

***PROTECTED SELF-INSURANCE PROGRAM***

***DIOCESE OF PATERSON – NEW JERSEY***

***777 VALLEY ROAD***

***CLIFTON, NJ 07013***

***973-777-8818***



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## DIOCESE OF PATERSON SELF-INSURANCE PROGRAM

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### Special Conditions (Continued)

#### Driver Safety

State of the art Internet online driver safety training is accessible through S2learning's website. New users need to register for training. To register, click on the link: <http://lms.s2learning.com/login/signup.php?cohort=Paterson%20Diocese>.

For existing users, click on the following link, <http://lms.s2learning.com>

For Technical Support, call 888-576-7678, menu option 5, from 9 AM to 5 PM, Eastern Standard Time or email: [support@s2learning.com](mailto:support@s2learning.com)

#### Child Protection Program

The prevention of misconduct resulting in the sexual abuse of children and adults requires the employment of proper screening and supervision. During the interview state of the hiring process, references must be obtained and verified. Background checks must be performed. When children are involved, continuous monitoring of employee and child interaction must be maintained. The Diocese's pledge to safeguarding our children is present in our commitment to Protecting God's Children which encompasses all priests, volunteers and employees who have regular contact with minors. Registration for the program can be accomplished via the Virtus website, [www.virtus.org](http://www.virtus.org)

#### Student Transportation

Ten or more pupils for school or parish activities must be transported by a school bus. New Jersey has established two categories for school buses, Type I (yellow school bus) for the transportation of more than 16 pupils and Type II (car or minivan) for the transportation of 16 or less pupils. The Federal Government has prohibited the sale of 15 passenger vans for the transportation of students. The New Jersey Motor Vehicle Commission requires that the driver of a registered school vehicle, regardless of the capacity, possess a Commercial Driver's License (CDL). A Type I school bus requires a CDL license. The driver of a Type II school vehicle is recommended to possess a class C license.

In cases in which a parent, parish employee or volunteer wishes to use his or her own personal automobile to transport children, he or she **MUST** be advised that his or her own personal automobile policy will provide primary coverage in the event of an accident resulting in injury to the children who are passengers.

All drivers of vehicles in which children are being transported must have a recent Motor Vehicle Report on file with the Diocesan Risk Manager. MVR forms are to be completed and signed by the driver. Once the form has been completed, fax the form to: 305-592-4049, Arthur J. Gallagher Risk Management, Inc. Attn: Religious Team. See Appendix 7 for the MVR form.

#### Traveling with Minors

Diocesan policy requires that all parish, school and agency trips involving minors must comply with the following guidelines;

1. Pastors, principals and agency directors must approve all plans for traveling with minors.
2. Overnight trips involving minors in grades K-8 ARE NOT PERMITTED.
3. Overnight trips involving minors, grades 9-12, must be reviewed and authorized through the appropriate Diocesan Center Department. The Travel Review Form should be completed and returned to the Diocesan Center.
4. The appropriate Diocesan Center Office will serve as a resource to those planning the trip.
5. If there are questions concerning the planning and implementation of the trip; inquiries should be directed to the appropriate Diocesan Center Office.
6. If special travel insurance is required, the entity planning the trip may be asked to purchase additional insurance.



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## DIOCESE OF PATERSON SELF-INSURANCE PROGRAM

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7. In the event of the filing of a claim or legal action arising out of an entity's failure to follow the Diocesan Travel Guidelines or other Diocesan policy, the entity that planned the trip will be responsible for claim cost/legal expenses and damages.

### **Permission Slip and Supervision of Minors**

The following Diocesan forms must be completed and submitted for approval prior to travel:

1. Parent/Legal Guardian Event Permission Slip for Student/Youth Travel.
2. Health Information/Release of Liability and Consent for Medical Treatment.

Chaperones must be at least 21 years of age. The number of chaperones to minors should be appropriate to the nature of the trip and the ages of the minors. All chaperones must have completed the Protecting God's Children workshop and have undergone a criminal history background check and fingerprinting. Chaperones must strictly adhere to the Code of Conduct when traveling with minors. It is the responsibility of chaperones to insure that all incidents, injuries and accidents are reported to the proper authorities and to the Office of Risk Management.

