.
4. Driver must have proof of insurance on the vehicle they are driving that has a minimum liability limit of \$100,000/\$300,000.
5. A driver information form must be kept on file at the parish/school for all vehicles.
6. Seatbelts must be worn by all occupants of the vehicles.
7. The vehicle must have a valid and current registration and valid and current license plates.
8. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor driving conditions, speed must be adjusted so that accidents will be avoided.
9. Fifteen passenger vans **may not** be used to transport young people or adults.
10. Must adhere to all the policies of the Diocesan Transportation Policy, see Appendix A - page 74.

Additional Guidelines when Transporting Young People



1. Two adults who are in compliance with the requirements of the safe environment policy of the Diocese of Victoria must be present at all times in vehicles that are transporting young people – See page 47 for chaperone requirements.
2. Use of cell phones or other handheld devices are prohibited by the driver.

Additional Guidelines for Buses



Policy

1. Driver must have a CDL Class B license with a passenger endorsement and a copy of such must be on file in the parish/school office.
2. Driver must be certified in school bus safety. Continuing education in school bus safety is required in accord with the recommendations of the Texas Department of Public Safety.
3. Driver may be subject to random drug testing.
4. Driver may not use a cell phone or other handheld device.



Policy

When utilizing drivers from a school district or charter bus company: These drivers are not required to attend the diocesan mandated safe environment training, but the required ratios of safe environment compliant adults must be on the bus when transporting young people.

Additional Guideline when Transporting Young People on a Bus



Policy

1. A minimum of two adults who have completed all of the requirements of the safe environment policy of the Diocese of Victoria must be present at all times in vehicles that are transporting young people.
2. Additionally there must be a ratio of 1 safe environment complaint adult for every 10 young people on a bus. The bus driver is not to be included in this ratio, as his/her job is to drive and not to chaperone the young people on the bus.

International, National, Regional, and Local Diocesan Event Policies and Procedures

(Diocesan policy supersedes Regional or National Policies)

These policies also apply for those events outside of the Diocese of Victoria, which include World Youth Day, National Catholic Youth Conference, Region 10 Catholic Youth Conferences, Steubenville Youth Conferences, Work Camps, other events outside the diocese, etc.

Administration

Policy

Permission and Medical Release Form must be signed by parent/guardian of each participant under 18 years of age.

Policy

When traveling out of state it is advisable to have the parent/guardian sign a notarized form.

Policy

Participants 18 years or older must sign their own Permission and Medical Form Form.

Policy

A COPY of the Permission and Medical Release Form must be submitted with registration.

Policy

The ORIGINAL Permission and Medical Release Form must be kept by the Youth Ministry Leader/ Parish Catechetical Leader or Adult volunteer, and brought to the event.

Policy

Picture Identification must be available for each participant. (Identification would assist in prompt assistance with local authorities, in case of emergency).

Policy

A list of all participants, with all contact information, must be kept in the parish office prior to leaving and through the duration of the trip.



Policy

When traveling outside of the diocese, the Office of Youth and Young Adult Ministry and the Office of Child and Youth Protection requires a copy of both the itinerary and list of all chaperones at least two weeks prior to departure unless it is requested sooner by either office.

Travel



Policy

If trip is sponsored by the Office of Youth Ministry and transportation is provided via bus or airline, all registered groups must travel with the department and use the transportation provided.



Policy

When parishes are responsible for their own transportation, they must be sure to follow the Diocese of Victoria Transportation Policies as outlined on page 59 of this manual.



Policy

For travel outside of the United States, parishes must make sure the following has been obtained or reviewed:

- Additional health insurance, if needed, for all participants.
- Cancellation insurance for all air travel
- Complete itinerary on file with the Office of Youth Ministry/ Business Office two weeks prior to departure.
- Check the US State Department for Warnings of Travel to the country to which you plan to visit

**OFFICE OF YOUTH MINISTRY AND YOUNG ADULT MINISTRY
DIOCESE OF VICTORIA IN TEXAS
PERMISSION FORM/MEDICAL RELEASE**

NAME _____ Gender _____ Grade _____

Address _____ City _____

St/Zip _____ Phone (____) _____

Age _____ Birthdate _____ Parish _____

PARENT/LEGAL GUARDIAN'S NAME _____

Address (if different than above) _____

Phone (____) _____ Cell (____) _____ Wk (____) _____

I request and give my consent for my son/daughter, _____ to participate in all church sponsored activities from _____ through _____, sponsored by _____ and/or by the Diocese of Victoria. I understand that my son/daughter will be under the supervision of diocesan and/or parish personnel. As parent or legal guardian I agree to defend, indemnify and hold harmless the Diocese of Victoria and _____, its clergy, officers, agents, employees and volunteers from any claims, costs or expenses for property damages, personal injuries or other damages arising out of my son/daughter's participation in the above mentioned activity or during the transportation to and from the event. I grant permission for non-prescriptive medication (e.g. tylenol, throat lozenges, cough syrup, pepto-bismol, etc.) and routine nonsurgical medical care to be given to my son/daughter if deemed advisable by the supervising diocesan personnel. In case of an emergency, I also grant permission to transport my child to the nearest hospital for emergency medical or surgical treatment and for an authorized adult sponsor to sign for treatment if I cannot be located. I hereby give permission for my son/daughter to be photographed or video taped. I realize that the photo maybe published in the newspaper, a magazine, or other publication. The video may be used for educational purposes or informational purposes regarding programs or curriculum.

Date

Parent's Signature

Family Physician _____ Phone (____) _____

Address _____ City/State/Zip _____

My son/daughter is allergic to: _____

My son/daughter takes the following medication (name, dosage): _____

This medication is for: _____ Medication that my son/daughter is allergic to:

_____ Last immunization/booster for Diphtheria/Tetanus: _____

Any specific medical problems: _____ Any physical limitations: _____

In an emergency, if unable to reach parent/guardian, please contact:

Name _____ Work Phone (____) _____ Home Phone (____) _____

Name _____ Work Phone (____) _____ Home Phone (____) _____

Name of Insurance Company _____ Phone (____) _____

Address _____

City/St/Zip _____

Name of Insured _____ Policy # _____

Group or Plan # _____

**OFICINA DEL MINISTERIO DE JÓVENES
DIÓCESIS DE VICTORIA EN TEXAS
FORMULARIO DE PERMISO/INFORMACION MÉDICA**

Nombre _____ Sexo _____ Grado _____
Dirección _____ Ciudad _____
Estado/ Codigo Postal _____ Teléfono(____) _____
Edad _____ Fecha de Nacimiento _____ Parroquia _____
Nombre de Padres/Guardíanes _____
Dirección (si es diferente) _____
Teléfono(____) _____ Celular(____) _____ Trabajo(____) _____

Yo doy mi consentimiento para la participación de mi hijo/hija, _____ en el
_____ patrocinado por la Oficina de Ministerio de jóvenes de la diócesis
de Victoria. Entiendo que la actividad tendrá lugar en _____ y que mi hijo/hija estará bajo la
supervisión del personal diocesano y parroquia. Como padre o guardian yo acepto defender y indemnizar la
diócesis de Victoria, su clero, oficiales, agentes, empleados y voluntarios de cualquier reclamación, costos o
gastos por daños de propiedad, lesiones personales o otros perjuicios con relacion a mi hijo/hija en la actividad
anteriormente mencionada o durante el transporte hacia y desde el evento. Yo doy permiso para medicamentos
(por ejemplo, Tylenol, pastillas de garganta, jarabe de los, Pepto-bismo, etc.) y la rutina médica que mejora el
cuidado que debe dars a mi hijo/hija si lo considera conveniente por el supervisor personal diocesano. En el
caso de emergencia, yo también doy permiso para transportar mi hijo al hospital más cerca para tratamiento
médico o quirúrgico de emergencia y autorizo un patrocinador adulto para firmar para el tratamiento si no
puedo ser localizado.

_____ Fecha _____ Firma de Padre _____

Médico de Familia _____ Teléfono(____) _____
Dirección _____ Ciudad/Estado/Codo Postal _____

Mi hijo/hija es alérgico a: _____

Mi hijo/hija toma el siguientes medicamento (nombre, dosis): _____

Este medicamento es para: _____ Mi hijo/hija es alérgica a este medicamento _____

Ultima inmunización/refuerzo para la difteria y tétanos: _____

Limitaciones físicas o problemas medicas: _____

En una emergencia, si no se puede llegar a padre o guardían, póngase en contacto con:

Nombre _____ tele de trabajo (____) _____ tele de casa(____) _____

Nombre _____ tele de trabajo (____) _____ tele de casa(____) _____

Nombre de seguro _____ Telefono(____) _____

Dirección _____ Ciudad/Estado/Codigo _____

Persona asegurada _____ # de póliza _____ # de plan _____

DIOCESE OF VICTORIA IN TEXAS INCIDENT REPORT

Date: _____ Activity/Event: _____

Location of Activity: _____

Date of Incident: _____ Time: _____ AM. _____ PM.

Incident: Injury _____ Other: _____

Specific Incident: _____

Location of Incident (be specific): _____

Sick or injured persons' name: _____

Address: _____

City/ St/ Zip: _____ Phone (____)

Age: _____ Birthdate: _____

Parents Name: _____

Address: (if different than above) _____

City/ St/ Zip: _____ Phone: (____)

Staff Member in Attendance: _____

Phone: (____) Cell Phone: (____)

Description of incident: *(attach additional sheets as needed)*

Incident Form Con't

Witnesses (with phone numbers)

How was the situation handled?

