

1. Title: Parent Guardian Local Travel Consent and Release

2. Purpose:

The FPCC's ("church") children and youth ministries provide and include activities from time to time which require local travel. Such travel involves transportation of children and youth in a church vehicle which may be either owned and/or leased. A child's participation in such activities requires the parents/guardian's consent and release of church's liabilities. The purpose of this Operations Policy Statement is to provide policy and instructions regarding the church's *Parent/Guardian Local Travel Consent and Release Form* (F-230301). The intent of the said form is to provide "blanket approval" for all such trips involving local travel (within a radius of 50 miles of the church). The church policy is to provide the parent/guardian with trip-specific information such as type of activity, destination, time of departure and return and Driver's cell number in advance of departure.

3. Policy:

3.1 Any person less than twenty-one years of age who is transported in a church's vehicle (church-owned or church-rented) within a fifty-mile radius of the church shall have a completed FPCC *Parent/Guardian Local Travel Consent and Release Form* (F-230301) on file in the Church Records. The intent for the use of this form is to prevent the parent/guardian from having to complete a separate form for each local trip.

3.2 A completed and filed F-230301 shall remain in effect as long as the individual is participating in the ministry's activities unless the approval by the parent/guardian is canceled in writing by the parent/guardian. Such cancellation shall be a letter addressed to the Pastor.

3.3 Written trip-specific information such as type of activity, destination, time of departure and return and Driver's cell number shall be provided a child's parent/guardian in advance of departure (at drop off generally) in a "flyer".

3.4 The Chairperson of the child/youth ministry shall provide to each child's parent/guardian copies of this OPS and a blank F-230301.

3.4 The Chairperson of the child/youth ministry shall obtain completed F-230301's and provide each to the Church Administrator for filing.

3.5 The Church Administrator shall maintain a list of F-230301's (the "*F-230301 list*") which are filed and keep copies of the *F-230301 list* available for drivers.

3.5 Drivers of church vehicles shall assure that each passenger has an F-230301 on file in the Church Records by using the *230301list*.

3.6 The Associate Pastor shall be responsible for reviewing and revising this OPS and the F-230301.

4. Definitions:

See the MOO's Glossary for definitions if not given here.

5. References:

OPS: 17.01, 17.02, 17.05, 23.01

6. Applicability

The requirement for the subject form applies for travel within a fifty-mile radius of the church. A completed/signed form shall remain in effect unless canceled in writing by the parent/guardian. Use of the form requires return on the same day as departure.

7. Procedures:

7.1 The chairperson of a child or youth ministry shall provide a copy of this OPS and a copy of a blank F-230301 to the parent/guardian, explain the purpose of the form and answer any questions.

7.2 The Chairperson shall obtain completed F-230301's and provide these to the Church Administrator for filing in the Church Records as a "permanent record".

7.3 The Church Administrator shall file all completed F-230301's and maintain a list of F-230301's (the "*F-230301 list*") which are filed and keep copies of the *F-230301 list* available for drivers.

7.4 The Church vehicle driver shall use the *F-230301list* for assuring that his/her passengers have an F-230301 on file in the Church Records.

7.5 The Pastor shall provide any cancellation letters to the Church Administrator who will notify the affected ministry, remove the individual's name from the *F-230301 list*, annotate "canceled" on the filed F-230301 and file the letter received from the parent/guardian.

8. Review Schedule:

This OPS shall be reviewed for revision by the Associate Pastor one year following its approval/effective date.

9. Approval:

The Session approved this OPS on the above “effective date”.