### **Other Contracted Services**

Any hired buses, carnival operators and their equipment, etc., must be properly covered by insurance provided by the contracted service. A Certificate of Insurance must be obtained by the parish, school, institution or agency contracting for the service. The parish or institutions, The Bishop, and the Diocese must be named in the certificate as "ADDITIONAL INSURED". This certificate must be submitted to the parish or institution with the contract and a copy of the certificate should be forwarded to the Gallagher's Miami office at least 10 working days prior to the event for review as needed.

Companies such as lawn maintenance, exterminator service, janitorial service, etc., working on Diocesan property must provide insurance certificates showing current insurance coverage for general liability and worker's compensation, prior to commencing work. The Pastor, Principal or Administrator is responsible for obtaining the first certificate and renewals thereof. See Appendix 1 for additional information on Insurance Requirements for Contractors.

Limits of at least \$1,000,000 should be required. Higher limits may be needed in certain cases. Appendix 5 is a sample of a Certificate of Insurance. Contact your Diocesan Risk Manager with any questions on contracted services and required certificates of insurance. If any Diocesan property is rented or provided to others for gatherings, the individual organization will be required to provide a certificate of insurance naming the entity, the Diocese, and The Bishop as "ADDITIONAL INSURED". No certificates are required from parish organizations.

### **Facilities Use**

The Space Usage Agreement Form and Carnival Agreement Form, available online or by contacting the Diocesan Risk Manager, is to be completed for any use of Diocesan property along with a certificate of insurance showing proof of General Liability with limits no less than \$1,000,000, and Workers Compensation coverage and Auto Liability coverage where applicable. Also the Diocese, the entity and the Bishop need to be named as an additional insured on all certificates. Contact Diocesan Legal Counsel for any assistance with space use agreements commonly referred to as License Agreements.

### **Motor Vehicle Reports**

MVR's are to be obtained for you by Arthur J. Gallagher & Co. - MIAMI telephone # (800) 488-3003 or FAX (305) 716-3293. MVR's are to be requested on every person, employees and volunteers, whose occupation requires either driving a Diocesan vehicle or their own on behalf of the Diocese including all parishes, schools, institutions and agencies of the Diocese on a regular basis. The name, date of birth and the driver's license number are required, forms can be obtained by contacting Arthur J. Gallagher & Co. - MIAMI.

## Field Trip Policy

The Diocese of Paterson recognizes the importance and value of trips for educational field study and approves of these trips to places of cultural, educational or religious significance to further enrich the lessons of the classroom. To ensure the desired outcome of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A discussion with the students should be held regarding the purpose and goals of the trip. An advance trip by the teacher is suggested. The trips should be well planned.

Full information in writing should be given at least ten days in advance to parents/guardians. The parent/guardian permission slip should include the parent/guardian request that the school take the student on the field trip. This permission slip should include a place for the parent/guardian signature as well as the date. No student may participate unless a written parent/guardian signed permission slip for this specific event is on file with the principal. Such information should include the nature of the trip, its educational value, transportation arrangements, types of supervision, and cost per student. Each school will use the official diocesan field trip permission form (A.6033.2). Adequate supervision by prepared adults should be in place for field trips. The ratio of adult supervisors to students is determined by the age of the students and nature of the trip.

Overnight trips for students in grades K through 8 are not permitted. For students in grades 9 to 12, overnight trips should be carefully planned, well-organized, and possess a clear educational and/or religious purpose. It is always important to consider the educational benefits of planning a field trip, especially an overnight trip, against the risks involved in taking students off campus. In all cases, the benefits of any educational activity conducted by the school should be weighed against the potential risk involved. Non school-sponsored trips (such as an overseas trip led by a foreign language teacher) are not under school jurisdiction. Schools should not sponsor such trips and the school system will not assume liability.

Field trips are optional and a privilege. In the planning of all school-sponsored trips and activities, the law holds us to a high standard of care, which includes the enforcement of all diocesan policies pertaining to the professional staff and student conduct and deportment.