Signature of Staff Member in Attendance

Date

Lead Adult's Signature

Date

Please mail the original copy of this form to the:

Office of Youth Ministry
Diocese of Victoria
P.O. Box 4070
Victoria, Texas 77903

Follow Up

(To be completed by the Director of the Office of Youth Ministry or the Business Manager of the Diocese)

Were the parents' notified?

By Whom?

Date of notification

Results:

Follow Up Action:

Director, Office of Youth Ministry

Date

**DIOCESE OF VICTORIA
PROPERTY DAMAGE REPORT**

Parish: _____

Address: _____ Phone: _____

City/ St/ Zip _____

Date of Damage: _____ Time _____

Activity or Event where damage occurred: _____

Adult in charge of event/ activity: _____

Person reporting damage _____

Address: _____ Phone: _____

City/ St/ Zip _____

Cell Phone: _____ Email address _____

Nature of Damage _____

Location of Damage _____

Describe Damage (please be as detailed as possible)

Estimated Amount of Damage: _____

Person responsible for Damage (if known) _____

Parent's Name (if person responsible in under 18) _____

Address: _____ Phone: _____

City/ St/ Zip _____

Witness to Damage _____

Address: _____ Phone: _____

City/ St/ Zip _____

Cell Phone _____

Witness Account of What Happened

Additional Information:

Signature of Person Completing Form

Date

Pastor

Date

Please retain a copy for your records and mail a copy of this form to:

**Business Office
Diocese of Victoria
P. O. Box 4070
Victoria, Texas 77901**

**OFFICE OF YOUTH AND YOUNG ADULT MINISTRY
DIOCESE OF VICTORIA IN TEXAS
ADULT PERMISSION FORM/MEDICAL RELEASE**

NAME _____ Gender: M or F Age _____

Address _____ City _____

St/Zip _____ Phone (____) _____

Birthdate _____ Parish/City _____

I would like to participate in activities, sponsored by _____ or the Office of Youth and Young Adult Ministry of the Diocese of Victoria in Texas from _____ through _____. I agree to defend, indemnify and hold harmless the Diocese of Victoria, its' clergy, officers, agents, employees and volunteers from any claims, costs or expenses for property damages, personal injuries or other damages arising out of my participation in the above mentioned activity. In case of an emergency, I grant permission and authorization for a designated adult representative of _____ or the Office of Youth and Young Adult Ministry to sign for treatment by a local physician and/or hospital selected by _____ or the Office of Youth and Young Adult Ministry of the Diocese of Victoria in Texas.

Date _____ Signature _____

Family Physician _____ Phone (____) _____

Address _____ City/Zip _____

1. Are you allergic to any type of medication? If so, please indicate: _____

Describe reaction? _____

2. Are you presently taking any prescription medication over an extended period of time? _____

Name of medication: _____ What is it for? _____

3. Do you have any allergies? _____ If so, what are they? _____

Last immunization/booster for Diphtheria/Tetanus: _____

Name of Insurance Company _____ Phone (____) _____

Address _____ City/St/Zip _____

Name of Insured _____ Policy or Group Plan # _____

In an emergency, if unable to reach parent/guardian, please contact:

Name _____ Work Phone (____) _____ Home Phone (____) _____

Name _____ Work Phone (____) _____ Home Phone (____) _____

Name _____ Work Phone (____) _____ Home Phone (____) _____

Revised 7/2009

**OFICINA DEL MINISTERIO DE JÓVENES ADULTOS
DIÓCESIS DE VICTORIA EN TEXAS
FORMULARIO DE PERMISO/INFORMACION MÉDICA**

Nombre _____ Sexo: M / F Edad: _____

Dirección _____ Ciudad _____

Estado/Codigo Postal _____ Teléfono(____) _____

Fecha de Nacimiento _____ Parroquia/Cuidad _____

**Estoy dispuesto a participar en el _____ (evento), patrocinado por la
Oficina del Ministerio de jóvenes de la diócesis de Victoria en Texas el _____ (fecha).** Yo soy de

acuerdo para defender y indemnizar de la diócesis de Victoria, su ' clero, funcionarios, agentes, empleados y voluntarios de cualquier reclamación, costos o gastos por daños de propiedad, lesiones personales o otros daños derivados de las actividades ya mencionadas.

En el caso de emergencia, doy permiso y autorización para un designado adulto representante de la Oficina del Ministerio de jóvenes que firme para el tratamiento de un médico local y/o hospital seleccionado por la Oficina del Ministerio de la diócesis de Victoria en Texas.

Fecha _____ Firma _____

Médico de Familia _____ Teléfono (____) _____

Dirección _____ Ciudad/Estado/Codigo Postal _____

1. ¿Es usted alérgico a cualquier tipo de medicamentos? Favor de indicar: _____

Describir la reacción _____

2. ¿Está usted tomando cualquier medicamento durante un período prolongado? _____

Nombre del medicamento: _____ ¿ y para que es? _____

3. ¿Tiene usted algunas alergias? _____ Si es así, ¿cuáles son? _____

Ultima inmunización/refuerzo para Difteria y Tétanos: _____

Nombre de seguros _____ Telefono (____) _____

Dirección _____ Ciudad/Estado/Codigo Postal _____

Nombre de la persona asegurada _____ # del plan _____

En una emergencia, si no se puede llegar a los padres o guardian , pongase en contacto con:

Nombre _____ Telé de trabajo _____ Telé de casa _____

Nombre _____ Telé de trabajo _____ Telé de casa _____

Nombre _____ Telé de trabajo _____ Telé de casa _____

Volunteer Driver Information Form

Name of Driver _____ Birthdate _____

Address _____

City/St/Zip _____

Phone: (____) _____ Cell Phone: (____) _____

Driver's License Number: _____ State Issuing: _____

Year and Make of Vehicle: _____ Model: _____

Vehicle to be used (information to be provided for each vehicle used)

Name of Owner _____

Address _____

City/St/Zip _____

Phone: (____) _____ Cell Phone: (____) _____

License Plate # _____ Year and Month of Expiration: _____

Name of Insurance Company: _____

Inspection Sticker Expires _____ Liability Limits * _____

Local Insurance Agent: _____

Policy Number _____ Expiration Date: _____

*** The minimum, acceptable liability limits for privately owned vehicles is \$100,000/\$300,000.**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver I must be **25** years of age or older, hold a valid Texas Driver's License, have the required insurance coverage in effect on any vehicle used to transport young people and been approved to drive by the Office of Child and Youth Protection.

Signature of Driver _____ Date _____

Diocesan Approval for Speaker/Instructor from Outside of the Diocese of Victoria

If a Youth Ministry Leader/ Parish Catechetical Leader desires to bring in a priest from outside the Diocese, you must contact the Office of the Bishop or Chancellor's Office at least 4 weeks prior to the event for approval.

If someone is brought in to do any type of catechetical formation experiences (Retreat, Faith Formation - CCE/Youth Nights, LIFE NIGHT, Youth Rally, XLT, etc.), please make sure the presenter has received the written approval of your pastor showing that references have been checked and that their local Bishop acknowledges that the speaker is in line with Catholic teachings, and in good standing with the Church, has been cleared for ministry in accordance to the United States Conference of Catholic Bishops' Charter for Safe Environment. Please use this form to assist you in the process. Copies of the forms should be sent to the Diocese of Victoria Office of Youth Ministry for record keeping prior to the event.

Speaker's name: _____

Phone: _____ E-mail Address _____

Address: City/State/Zip: _____

Parish/Institution: _____

Area of expertise: _____

Contact Initiated by: _____

Recommended by: _____

(Attach resume or information including educational background, ministry, professional references, and clearance of speaker's local Bishop)

Pastor's Approval Yes ___ No ___

Pastor's Signature _____ Date _____

Comments:

