

Knights of Peter Claver

Established November 7, 1909
Incorporated July 12, 1911 in Mobile, Alabama

"Onward" is our
War Cry



"Trust in God"
our Password

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Office of
F. DeKARLOS BLACKMON, Obl.S.B.
Supreme Knight and Chief Executive Officer

Thursday, October 31, 2013

POLICY LETTER 100.10

TRAVEL POLICY FOR MINORS TRAVELING WITH CHAPERONES

1. **Purpose.** To prescribe the travel policy of the Knights of Peter Claver (the Order) for all travel of Chaperones with members of the Junior Knights and its subordinate Branches and the Junior Daughters and its subordinate Courts. Because the Order is committed to providing safety for children and youth, it will take every precaution to protect them.

2. **Scope.** This policy supports the Child Protection Policy of the Order. While the Child Protection Policy outlines the responsibilities, reporting, and requirements for working with youth, this policy presents directives as to how issues which impede effecting a safe environment will be handled. The leadership of the Order advises all persons who travel as chaperones with members of the Junior Knights or Junior Daughters become intimately familiar with the Child Protection Policy.

3. **Applicability.** This policy applies to all members of the Order who travel with Junior members of the Order.

4. Travel policy provisions overview

a. KPC travel for Junior Knights and Junior Daughters is permitted provided that:

- (1) A Junior Release and Consent Form (See Child Protection Policy) is completed for every Junior Knight or Junior Daughter participating in the trip and kept by the lead chaperone in a location that is easily accessible during the entire trip.
- (2) A Child Protection Policy Authorization Form (See Child Protection Policy) is completed for every Chaperone traveling with Junior Knights and Junior Daughters.
- (3) The immediate presiding officer (i.e. Grand Knight, Grand Lady, Supreme Knight, Supreme Lady, etc.) is informed of all travel arrangements, including transportation, housing, and chaperones.
- (4) If a private passenger vehicle is used, a signed Volunteer Driver Information Sheet (See attached) is completed for each vehicle and kept on file with the immediate presiding officer.

- (5) For each private passenger vehicle used, the following must be verified by the Counselor, Commander, Supreme Knight or Supreme Lady.
- a. The driver must be at least twenty-one years of age.
 - b. The driver must possess a valid, non-probationary driver's license.
 - c. The vehicle must have a valid registration.
 - d. The vehicle must have a valid state inspection sticker (where applicable).
 - e. The vehicle must be insured based on the criteria set by the National Advocate.

5. Child protection policy overview

- a. Chaperones and all persons affiliated with the Order are to refrain from consuming alcoholic beverages. The Order promotes and enforces an alcohol and drug-free environment for travel with Junior Knights and Junior Daughters. Being under the influence or in possession of illegal substances, alcohol, or other intoxicants while working with our young people is strictly prohibited. Violation of this policy may result in disciplinary action up to immediate suspension and/or expulsion from the Order, or termination of employment.
- b. Chaperones are to enforce the rules of behavior of the Order, and use those rules as a guide for their own behavior. Chaperones must review the rules and related guidelines with the children and young people traveling with them.

6. Travel security guidelines

- a. Junior Knights and Junior Daughters must be chaperoned at all times. Parent/Guardian of the Junior Knight or Junior Daughter must remain with the child until they are in the custody of the assigned chaperone prior to travel. Chaperone must remain with the Junior Knight(s) or Junior Daughter(s) they are assigned until they are in the custody of their parent/guardian at the close of the travel.
- b. All travel documents (i.e. Tickets, Boarding Passes, etc.) shall be kept in the possession of the Chaperone during travel. Junior members are not allowed to go through Security Checkpoints without their assigned chaperone.
- c. Junior Knights/Junior Daughters are never allowed to be without their Chaperone while traveling.
- d. The chaperone shall be designated and entrusted with providing Junior Knights/Junior Daughters and their parent/guardian with a detailed itinerary that includes physical and emotion elements that may be required of the Junior members.
- e. The chaperone shall be the point of contact for Junior(s) travel and responsible for ensuring the approved travel itinerary is followed, as well as any final decisions regarding the behavior and well-being of the Junior members.
- f. The chaperone shall ensure that the presiding officer (Grand Knight, Grand Lady, Supreme Knight and Supreme Lady) shall be contacted in the event that the Junior(s) travel changes from the approved itinerary.

- g. In the event of an emergency, the chaperone shall immediately contact the parent and presiding officer (Grand Knight, Grand Lady, Supreme Knight, and Supreme Lady) to advise them of any incident(s).
 - f. Attached is the Volunteer Driver Information Sheet. Please refer to the KPC Child Protection Policy for the additional forms.
7. Point of contact for this information is the Executive Director, executivedirector@kofpc.org or 504.821.4225.

A handwritten signature in black ink, appearing to read 'F. DeKARLOS BLACKMON', with a stylized flourish at the end.

F. DeKARLOS BLACKMON, Obl.S.B., M.B.A.
Supreme Knight and Chief Executive Officer

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**KNIGHTS OF PETER CLAVER
TRAVEL POLICY
VOLUNTEER DRIVER INFORMATION SHEET**

Drivers Name _____ Date of Birth ____/____/____
Address _____ Gender _____

Driver License # _____
Phone (____) _____ State Issued _____

VEHICLE INFORMATION:

(If more than one vehicle is to be used, information must be provided for each vehicle)

Name of Owner _____ Year and Make _____
Address of Owner _____ Model _____

License Plate _____

Registration Expires ____/____/____ Inspection Expires ____/____/____

INSURANCE INFORMATION:

Insurance Company _____

Policy Number _____

Expiration Date _____

Liability Limits of Policy _____

Have you had any violations or accidents in the last three years? Yes ____ No ____ (If yes, describe below)

Certification

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 drive, I must be 21 years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport Junior Knights and Junior Daughters.

Signature Date ____/____/____