Schools are strongly urged to use commercial transportation for field trips, athletic contests, extracurricular activities, and any other event which is school-sponsored. Although this creates an increased cost factor, the commercial transportation provides professional drivers who carry liability coverage in the event of an accident. Use of volunteer drivers is strongly discouraged. The school should not allow any person under the age of 21 to ever transport students. Each student must be wearing a seat belt and under the control of the driver at all times. The school-owned and leased vans used for the transportation of students must comply with all requirements outlined by the state of NJ. Specific questions or concerns should be directed to our Risk Manager's office.

The principal always reserves the right to exclude a student from participation in a field trip because of unacceptable behavior patterns. The school will notify the parent/guardian of this possibility prior to the scheduled trip and will confirm attendance or non-attendance prior to the scheduled trip. If a situation arises where a student/parent/guardian chooses not to take part in a

particular field trip, the school will discuss alternative plans for the day with the student/parent/guardian and school principal.

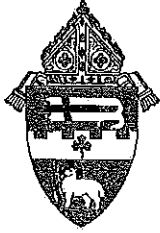
There remains a possibility that a travel ban could be imposed in the future, based on world events. If future travel restrictions should be imposed, the school should communicate to parents that the school will not assume liability for any non-refundable fees spent in advance.

Diocese of Paterson Office of Risk Management • 777 Valley Road, Clifton, NJ 07013 • 973-777-8818 • [Email](#)

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4. The appropriate Diocesan Center Office will serve as a resource to those planning the trip.
5. If there are questions concerning the planning and implementation of the trip, inquiries should be directed to the appropriate Diocesan Center Office.
6. If special travel insurance is required, the entity planning the trip may be asked to purchase additional insurance.
7. In the event of the filing of a claim or legal action arising out of an entity's failure to follow the Diocesan Travel Guidelines or other Diocesan policy, the entity which planned the trip will be responsible for claim cost/legal expenses and damages.



## WAIVER, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT

We, \_\_\_\_\_ and \_\_\_\_\_, (hereinafter "Parents" or "Legal Guardian"), request that our son/daughter, \_\_\_\_\_, a member of \_\_\_\_\_ **PARISH**, attend \_\_\_\_\_ on \_\_\_\_\_.

We hereby grant our permission for our son/daughter to attend this event and we freely and knowingly provide this **WAIVER, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT** in order to accomplish this purpose.

In consideration of \_\_\_\_\_ **PARISH** and the **ROMAN CATHOLIC DIOCESE OF PATERSON'S** acceptance of our son/daughter's registration and attendance at this event at \_\_\_\_\_ on \_\_\_\_\_, to the fullest extent of the law, the Parents or Legal Guardian shall indemnify, defend and hold harmless the Most Rev. Arthur J. Serratelli, S.T.D., S.S.L., D.D., Bishop of the Roman Catholic Diocese of Paterson and his successors in office and all employees and agents of the Diocese of Paterson and all affiliated parishes, schools, including, **PARISH** and institutions from and against any and all claims for bodily injury and/or property damage, damage, losses and expenses, including but not limited to attorney's fees, arising out of the attendance of our son/daughter at this event.

The Parents' or Legal Guardian's agreement to indemnify specifically includes any and all claims, damages, losses and/or expenses resulting from bodily injury or property damage, sickness, disease or death or injury to or destruction of tangible property caused in whole or in part by the negligence of a party indemnified hereunder.

The Parents' or Legal Guardian's insurance is primary over all other available insurance.

We further agree that any and all disputes regarding our son/daughter's registration and attendance at the event on \_\_\_\_\_, as well as any and all disputes regarding this **WAIVER, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT** will be resolved by way of submission to binding arbitration through the auspices of the American Arbitration Association.