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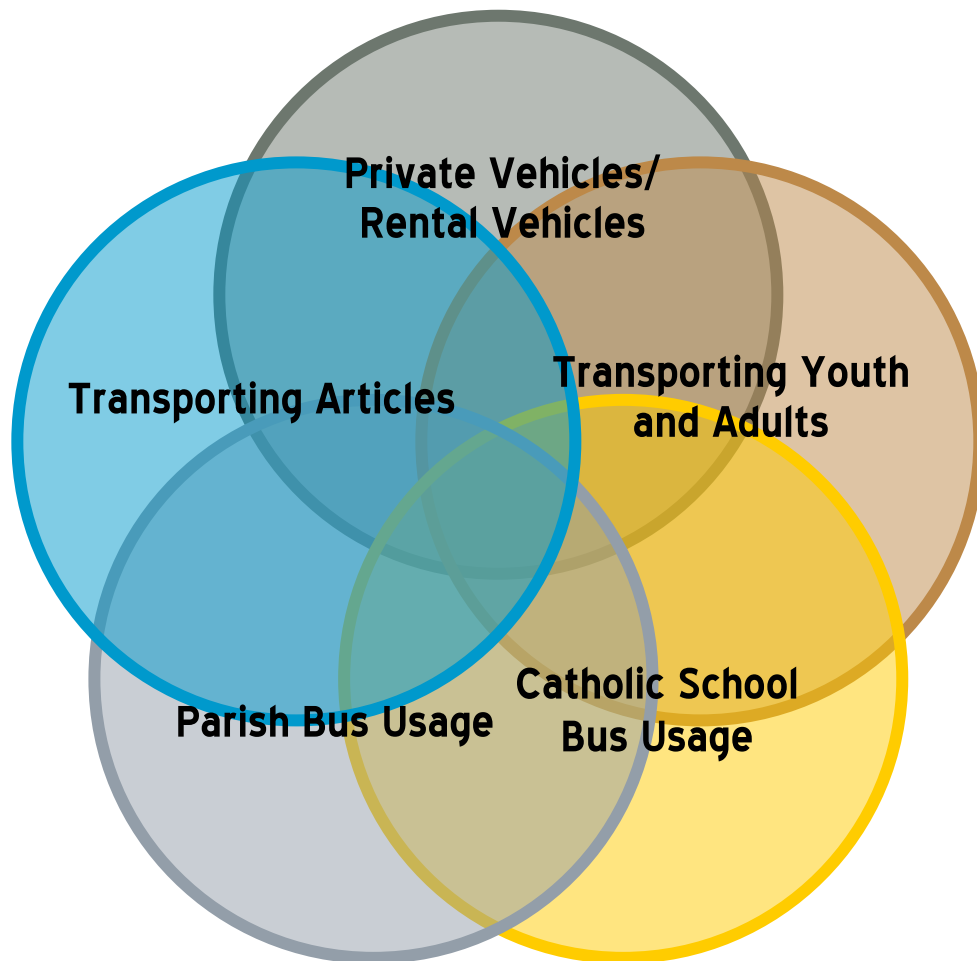
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DIOCESAN TRANSPORTATION POLICY



**Diocesan Transportation Policy
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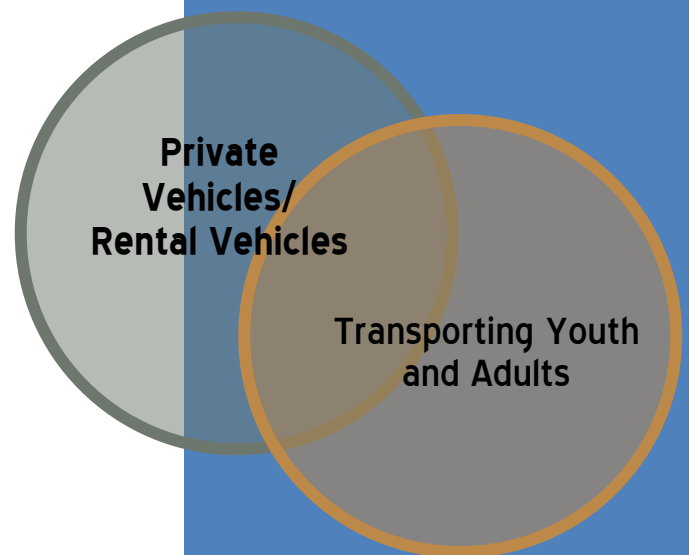
DIOCESE OF VICTORIA TRANSPORTATION POLICY CHECKLIST

PART A: WHEN TRANSPORTING YOUNG PEOPLE/ADULTS IN A VEHICLE UNDER 11 PASSENGERS	PART B: WHEN TRANSPORTING ARTICLES IN A VEHICLE (NOT PEOPLE)
<ul style="list-style-type: none"> <input type="checkbox"/> Driver has completed a Motor Vehicles Check and is approved to drive <input type="checkbox"/> Verification and Driver Acknowledgement Form - completed and signed (page 5) <input type="checkbox"/> Driver Information Form - completed and signed (page 6) <input type="checkbox"/> Employee - completed a required Defensive Driving Course 	<ul style="list-style-type: none"> <input type="checkbox"/> Driver has completed a Motor Vehicles Check and is approved to drive <input type="checkbox"/> Verification and Driver Acknowledgement Form - completed and signed (page 11) <input type="checkbox"/> Driver Information Form - completed and signed (page 12) <input type="checkbox"/> Employee - completed a required Defensive Driving Course
PART C: WHEN TRANSPORTING YOUNG PEOPLE/ADULTS BY BUS IN A PARISH	PART D: WHEN TRANSPORTING YOUNG PEOPLE/ADULTS BY BUS IN A CATHOLIC SCHOOL SETTING
<ul style="list-style-type: none"> <input type="checkbox"/> Driver has completed a Motor Vehicles Check and is approved to drive <input type="checkbox"/> Verification and Driver Acknowledgement Form - completed and signed (page 17) <input type="checkbox"/> Driver Information Form - completed and signed (page 18) <input type="checkbox"/> Employee - completed a required Defensive Driving Course <input type="checkbox"/> Copy of Medical Examiners Certificate/and proof of physical on file <input type="checkbox"/> Vehicle Pre Trip Inspection 	<ul style="list-style-type: none"> <input type="checkbox"/> Driver has completed a Motor Vehicles Check and is approved to drive <input type="checkbox"/> Verification and Driver Acknowledgement Form - completed and signed (page 23) <input type="checkbox"/> Driver Information Form - completed and signed (page 24) <input type="checkbox"/> Employee - completed a required Defensive Driving Course <input type="checkbox"/> Copy of Medical Examiners Certificate/ and proof of physical on file <input type="checkbox"/> Bus Route - Consent of Parent and Bus Route Acknowledge of Risk <input type="checkbox"/> Vehicle Pre Trip Inspection

Part A

PART A APPLIES TO: WHEN ONE IS:

- **TRANSPORTING
YOUNG PEOPLE OR
ADULTS,
WHETHER AN EMPLOYEE
OR A VOLUNTEER.**



Any discretionary items in this policy will be decided by the Diocesan Transportation Committee aka DTC. A designated driver/transportation individual will be designated for each parish/school for record keeping purposes. An alternate must also be designated in case of absences or illness of original designee. The names of these individuals should be provided to the Diocesan Business Office on or before November 1, 2011. Changes to record keeping designees must be submitted immediately.

1. Drivers must be 25 or older.
2. Drivers must have completed the appropriate Safe Environment requirements of the Diocese of Victoria and be approved to drive.
3. Drivers must have a valid Texas driver's license. Drivers having licenses from other states or government entities must be approved by the DTC in order to be utilized.
4. Drivers must have completed a Motor Vehicles Records check for all states where one has resided for the past 5 years. Requests for these checks must be requested ten working days prior to possible utilization. One must be approved to be utilized as a driver by the Diocese of Victoria and the parish/school where one is transporting young people or adults.
5. Driver's approval is at the discretion of DTC or the Bishop of the Diocese. The following minimum standards for unacceptable drivers include but are not limited to drivers who in the past seven years have one or more of these serious violations:
 - a. Driving under the influence of alcohol or drugs
 - b. Hit and Run
 - c. Failure to report an accident
 - d. Negligent homicide arising out of the use of a motor vehicle
 - e. Operating during a period of suspension or revocation
 - f. Using a motor vehicle for commission of a felony
 - g. Operating a motor vehicle without owner's authority (grand theft)
 - h. Permitting an unlicensed person to drive
 - i. Speed Contest
 - j. Sexual Misconduct - Any individual who has been convicted of sexual misconduct will be automatically prohibited from transporting minors in their own or any other vehicle for church/school sponsored events. They are also prohibited from being a passenger in a vehicle transporting a minor(s) for church/school related events.



6. A Motor Vehicles Record check will be performed every three years.
 - a. Drivers are required to notify the parish/school if there is any change in driving record (i.e. moving violations) during the three-year period. Please use Form MOV1, available online at www.victoriadiocese.org, under tab "Business Office", a copy is in the Forms section of this document
7. Drivers must have proof of insurance on the vehicle they are driving that has a minimum liability limit of \$100,000 per individual/\$300,000 per accident/\$50,000 property damage.
8. A Driver Information Form (see page 7) must be kept on file at the parish/school for all vehicles when transporting young people and adults. Catholic Mutual, a member of the DTC or other persons designated by the DTC, will make inspection of these files on periodic basis.
9. A Driver Verification and Acknowledgement Form (See page 6) must be kept on file for all drivers, and be updates and renewed (signed and dated) annually.
10. All occupants of the vehicles must wear seatbelts.
 - a. In vehicles, such as buses, that are not equipped with seatbelts, all must remain seated while the vehicle is in motion.
 - b. Vehicles smaller than an 11-passenger vehicle must be equipped with functioning seat belts.
11. The vehicle must have valid and current registration and license plates.
12. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor conditions, speed must be adjusted so that accidents will be avoided.
13. Drivers must be in good health and be physically capable of driving safely. If one is taking medication that impairs judgment, suffering from extreme fatigue, or impaired in any manner, one must refrain from driving.
14. Eleven to fifteen passenger vans **may not** be used to transport young people or adults.
15. Drivers must refrain from talking/communicating on any handheld or hands free device while driving young people or adults.
16. Young people or vulnerable adults should never be left unattended in a vehicle.
17. Young people/vulnerable adults who have a medical condition that is likely to require additional support/medication must travel in the same vehicle with a parent or staff member who is trained in administering support/medication.

