

Memo.

TO: Parish Ministry Leaders

FROM: Victoria Hathaway, Coordinator for Youth and Young Adult Ministry, Diocese of Gary

DATE: March 30, 2026

SUBJECT: Transportation Guidelines for Youth and Student Activities

Whenever feasible, it is best practice to hire a professional transportation company. Utilizing a professional vendor places the primary risk and liability exposure with the transportation provider and is the preferred approach from a risk-management standpoint.

When the use of a third-party transportation company is not possible, all transportation arrangements must comply with the Diocese's Safe Environment Policy. At no time should a child or student be alone in a vehicle with only one adult. A minimum of two adults must be present in the vehicle when transporting children or students.

In addition, any volunteer driver must complete the Volunteer Drivers Information Form, confirm that their personal automobile insurance is current, and be fully compliant with the VIRTUS Safe Environment Policy



Diocese of Gary

MISSIONARY DISCIPLESHIP AND EVANGELIZATION