In signing this release I acknowledge and represent that I have read the following **WAIVER, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT**, understand it and sign it voluntarily as my own free act; no oral representations, statements, or inducements apart from the foregoing written agreement have been made; I am at least 18 years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

\_\_\_\_\_  
PARENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT

\_\_\_\_\_  
DATE

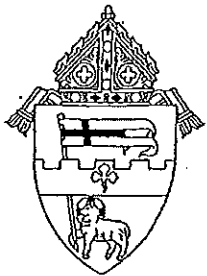
\_\_\_\_\_  
LEGAL GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEGAL GUARDIAN

\_\_\_\_\_  
DATE





## DIOCESE OF PATERSON: TRAVEL WITH MINORS CHECK LIST

### Approval & Review Process:

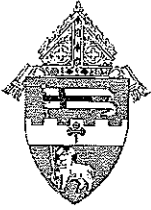
1. Has the Pastor/Principal reviewed and approved the travel arrangements?  Yes/  No
2. If an overnight stay is involved, has a Travel Review Form been submitted to the appropriate Diocesan Center Office and Risk Manager?  Yes/  No
3. Have Waiver, Release of Liability/Hold Harmless & Health Information/ Consent to treat forms been completed?  Yes  No

### Contracts: Travel Arrangements:

1. Have contracts/agreements been reviewed and signed by an authorized individual?  Yes/  No
2. Does the contract/agreement contain our Hold Harmless/Indemnification language?  Yes/  No
3. If transportation is provided by a bus company or other livery, has the service provider met our insurance coverage requirements and provided a copy of their Certificate of Insurance?  Yes/  No

### Safety and Supervision of Minors:

1. Are chaperons at least 21 years of age?  Yes/  No
2. Has the Pastor/Principal determine that the ratio of chaperons to minors to be appropriate?  Yes/  No
3. Are the chaperons known to the Pastor/Principal?  Yes/  No
4. Have the chaperons completed Protecting God's Children?  Yes/  No
5. Have Codes of Conduct been signed?  Yes/  No



**DIOCESE OF PATERSON**  
**Health Information and Consent to Treat Form**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

Name of Parent (s)/Guardian(s): \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Health Insurance Co: \_\_\_\_\_ Policy: \_\_\_\_\_

Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Parish: \_\_\_\_\_ Parish City: \_\_\_\_\_

Are you currently under the care of a doctor, psychologist or psychiatrist? \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Last Tetanus shot: \_\_\_\_\_ Allergies to Drugs or Food: \_\_\_\_\_

Do you have special dietary needs or restrictions? \_\_\_\_\_

Special Medications, blood type or pertinent medical information: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

I/we have read the foregoing Health Information and Consent to Treat Form and the answers are all correct.

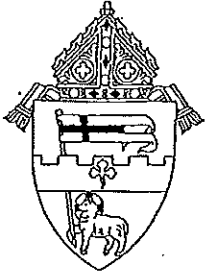
I/we can be reached at the telephone numbers referred to above but if emergency medical care or treatment shall be necessary and if I/we cannot be reached, I/we authorize the delegated agents of the Diocese of Paterson to act on my/our behalf and approve appropriate treatment. I/we understand that I/we remain responsible for my/our child's medical expenses.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent or Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent or Guardian



## DIOCESE OF PATERSON: TRAVEL WITH MINORS CHECK LIST

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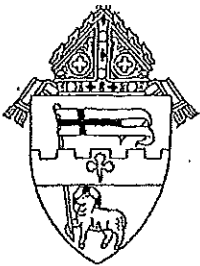
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1. Are chaperons at least 21 years of age?  Yes/  No
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3. Are the chaperons known to the Pastor/Principal?  Yes/  No
4. Have the chaperons completed Protecting God's Children?  Yes/  No
5. Have Codes of Conduct been signed?  Yes/  No



**DIOCESE OF PATERSON:  
TRAVEL REVIEW FORM:**

Use this form when planning overnight travel involving minors. Please fax/ email/mail this form to the appropriate Pastoral Center Office (Department of Catholic Schools; Department of Youth/Young Adult Ministry, Religious Education, as well as the Office of Risk Management) before finalizing travel arrangements.

Parish/School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Description of Proposed Trip: \_\_\_\_\_

Dates of Trip: Start: \_\_\_\_\_ End: \_\_\_\_\_

Number of Minors: \_\_\_\_\_ Ages: \_\_\_\_\_

Number of Chaperones/Supervisors: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Religious/Educational Goals of the Trip: \_\_\_\_\_

The Pastor/Principal/Agency Director is responsible for ensuring that travel arrangements are in accordance with the Policy on Travel Involving Minors.

\_\_\_\_\_  
Signature of Pastor/ Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date