18. Drivers must comply with driver license restrictions, if applicable.

19. All state laws should be followed when fueling a vehicle.

* 20. Employees who drive a diocesan/parish vehicle or their own vehicle as part of their employment must complete a defensive driving course upon employment and thereafter every three years. Documentation of satisfactory completion of defensive driving course will be submitted to the parish/school designee and retained at the parish/school.

21. This policy applies to all personal and rental vehicles. There are additional policies regarding rental vehicles, please contact the Business Office for more information.

Additional Guidelines when Transporting Young People/Vulnerable Adults in a Vehicle under 11 passengers

1. Drivers must have completed all (i.e. completed background check and all required Safe Environment classes) Safe Environment requirements of the Diocese of Victoria and be approved to drive.

2. Two adults who are in compliance with the requirements of the Safe Environment policy of the Diocese of Victoria must be present at all times in vehicles that are transporting young people/vulnerable adults – See page 47 for chaperone requirements in the document - Policy and Procedures Resource Manual for Youth Ministry and Parish Catechetical Programs and the *Handbook of Policies and Regulations for Catholic Schools*.

3. Young people under the age of 8 years old who are shorter than 4 feet 9 inches or less than 100 pounds must ride in a car seat or booster seat.

4. In all vehicles transporting youth or vulnerable adults, all passengers over the age of 18 and out of high school for three months (*see page 34 of the Policy and Procedure Manual for Youth Ministry and Parish Catechetical Programs for further clarification*) must comply with the safe environment policies of the Diocese of Victoria.

Re: #20 -A free Defensive Driving Course may be obtained online through Catholic Mutual <http://www.cmgdrivesafe.com>. Certificate of completion must be submitted to the parish/school 10 days before being utilized as a driver. This is accomplished by addressing the results to: safedriving@victoriadiocese.org in the “email results to” field. *This course is valid for Diocesan purposes only.*



Driver Acknowledgement Form

Please initial
for compliance

_____ I , the driver, am 25 years old or older.

_____ I have completed all the appropriate Safe Environment requirements of the Diocese of Victoria.

_____ I have completed and signed a Driver Information Form.

_____ I have a current Texas driver's license.

_____ I have submitted proof of insurance on the vehicle that I am driving and there is a minimum liability limit of \$100,000 per individual/\$300,000 per accident/ \$50,000 property damage as evidenced by the attached copy of the declaration page.

_____ There are adequate functioning seatbelts in the vehicle for the number of occupants being transported and I understand that all occupants are required to wear seatbelts.

_____ The vehicle has current license plates/stickers.

_____ To the best of my knowledge, I am in good health and am physically capable of driving safely.

_____ I am aware I am not to operate any electronic devices while driving.

_____ I will only use a cell phone when safely parked or during an emergency.

_____ I understand the daily maximum driving time is ten hours.

_____ I understand a 30-minute break is required for every 250 miles driven.

_____ I have phone numbers of individuals to call, in the event of an emergency, or contact when needed.

Signature of Driver

Printed Name of Driver

Date

Driver Information Form

Name of Driver	Birthdate
Address	
City/St/Zip	
Phone: (____)	Cell Phone: (____)
Driver's License Number:	State Issuing:
Expiration Date	
Year and Make of Vehicle:	Model:

Vehicle to be used (information to be provided for each vehicle used)

Name of Owner	
Address	
City/St/Zip	
Phone: (____)	Cell Phone: (____)
License Plate #	Month and Year of Expiration:
Name of Insurance Company:	
Month and Year Inspection Sticker Expires	Liability Limits *
Local Insurance Agent:	
Policy Number	Expiration Date:

*** The minimum, acceptable liability limits for privately owned vehicles is \$100,000/\$300,000/\$50,000.**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a driver I must be **25** years of age or older, hold a valid Texas Driver's License, have the required insurance coverage in effect and been approved to drive in accord with the Safe Environment policies of the Diocese of Victoria.

Signature of Driver	Date
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Office information:

The above information is considered sensitive and should be stored under lock and key, accessible only to authorized personnel.

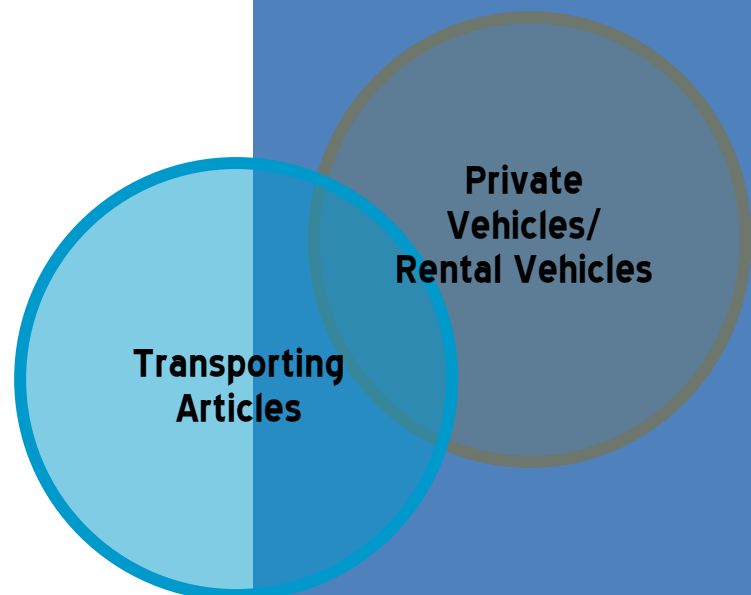
PART B APPLIES TO:

WHEN ONE IS:

- **TRANSPORTING ARTICLES AS PART OF ONE'S EMPLOYMENT/ VOLUNTEER DUTIES IN SERVICE TO A SCHOOL/PARISH ENTITY IN THE DIOCESE OF VICTORIA.**

PLEASE NOTE: THIS PART OF THE POLICY DOES NOT APPLY WHEN TRANSPORTING YOUNG PEOPLE OR ADULTS.

Part B



Any discretionary items in this policy will be decided by the Diocesan Transportation Committee aka DTC. A designated driver/transportation individual will be designated for each parish/school for record keeping purposes. An alternate must also be designated in case of absences or illness of original designee. The names of these individuals should be provided to the Diocesan Business Office on or before November 1, 2011. Changes to record keeping designees must be submitted immediately.

1. Drivers must be 21 years or older
2. Drivers must have a valid Texas driver's license. Drivers having licenses from other states or government entities must be approved by the DTC in order to be utilized.
3. Drivers must have completed a Motor Vehicles Records check for all states where one has resided for the past 5 years. One must be approved to be utilized as a driver by the Diocese of Victoria and the parish/school where one's service is being utilize.
4. Driver's approval is at the discretion of DTC or the Bishop of the Diocese. The following minimum standards for unacceptable drivers include but are not limited to drivers who in the past seven years have one or more of these serious violations:
 - a. Driving under the influence of alcohol or drugs
 - b. Hit and Run
 - c. Failure to report an accident
 - d. Negligent homicide arising out of the use of a motor vehicle
 - e. Operating during a period of suspension or revocation
 - f. Using a motor vehicle for commission of a felony
 - g. Operating a motor vehicle without owner's authority (grand theft)
 - h. Permitting an unlicensed person to drive
 - i. Speed Contest
 - j. Sexual Misconduct - Any individual who has been convicted of sexual misconduct will be automatically prohibited from transporting minors in their own or any other vehicle for church/school sponsored events. They are also prohibited from being a passenger in a vehicle transporting a minor(s) for church/school related events.



5. A Motor Vehicles Record check will be performed every three years.
 - a. Drivers are required to notify the diocese if there is any change in driving record (i.e. moving violations) during the three-year period. Form Mov1, available online at www.victoriadiocese.org, under tab "Business Office", a copy is in the Forms section of this document
6. Drivers must have proof of insurance on the vehicle they are driving must have at least the Texas state minimum insurance.
7. A Driver Information Form (see page 12) must be kept on file at the parish/school for all vehicles. Catholic Mutual, a member of the DTC or other persons designated by the DTC, will make inspection of these files on periodic basis.
8. A Driver Verification and Acknowledgement Form (see page 11) must be kept on file for all drivers, and be updates and renewed (signed and dated) annually.
9. All occupants of the vehicles must wear seatbelts.
10. Vehicles smaller than an 11-passenger vehicle must be equipped with functioning seatbelts.
11. The vehicle must have valid and current registration and license plates.
12. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor driving conditions, speed must be adjusted so that accidents will be avoided.
13. Drivers must be in good health and be physically capable of driving safely. If one is taking medication that impairs judgment, suffering from extreme fatigue, or impaired in any manner, one must refrain from driving.
14. Drivers must refrain from talking/communicating on any handheld or hands free device.
15. Drivers must comply with driver license restrictions, if applicable.
16. All state laws should be followed when fueling a vehicle.
- * 17. Employees who drive a diocesan/parish vehicle or their own vehicle, as part of their employment, must complete a defensive driving course upon employment and thereafter every three years. Documentation of satisfactory completion of defensive driving course will be submitted to the parish/school designee and retained at the parish/school.



