Archdiocese of Baltimore

Office of Risk Management

*Best Practices for Carpooling*

Carpooling in connection with Parish and School programs can be an efficient means of transportation, but can create significant risks for your parish or school. Carpooling is permissible when your location **directly organizes transportation** for a parish or school activity.

Locations that wish to arrange carpools to activities must ensure the following requirements are adhered to:

1) All drivers must at least 21 years of age or older and have a current (within the past three years) motor vehicle record report on file with no more than three violations points. If a motor vehicle record report is needed, the report can be secured through the Virtues system.

2) Ensure the vehicle is properly insured.

3) Ensure that the number of occupants in the vehicle does not exceed the manufacturer’s guidelines.

4) When transporting youth, all child and youth protection policies are followed.

It is important that employees, volunteers or others representing your location with regard to planning programs, activities, and sports programs know the risks of actively coordinating or even passively endorsing carpooling when your location is not directly organizing the transportation. If your location does not directly organize the transportation, your parish and school representatives must be careful **not to** communicate with parents, participants or others attending the program or activity that your parish or school encourages carpooling. ***Avoid any involvement in facilitating carpooling arrangements*.**

When your location is not taking responsibility for transportation, parents, participants and others attending the program or activity are advised of the destination and expected time of arrival and pick-up. While we understand that some may choose to ride with other participants, they must make those arrangements on their own.