* Re: #17- A free Defensive Driving Course may be obtained online through Catholic Mutual <http://www.cmgdrivesafe.com>. Certificate of completion must be submitted to the parish/school 10 days before being utilized as a driver. This is accomplished by addressing the results to: safedriving@victoriadiocese.org in the "email results to" field. *This course is valid for Diocesan purposes only.*

Driver Acknowledgement Form

Please initial
for compliance

_____, I, the driver , am 21 years old or older.

_____ I have completed and signed a Driver Information Form.

_____ I have a current Texas driver's license.

_____ I have proof of insurance on the vehicle I am driving and I have at least the Texas state minimum insurance.

_____ There are adequate functioning seatbelts in the vehicle for the number of occupants being transported and I understand that all occupants are required to wear seatbelts.

_____ To the best of my knowledge, I am in good health and am physically capable of driving safely.

_____ The vehicle has current license plates/stickers.

_____ I am aware I am not to operate any electronic devices while driving.

_____ I will only use a cell phone when safely parked or during an emergency.

_____ I understand that the daily maximum driving time is ten hours.

_____ I understand a 30-minute break is required for every 250 miles driven

_____ I have phone numbers of individuals to call in the event of an emergency or contact when needed.

_____ I understand that my personal insurance is the primary insurance in case of an accident/injury.

Signature of Driver

Printed Name of Driver

Date

Driver Information Form

Name of Driver	Birthdate
Address	
City/St/Zip	
Phone: (____)	Cell Phone: (____)
Driver's License Number:	State Issuing:
Expiration date:	
Year and Make of Vehicle:	Model:

Vehicle to be used (information to be provided for each vehicle used)

Name of Owner	
Address	
City/St/Zip	
Phone: (____)	Cell Phone: (____)
License Plate #	Month and Year of Expiration:
Name of Insurance Company:	
Month and Year Inspection Sticker Expires	Liability Limits *
Local Insurance Agent:	
Policy Number	Expiration Date:

*** The minimum, acceptable liability limits for privately owned vehicles is \$30,000/\$60,000/\$25,000.**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a driver I must be **21** years of age or older, hold a valid Texas Driver's License, have the required insurance coverage in effect and be approved to drive by the Diocese of Victoria.

Signature of Driver	Date
---------------------	------

Office information:

The above information is considered sensitive and should be stored under lock and key, accessible only to authorized personnel.

PART C APPLIES TO:

WHEN ONE IS:

- **TRANSPORTING
YOUNG PEOPLE OR
ADULTS BY BUS BY ANY
PARISH OF THE DIOCESE
OF VICTORIA.**

Part C

Transporting
Youth and
Adults

Parish Bus Usage

Pertinent information from the Texas Department of Public Safety:

For all Bus Drivers

Bus drivers must have a commercial driver's license if they drive a vehicle designed to seat more than 15 persons, including the driver.

Bus drivers must have a passenger endorsement on their commercial driver license. To get the endorsement you must pass a knowledge test on Sections 2 and 4 of this manual. If your bus has air brakes, you must also pass a knowledge test on Section 5. You must also pass the skills tests required for the class of vehicle you drive.

Section 4.1 of the *TEXAS COMMERCIAL MOTOR VEHICLE DRIVERS HANDBOOK*

For all School Bus Drivers

School bus drivers must have a commercial driver license if they drive a vehicle designed to transport (seat) 16 or more persons, including the driver.

School bus drivers must have a school bus endorsement in addition to a passenger endorsement on their commercial driver's license (CDL). To get the school bus endorsement, you must pass a knowledge test on sections 2, 4 and 10 of this manual. (If your school bus has air brakes, you must also pass a knowledge test on Section 5.) You must also pass the skills test required for the class of school bus you drive or intend to drive.

This section does NOT provide information on all the federal and state requirements needed before you drive a school bus. You should be thoroughly familiar with all specific school bus procedures, laws and regulations in your state and local school district.

Section 10.1 of the *TEXAS COMMERCIAL MOTOR VEHICLE DRIVERS HANDBOOK*

One may access a complete copy of this information at:

<http://www.txdps.state.tx.us/DriverLicense/documents/DL-7C.pdf>

Bus Transportation Guidelines

In addition to adhering to the transportation guidelines, the following guidelines must be adhered to by drivers when driving a bus:



Policy

1. Drivers must have a valid CDL Class B license with a passenger endorsement and a copy of license must be on file in the parish/school office.
2. Drivers must be certified in school bus safety. Continuing education in school bus safety is required in accord with the recommendations of the Texas Department of Public Safety
3. Drivers may be subject to random drug testing. The cost of this testing will be paid by the Diocese of Victoria, and will be administered at a diocesan - approved venue.
4. Drivers must refrain from talking/communicating on any handheld or hands - free device while driving young people or adults.
5. Drivers must submit proof of completion of annual physicals and be physically capable to perform every aspect of the position as driver of the bus

(for example, clear the bus in an emergency or accident). See link on TxDPS website for current form:

<http://www.txdps.state.tx.us/internetforms/Forms/SBT-11.pdf>

6. Initially hired bus drivers (hired for the purpose of driving a bus or where driving is part of one's job description, whether written or implied) must have satisfactorily completed a drug/alcohol test at least five working days prior to scheduled date to drive, and be approved before driving.

7. In the event of an accident while driving, drivers must submit to a drug/alcohol testing within 24 hours.

8. In accord with Texas State School Bus Guidelines, all buses shall be equipped with the following:

a. BODY FLUID CLEANUP KIT

Each bus shall be equipped with a mounted, removable, moisture-proof hard plastic body fluid cleanup kit. Container shall be mounted in the driver's compartment and the container shall be easily removed without tools. This kit shall be identified as a body fluid cleanup kit, and shall NOT display the biohazard symbol, and contain as a minimum the following items:

- 1 -- Absorbent Powder, 2 oz bag
- 1 -- Antiseptic BZK Towelette
- 1 -- Bag, Plastic, Black w/Tie
- 1 -- Biohazard Bag w/Tie
- 1 -- Certi-Green Cleaner Towelette
- 1 -- Pair Non-latex gloves
- 1 -- Mask
- 1 -- Scoop Bag w/Scraper
- 2 -- Towel, Paper Crepe
- 1 -- Poly Box 8" X 5" x 3"

b. FIRE EXTINGUISHER

Each bus shall be equipped with at least one UL-approved pressurized, dry chemical fire extinguisher. The extinguisher shall be mounted (and secured) in a bracket, located in the driver's compartment and readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher and shall be easily read without removing the extinguisher from its mounted position. The fire extinguisher shall have a total rating of 2A10BC (5lb) or greater. The operating mechanism shall be sealed with a type of seal that will not interfere with the use of the fire extinguisher.

c. FIRST-AID KIT

Each bus shall be equipped with a hard plastic, moisture and dust proof, removable first aid kit. Container shall be mounted in the driver's compartment

and the container shall be easily removed without tools. The kit shall contain each item listed below in the minimum quantities indicated:

Quantity Item

- 2 -- 1" x 2-1/2 yard adhesive tape rolls
- 24 -- sterile gauze pads 3" x 3"
- 20 -- 3/4" x 3" adhesive bandages
- 8 -- 2" bandage compress
- 10 -- 3" bandage compress
- 2 -- 2" x 5 yard sterile gauze roller bandages
- 2 -- non-sterile triangular bandage approx. 40" x 36" x 54", 2 safety pins
- 3 -- sterile gauze pads 36" x 36"
- 3 -- sterile eye pads
- 1 -- rounded end scissors
- 1 -- pair non-latex gloves
- 1 -- mouth-to-mouth airway
- 1-- basic first aid / CPR instructions included

d. ROADSIDE REFLECTORS

Each school bus shall be equipped with three (3) triangular warning devices meeting the requirements of FMVSS No. 125. The devices shall be packed three (3) per metal or heavy-duty plastic box. Container for warning devices shall be secured with a bracket mounted in the driver's compartment and the container shall be easily removed without tools.

All of the following suggested locations were accessed 5/1/2011. It is not required that items be purchased from these vendors. Check carefully that the vendors' products have all the required listed specifications.

Body Fluids kit:

<http://www.rmkdistributors.com/products.aspx?cat=1178&pageId=4&parent=1178>

First Aid Kits:

http://firstaidmart.com/site/product_detail.aspx?item_guid=7a006044-bcb9-4830-96f3-df8367192ad4

Fire Extinguishers - suggested from Victoria Fire & Safety Inc.

406 N Laurent St Victoria, TX 77901- 7078 (361) 573-4523

Reflectors: <http://www.kencofire.com/jakihisarotr.html>





Policy

When utilizing contract bus drivers from an independent school district or charter bus company: These drivers are not required to attend the diocesan mandated safe environment training, but the required ratios of safe environment compliant adults must be on the bus when transporting young people/vulnerable adults. Proof of insurance must be obtained from contracting company.

Additional Guidelines when Transporting Young People or Vulnerable Adults on a Bus



Policy

1. A minimum of two adults who have completed all of the requirements of the Safe Environment policy of the Diocese of Victoria **must be present at all times in vehicles that are transporting young people or vulnerable adults.**
2. Additionally there must be a ratio of one safe environment compliant adult for every 10 young people/vulnerable adults on a bus. The bus driver is not to be included in this ratio, as his/her primary job is to drive and not to chaperone the occupants on the bus.

Driver Information Form - to be completed by each bus driver

Name of Driver	Birthdate
Address	
City/St/Zip	
Phone: (____)	Cell Phone: (____)
Driver's License Number:	State Issuing:
Bus Driver Certification Date: _____	
Signature of Driver	Date

Office information:

The above information is considered sensitive and should be stored under lock and key, accessible only to authorized personnel.

Please complete this information for each bus -

please make copies as necessary to accommodate all the buses in your parish/school

Bus #1	
Name of Owner	
Address	
City/St/Zip	
License Plate #	Month and Year of Expiration:
Month and Year Inspection Sticker Expires: _____	
Bus Capacity:	

Bus #2	
Name of Owner	
Address	
City/St/Zip	
License Plate #	Month and Year of Expiration:
Month and Year Inspection Sticker Expires: _____	
Bus Capacity:	

Bus #3	
Name of Owner	
Address	
City/St/Zip	
License Plate #	Month and Year of Expiration:
Month and Year Inspection Sticker Expires: _____	
Bus Capacity:	

PART D APPLIES TO:

WHEN ONE IS:

- **TRANSPORTING
YOUNG PEOPLE OR
ADULTS BY BUS BY ANY
CATHOLIC SCHOOL OF
THE DIOCESE OF
VICTORIA.**

Part D

Transporting
Youth and
Adults

Catholic
School Bus
Usage

Pertinent information from the Texas Department of Public Safety:

For all Bus Drivers

Bus drivers must have a commercial driver's license if they drive a vehicle designed to seat more than 15 persons, including the driver.

Bus drivers must have a passenger endorsement on their commercial driver license. To get the endorsement you must pass a knowledge test on Sections 2 and 4 of this manual. If your bus has air brakes, you must also pass a knowledge test on Section 5. You must also pass the skills tests required for the class of vehicle you drive.

Section 4.1 of the *TEXAS COMMERCIAL MOTOR VEHICLE DRIVERS HANDBOOK*

For all School Bus Drivers

School bus drivers must have a commercial driver license if they drive a vehicle designed to transport (seat) 16 or more persons, including the driver.

School bus drivers must have a school bus endorsement in addition to a passenger endorsement on their commercial driver's license (CDL). To get the school bus endorsement, you must pass a knowledge test on sections 2, 4 and 10 of this manual. (If your school bus has air brakes, you must also pass a knowledge test on Section 5.) You must also pass the skills test required for the class of school bus you drive or intend to drive.

This section does NOT provide information on all the federal and state requirements needed before you drive a school bus. You should be thoroughly familiar with all specific school bus procedures, laws and regulations in your state and local school district.

Section 10.1 of the *TEXAS COMMERCIAL MOTOR VEHICLE DRIVERS HANDBOOK*

One may access a complete copy of this information at:

<http://www.txdps.state.tx.us/DriverLicense/documents/DL-7C.pdf>

Bus Transportation Guidelines for Catholic schools ONLY

In addition to adhering to the transportation guidelines, the following guidelines must be adhered to by drivers when driving a bus for Catholic schools:



Policy

- a. Drivers must have a valid CDL Class B license with a passenger endorsement and a copy of license must be on file in the parish/school office.
- a. Drivers must be certified in school bus safety. Continuing education in school bus safety is required in accord with the recommendations of the Texas Department of Public Safety
- b. Hired Bus drivers (one who is hired for the purpose of driving a bus or where driving is part of one's job description, whether written or implied) must have satisfactorily completed a drug/alcohol test at least five working days prior to scheduled date to drive, and be approved before driving.
- c. Drivers may be subject to random drug testing. The cost of this testing will be paid by the Diocese of Victoria, and will be administered at a diocesan approved venue.

- d. Drivers must refrain from talking/communicating on any handheld or hands free device while driving young people or adults.
- e. Drivers must submit proof of completion of annual physicals and be physically capable to perform every aspect of the position as driver of the bus (for example, clear the bus in an emergency or accident).
- f. In the event of an accident while driving, drivers must submit to a drug/alcohol testing within 24 hours.
- g. In accord with Texas State School Bus Guidelines, all buses shall be equipped with the following:

❖ **BODY FLUID CLEANUP KIT**

Each bus shall be equipped with a mounted, removable, moisture-proof hard plastic body fluid cleanup kit. Container shall be mounted in the driver's compartment and the container shall be easily removed without tools. This kit shall be identified as a body fluid cleanup kit, and shall NOT display the biohazard symbol, and contain as a minimum the following items:

- 1 -- Absorbent Powder, 2 oz. bag
- 1 -- Antiseptic BZK Towelette
- 1 -- Bag, Plastic, Black w/Tie
- 1 -- Biohazard Bag w/Tie
- 1 -- Certi-Green Cleaner Towelette
- 1 -- Pair Non-latex gloves
- 1 -- Mask
- 1 -- Scoop Bag w/Scraper
- 2 -- Towel, Paper Crepe
- 1 -- Poly Box 8" X 5" x 3"

❖ **FIRE EXTINGUISHER**

Each bus shall be equipped with at least one UL-approved pressurized, dry chemical fire extinguisher. The extinguisher shall be mounted (and secured) in a bracket, located in the driver's compartment and readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher and shall be easily read without removing the extinguisher from its mounted position. The fire extinguisher shall have a total rating of 2A10BC (5lb) or greater. The operating mechanism shall be sealed with a type of seal that will not interfere with the use of the fire extinguisher.

❖ **FIRST-AID KIT**

Each bus shall be equipped with a hard plastic, moisture and dust proof, removable first aid kit. Container shall be mounted in the driver's compartment and the container shall be easily removed without tools. The kit shall contain each item listed below in the minimum quantities indicated:

Quantity Item
 2 -- 1" x 2-1/2 yard adhesive tape rolls
 24 -- sterile gauze pads 3" x 3"
 20 -- 3/4" x 3" adhesive bandages
 8 -- 2 " bandage compress
 10 -- 3" bandage compress
 2 -- 2" x 5 yard sterile gauze roller bandages
 2 -- non-sterile triangular bandage approx. 40" x 36" x 54", 2 safety pins
 3 -- sterile gauze pads 36" x 36"
 3 -- sterile eye pads
 1 -- rounded end scissors
 1 -- pair non-latex gloves
 1 -- mouth-to-mouth airway
 1-- basic first aid / CPR instructions included

❖ **ROADSIDE REFLECTORS**

Each school bus shall be equipped with three (3) triangular warning devices meeting the requirements of FMVSS No. 125. The devices shall be packed three (3) per metal or heavy-duty plastic box. Container for warning devices shall be secured with a bracket mounted in the driver's compartment and the container shall be easily removed without tools.

All of the following suggested locations were accessed 5/1/2011. It is not required that items be purchased from these vendors, Check carefully that the vendors' products have all the required listed specifications. It is required that all specifications be adhered to.

Body Fluids kit:

<http://www.rmkdistributors.com/products.aspx?cat=1178&pageId=4&parent=1178>

First Aid Kits:

http://firstaidmart.com/site/product_detail.aspx?item_guid=7a006044-bcb9-4830-96f3-df8367192ad4

Fire Extinguishers - suggested from Victoria Fire & Safety Inc.

406 N Laurent St Victoria, TX 77901- 7078 (361) 573-4523

Reflectors: <http://www.kencofire.com/jakihisarotr.html>



When utilizing contract drivers from an Independent School District or charter bus company: These drivers are not required to attend the diocesan mandated Safe Environment training, but the required ratios of Safe Environment compliant adults must be on the bus when transporting young people/vulnerable adults. Proof of insurance must be obtained from contracting company.

Additional Guidelines when Transporting Young People on a Bus



Policy

- A minimum of two adults who have completed all of the requirements of the Safe Environment policy of the Diocese of Victoria must be present at all times in vehicles that are transporting young people.
- Additionally, there is a **recommended** ratio of **one Safe Environment compliant adult for every 15 young people on a bus**. The bus driver is not to be included in this ratio, as his/her job is to drive and not to chaperone the occupants on the bus. (NOTE: The only exception will be during regular school bus routes. In these particular cases, the bus driver may be the ONLY chaperone as long as the parents/guardians of the student riders have completed and submitted a **Consent of Parent/Guardian & Bus Route Acknowledgement of Risk** form .)

Driver Information Form - to be completed by each bus driver

Name of Driver	Birthdate
Address	
City/St/Zip	
Phone: (____)	Cell Phone: (____)
Driver's License Number:	State Issuing:
Bus Driver Certification Date: _____	
Signature of Driver	Date

Office information:

The above information is considered sensitive and should be stored under lock and key, accessible only to authorized personnel.

Please complete this information for each bus -

please make copies as necessary to accommodate all the buses in your parish/school

Bus #1	
Name of Owner	
Address	
City/St/Zip	
License Plate #	Month and Year of Expiration:
Month and Year Inspection Sticker Expires: _____	
Bus Capacity:	

Bus #2	
Name of Owner	
Address	
City/St/Zip	
License Plate #	Month and Year of Expiration:
Month and Year Inspection Sticker Expires: _____	
Bus Capacity:	

Bus #3	
Name of Owner	
Address	
City/St/Zip	
License Plate #	Month and Year of Expiration:
Month and Year Inspection Sticker Expires: _____	
Bus Capacity:	

Consent of Parent/Guardian & Bus Route Acknowledgement of Risk**

To the Parent(s)/Guardian(s) of: _____ **Grade** _____

Please read the contents of this Consent and Acknowledgement of Risk form. Clarify any questions or concerns with the principal **BEFORE** signing it. If this form is not signed and returned to (name of school)

_____, School by _____, your child
WILL NOT BE ALLOWED to use the Bus Route services. (Use one form for each student rider.)

BUS ROUTE INFORMATION

The school will make every reasonable effort to ensure that:

1. The staff, volunteers, and/or service providers involved are suitably trained and qualified.
2. The students are adequately supervised during the pick-up/drop-off trips.
3. The location(s) used for pick-up/drop-off are appropriate and safe for the students.
4. A Safety/Emergency Plan is in place to identify and manage known potential risks.

*NOTE: Please be aware that there may be times when the school's resources prohibit it from providing the **recommended two (2) adults**, who are **Safe Environment Compliant**, to provide chaperone coverage for school Bus Routes.*

CONSENT AND ACKNOWLEDGEMENT OF RISK

1. I acknowledge my right to obtain as much information as I require about this route and associated hazards, including information beyond that provided to me the school.
2. I freely and voluntarily assume the risks/hazards inherent in the School Bus Route and understand and acknowledge that my child may suffer personal and potentially serious injury due to an unforeseeable event to his/her participation.
3. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service providers administrators, instructors, and supervisors over all phases of the School Bus Route.
4. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her expulsion from further participation or that I be contacted to have him/her picked up, unless I have specified other transport arrangements.
5. I understand that it is my duty to advise the school of any medical/health concerns of my child that may affect his/her participation.
6. I acknowledge that the school may choose to cancel/postpone the route if travel conditions are dangerous for whatever reason deemed unsafe (e.g., weather, health advisory). I accept that the school will not be liable for any costs associated with this cancellation/postponement.
7. I consent that the school, through its employees, agents and officers may secure such medical advice and services that they deem necessary for my child's health and safety, and that I shall be financially responsible for such advice.
8. Based on my understanding, acknowledgement, and consents as described herein, I agree that (*Name of Student*) _____ has my permission to participate in the Bus Route provided by my child's school.

Name (please print): _____ **Signature** _____ **Date** _____

In case of emergency, ph.#: _____
Alternate contact & ph.# _____ / _____

**** One copy remains at school and another copy is kept with bus driver.**

Additional Procedures for Various Bus and Vehicle-Related Situations

- **Bus emergency**
- **Evacuation**
- **Lifting passengers**

BUS EMERGENCY

These procedures are for bus drivers in a serious bus accident or other emergency that occurs while transporting students for, or on behalf of, the schools within the Diocese of Victoria. The drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, etc. Listed below are two scenarios with detailed procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. Also, included for your use, there are procedures for evacuation and lifting passengers, should the need arise. Finally, there are appendices for vehicle checklists.

Scenario 1: Flood

Scenario 2: Serious Accident or Bus Fire

SCENARIO 1: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Stay with disabled bus until help arrives.
4. Contact the Principal and/or Bus Dispatch to report location and condition of students.
5. In all instances, do not attempt to cross damaged bridges or overpasses.
6. The driver should account for all students and staff throughout the emergency.

SCENARIO 2: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location, if possible.
2. Set the emergency brake and turn off the ignition and take keys.
3. Evacuate the bus in the event of a fire. (*refer to Evacuation Procedures*)
4. Check for injuries and provide appropriate first aid.
5. Call "911" to provide exact location and wait for arrival of emergency responders.
6. Contact the Principal and Bus Dispatch to report location and condition of students.
7. Stay with the disabled bus until help arrives.
8. Account for all students and staff.

EVACUATION PROCEDURES (CLEARING THE BUS)

1. Park the bus as close to the shoulder of the road as possible
 - Turn hazard lights on
 - Set the parking brake
 - Turn the engine off and take keys
2. Stand facing the rear of the bus
3. Give the command: "Remain seated; prepare to evacuate."
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seat.
6. Starting with either the left or the right seat:
 - Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
 - Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
 - Move out the passengers in the opposite seat, using the same signal as above.
 - Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
 - Check the bus from the very back seat to the front, making sure it is empty.
7. Have evacuating students move to a safe distance (100ft) and keep them there as a group, away from any dangerous area.
8. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.
9. Call or have someone call the fire department, the school, the pastor and the garage, as necessary.
10. A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary. Normally, the front entrance will be available, but the emergency door can be used as the primary exit during an emergency.
11. Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat.
12. The windshield and rear windows can also be pushed out to facilitate evacuation. If the bus is on the side, use the roof hatches as well as the emergency doors on the up side to evacuate students.

PROCEDURES FOR LIFTING PASSENGERS

PURPOSE: The purpose of proper lifting techniques is to move the passenger without injury to yourself or the passenger.

BASIC RULES

1. Tell the passenger what you are going to do.
2. Estimate the weight of the passenger. Never attempt to carry a student alone who weighs more than half your own weight unless the safety of the student is in immediate danger, and no assistance is available.
3. Always attempt to get help if you have any doubts about your ability to lift the student.
If there is only a driver on a bus, and the necessity for an emergency evacuation develops, some dioceses/districts suggest that the driver activate the alternating red lights, as the evacuation procedure is truly an unloading procedure. Such action can draw attention from motorists that you need assistance.
4. Be sure your path is CLEAR.
5. Stand with both feet firmly planted, about shoulder width apart for good balance.
6. Always bend from knees, not from back, so that you use your thigh muscles rather than your back muscles to do the lifting.
7. When lifting and carrying, keep the student as close to your own body as possible.
8. Shift the position of your feet to move. **DO NOT TWIST YOUR BODY.** Take small steps to turn.

SINGLE PERSON LIFT

1. Follow the basic rules 1-8. Most strains, fatigue, and back injuries caused by lifting are due to using the **WRONG** muscles. Use your strong leg muscles (by bending at the knees and hips) **NOT YOUR BACK MUSCLES. KEEP YOUR BACK STRAIGHT.**
2. Keep equal weight on both feet and lower yourself to the level of the student by bending your knees before lifting.
3. Once in position, put one arm around the upper back and the other under both knees.

TWO PERSON LIFT

1. Follow basic rules 1-8.
2. **TO LIFT FROM A WHEELCHAIR:**
 - A. Position the wheelchair as close to your destination as possible. In an emergency situation, to save time and congestion, leave the chair where it is strapped and blanket pull or carry the student to the appropriate exit location.
 - B. One person stands in front to the side, the other in back.
 - C. The person in front removes the arm rest (if detachable) and folds up the footrest.
 - D. The person in back removes the seat belt and any other positioning device.
 - E. The person in front, bending from knees, lowers himself or herself to place one arm under the student's knees and the other under the occupant's thighs.
 - F. Person in back, places his or her arms under student's armpits, reaching forward to grasp both student's wrists firmly. (Your right hand to student's right wrist; left hand to left wrist.)
 - G. Lift together on the count of 3. (Remember to use your legs to lift.)
 - H. Walk to area where student is to be placed and lower on the count of 3, bending from the knees.

TO LIFT FROM A BUS SEAT

A. Use the same procedure as above, but first, slide the student to the edge of the bus seat near the aisle.

BLANKET LIFT

1. Fold a blanket in half, place on the floor as close to the child as possible.
2. Follow basic lifting rules 1-8 and lower the student to the blanket.
3. ONE PERSON LIFT: Place the student's head toward the direction of exit, lift the blanket from head and slide to safety.

TO ASSIST A PERSON UP STAIRS

1. Follow basic rules 1-8.
2. Curl the student up as much as possible. Keep the student's arms and legs from flopping loosely. This flopping could throw you off balance, and cause a fall.
3. Support the student's head and neck as you would an infant's.
4. Do not lift student up by an arm or leg except in extreme emergency.
5. Slow rocking or a firm holding will help to relax a very "tense" student.

BASIC BODY MECHANICS

1. Size up load and do not hesitate to ask for help.
2. Be sure that the passenger knows you are going to lift him/her.
3. Plan ahead: How you will lift and where you are going.
4. Bend your knees instead of your back. Keep your back straight.
5. Keep your feet apart while lifting to give a board base of support.
6. Keep the person close to you.
7. If lifting with someone else, lift smoothly and together. Count 1, 2,3.
8. Take small steps. Never twist your body while lifting or carrying.

Additional Forms



MOVING VIOLATION NOTIFICATION FORM

Name

Address

City State Zip Code

Email

Phone Number

License plate # Year of vehicle Make

Model of vehicle Date of ticket

What was the violation?

Please explain reason for issuance of ticket:

Were additional citations given (include any moving and non-moving violations):

If yes, please list:

Please submit this form to the business office of the Diocese of Victoria within 10 business days of receiving any moving violation. If this results in a change in your ability to be considered a driver for the Diocese, your parish/school will be notified and it is their responsibility to notify you.

To electronically sign and submit this document, please click on the red tab in the signature field, allow your name and verification to be printed on the signature field and click on the "email this form" (buttons are located on the top and the bottom of this form). This document can also be printed, manually signed, and mailed to : Business Office, Diocese of Victoria, 1505 E. Mesquite, Victoria, Texas 77901

Current Date Signature Field

Medical Examination Report FOR COMMERCIAL DRIVER FITNESS DETERMINATION

649-F (8045)

1. DRIVER'S INFORMATION Driver completes this section						
Driver's Name (Last, First, Middle)	Social Security No.	Birthdate M / D / Y	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	New Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Follow-up <input type="checkbox"/>	Date of Exam
Address	City, State, Zip Code	Work Tel: () Home Tel: ()	Driver License No.	License Class <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/> Other		State of Issue

2. HEALTH HISTORY Driver completes this section, but medical examiner is encouraged to discuss with driver.																																																																																																																																				
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<p>For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently.</p> <p>_____</p> <p>_____</p> <p>_____</p>																																																																																																																																				

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate.

Driver's Signature _____ Date _____

Medical Examiner's Comments on Health History (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of medications, including over-the-counter medications, while driving. This discussion must be documented below.)

3. VISION Standard: At least 20/40 acuity (Snellen) in each eye with or without correction. At least 70 degrees peripheral in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.

INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. **Monocular drivers are not qualified.**

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED	HORIZONTAL FIELD OF VISION
Right Eye	20/	20/	Right Eye ◊
Left Eye	20/	20/	Left Eye ◊
Both Eyes	20/	20/	

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green, and amber colors? Yes No

Applicant meets visual acuity requirement only when wearing: Corrective Lenses

Monocular Vision: Yes No

Complete next line only if vision testing is done by an ophthalmologist or optometrist

Date of Examination _____ Name of Ophthalmologist or Optometrist (print) _____ Tel. No. _____ License No./ State of Issue _____ Signature _____

4. HEARING Standard: a) Must first perceive forced whispered voice \geq 5 ft., with or without hearing aid, or b) average hearing loss in better ear \leq 40 dB Check if hearing aid used for tests. Check if hearing aid required to meet standard.

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO for 500Hz, -10dB for 1,000 Hz, -8.5 dB for 2000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right ear \ Feet	Left Ear \ Feet
--	------------------	-----------------

b) If audiometer is used, record hearing loss in decibels. (acc. to ANSI Z24.5-1951)

Right Ear			Left Ear		
500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
Average:			Average:		

5. BLOOD PRESSURE/ PULSE RATE Numerical readings must be recorded. Medical Examiner should take at least two readings to confirm BP.

Blood Pressure	Systolic	Diastolic
----------------	----------	-----------

Driver qualified if \leq 140/90.

Pulse Rate: Regular Irregular

Reading	Category	Expiration Date	Recertification
140-159/90-99	Stage 1	1 year	1 year if \leq 140/90. One-time certificate for 3 months if 141-159/91-99.
160-179/100-109	Stage 2	One-time certificate for 3 months.	1 year from date of exam if \leq 140/90
\geq 180/110	Stage 3	6 months from date of exam if \leq 140/90	6 months if \leq 140/90

6. LABORATORY AND OTHER TEST FINDINGS Numerical readings must be recorded.

Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.

Other Testing (Describe and record) _____

URINE SPECIMEN	SP. GR.	PROTEIN	BLOOD	SUGAR
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The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a commercial motor vehicle safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See Instructions to the Medical Examiner for guidance.

BODY SYSTEM	CHECK FOR:	YES*	NO	BODY SYSTEM	CHECK FOR:	YES*	NO
		1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.				
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos. Ask about retinopathy, cataracts, aphakia, glaucoma, macular degeneration and refer to a specialist if appropriate.			8. Vascular System	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.		
3. Ears	Scarring of tympanic membrane, occlusion of external canal, perforated eardrums.			9. Genito-urinary System	Hemias.		
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing.			10. Extremities- Limb impaired. Driver may be subject to SPE certificate if otherwise qualified.	Loss or impairment of leg, foot, toe, arm, hand, finger, perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.		
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker, implantable defibrillator.			11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.		
6. Lungs and chest, not including breast examination	Abnormal chest wall expansion, abnormal respiratory rate, abnormal breath sounds including wheezes or alveolar rales, impaired respiratory function, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/ or xray of chest.			12. Neurological	Impaired equilibrium, coordination or speech pattern; asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.		

*COMMENTS: _____

Note certification status here. See Instructions to the Medical Examiner for guidance.

- Meets standards in 49 CFR 391.41; qualifies for 2 year certificate
- Does not meet standards
- Meets standards, but periodic monitoring required due to _____
 Driver qualified only for: 3 months 6 months 1 year Other
- Temporarily disqualified due to (condition or medication): _____
- Return to medical examiner's office for follow up on _____

- Wearing corrective lense
- Wearing hearing aid
- Accompanied by a _____ waiver/ exemption. Driver must present exemption at time of certification.
- Skill Performance Evaluation (SPE) Certificate
- Driving within an exempt intracity zone (See 49 CFR 391.62)
- Qualified by operation of 49 CFR 391.64
- Medical Examiner's signature _____
- Medical Examiner's name _____
- Address _____
- Telephone Number _____

If meets standards, complete a Medical Examiner's Certificate as stated in 49 CFR 391.43(h). (Driver must carry certificate when operating a commercial vehicle.)

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____ in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:

- | | |
|--|--|
| <input type="checkbox"/> wearing corrective lenses | <input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.52) |
| <input type="checkbox"/> wearing hearing aid | <input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE) |
| <input type="checkbox"/> accompanied by a _____ waiver exemption | <input type="checkbox"/> Qualified by operation of 49 CFR 391.64 |

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

SIGNATURE OF MEDICAL EXAMINER		TELEPHONE	DATE
MEDICAL EXAMINER'S NAME (PRINT)		<input type="checkbox"/> MD <input type="checkbox"/> DO	<input type="checkbox"/> Chiropractor
		<input type="checkbox"/> Physician Assistant	<input type="checkbox"/> Advanced Practice Nurse
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE			
SIGNATURE OF DRIVER		DRIVER'S LICENSE NO.	STATE
ADDRESS OF DRIVER			
MEDICAL CERTIFICATE EXPIRATION DATE			

BUS DRIVER'S VEHICLE CONDITION and INSPECTION REPORT



A typical inspection report should be filled out in duplicate in the following manner:

Name of Driver: *(print name)* _____

Status of Driver: Volunteer School Employee Contracted Driver from outside agency

Company/School: _____ Bus No. _____

COMPLETE FULL NAME

#ON VEHICLE

Odometer Reading _____

MILEAGE BEFORE STARTING

Ending Mileage: _____ Date: _____

END OF DAY OR TRIP

MM/DD/YY

Start Mileage: _____ Time: _____ AM PM / _____ AM PM

SAME AS ODOMETER

TIME START

TIME END

Total Mileage: _____ Location: _____

SUBTRACT START FROM ENDING MILEAGE

WHERE VEHICLE IS PARKED CITY, STATE

Inspect Items Listed – If Defective, Number and Describe in “Remarks” (If ok, place a check; if not applicable, place an X.) For exterior check, the DMV requires the engine off, key in hand, wheels chocked, for the CDL pre-trip walk around inspection.

- | | | |
|--|---|----------------------|
| ___ Fluid leaks under bus | ___ Emergency door & buzzer | ___ Transmission |
| ___ Loose wires, hose connections or belts in engine compartment | ___ Highlights, flashers & 4-way flashers | ___ Exhaust system |
| ___ Oil Level | ___ Right front tire and wheel | ___ Battery |
| ___ Radiator coolant level | ___ Front of bus – windshield | ___ Horn |
| ___ Unusual engine noise | ___ Left front tire & wheel | ___ Switches |
| | ___ Stop arm (school bus) | ___ Wipers & washers |

Inspection Report (cont.)

- | | |
|---|--|
| <input type="checkbox"/> Stop arm control (warning control) | <input type="checkbox"/> Left side of bus – windows & lights (secure/ working) |
| <input type="checkbox"/> Gauges & warning lights | <input type="checkbox"/> Left rear tire & wheels(secure/ properly inflated) |
| <input type="checkbox"/> Fans & defrosters(secure/working) | <input type="checkbox"/> Rear of bus – windows & lights |
| <input type="checkbox"/> Driver’s seat and belt | <input type="checkbox"/> Tail pipe (secure) |
| <input type="checkbox"/> Inside & outside mirrors(secure) | <input type="checkbox"/> Right rear tires & wheels (secure/ properly inflated) |
| <input type="checkbox"/> Directional lights (working) | <input type="checkbox"/> Right side of bus – windows & lights |
| <input type="checkbox"/> Brake pedal and warning lights | <input type="checkbox"/> Parking brake or service brake (working) |
| <input type="checkbox"/> Operation of service door | <input type="checkbox"/> Clutch |
| <input type="checkbox"/> Emergency equipment | <input type="checkbox"/> Steering |
| <input type="checkbox"/> First aid kit (complete) | <input type="checkbox"/> Wheelchair lift |
| <input type="checkbox"/> Entrance step | _____ |
| <input type="checkbox"/> Cleanliness of interior | _____ |
| <input type="checkbox"/> Condition of floor | _____ |

Remarks _____ [# AND EXPLAIN ABOVE DEFECT(S)]

Condition of Above Vehicle: (check one) Satisfactory Unsatisfactory

Driver’s Signature: _____

MUST BE SIGNED -LEGIBLE SIGNATURE

Above Defects Corrected Above Defects Need Not Be Corrected For Safe Operation Of Vehicle

Mechanic’s Signature: _____ Date: _____

Driver Reviewing Repairs: _____ Date: _____