



**CHICAGO PARK DISTRICT**

# Travel Policy for Program Participants

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# I. Overview

## A. Purpose

This Travel Policy ("Policy") serves to establish requirements for Patrons and Employees on trips to promote the safety and wellbeing of Minors, Vulnerable Adults, and Employees.

This Policy aligns with several of the Chicago Park District's ("Park District") existing policies and guidelines, including its:

- Special Olympics State Game Eligibility and Guidelines, which provides guidance to Special Olympics athletes and their parents/guardians regarding state competitions that require an overnight stay.
- Vehicle Policy, which governs Park District owned, leased, and rented vehicles including but not limited to automobiles, trucks, utility vehicles and vans. The Vehicle Policy also states, among other items, that:
  - No employee shall operate a Park District Vehicle without the authorization of their supervisor.
  - Operators of Park District Vehicles must be Employees in possession of a valid Illinois driver's or operator's license.
  - The Park District reserves the right to conduct periodic checks of Employee motor vehicle records and driver's license records through the Office of the Illinois Secretary of State to ensure Employees are not driving on suspended or expired licenses.
- Gender Diversity Policy, which is intended to address the needs and concerns of transgender, non-binary, and gender nonconforming Employees while at work, and Patrons while they are participating in Park District activities, events, or programs.

## B. Scope

This Policy applies to all individuals who are attending Park District-affiliated day or overnight trips, including but not limited to field trips for Park District programs and Park District-sponsored sporting events.

## C. Definitions

**Adult:** Any Park District-affiliated individual (e.g. Employee, Volunteer, contractor, or vendor) at least 18 years of age.

**Employee:** Individuals who are employed by the Park District, whether part-time, full-time, or seasonally.

**Minor:** Any Park District Patron, Volunteer, vendor, or Employee under the age of 18.

**Park District:** The Chicago Park District.

**Patron:** Individuals of any age, including Minors, who are participating in Park District-sponsored programs, activities, or events either in-person, or online.

**Park District Vehicles** – Leased Vehicles and Owned Vehicles are considered Park District Vehicles.

**Leased Vehicles** – Leased Vehicles include Pool Vehicles, Passenger Vehicles, Individually-Assigned Vehicles, and Other Leased Vehicles.

- **Pool Vehicles** – vehicles not assigned to a specific person, but shared by employees in one or more Departments to conduct Park District business; Passenger Vehicles are also considered Pool Vehicles.
- **Passenger Vehicles** – A type of Pool Vehicle that requires van training to operate and that are used to conduct Park District business.
- **Individually Assigned Vehicles** – vehicles assigned solely to one Park District employee to conduct Park District business.
- **Other Leased Vehicles** – vehicles other than those listed above that are assigned by Department of Facilities Management to conduct Park District Business.

**Owned Vehicles** – vehicles owned by the Park District.

**Personally-Owned Vehicle:** A vehicle owned by an Employee that may be used to conduct Park District business.

**Third Party:** An organization or individual that uses Park District facilities to organize events or programming. This may include public or private events, leagues, clubs, and classes.

**Third Party Coaches:** Individuals who volunteer or work with Third Parties to lead or co-lead leagues, clubs, or other sports programs that use Park District facilities.

**Volunteer:** A person who is voluntarily donating their time or labor to the Park District.

**Vulnerable Adult** means a person who is affiliated with the Park District who is (a) an adult aged 60 or older; or (b) an adult with disabilities aged 18-59 *and* who is unable to independently seek or obtain protection from abuse, abandonment, neglect, or exploitation.

In this instance, a disability includes a physical or mental disability, including, but not limited to, a developmental disability, an intellectual disability, a mental illness as defined under the Mental Health and Developmental Disabilities Code, or dementia as defined under the Alzheimer's Disease Assistance Act.

## II. Special Olympics and Special Recreation Trips

### A. General Requirements for Special Olympics and Special Recreation Trips

1. Employees shall coordinate with parents or guardians of Vulnerable Adults who are participating in Special Olympics or Park District Special Recreation trips to organize transportation. Employees may travel with Patrons for these activities in Park District Vehicles or other coordinated vehicle transportation, including buses.
2. In no instance shall an Employee transport a Patron to a Special Olympics or Park District Special Recreation competition, league, event, or out-of-town trip in a Personally-Owned Vehicle.

### B. Overnight Special Olympics and Special Recreation Trips

1. Patrons who are participating in Special Olympics State Games shall adhere to the rules outlined in the Park District [Special Olympics State Game Eligibility and Guidelines](#) regarding hotel room stays and parent/guardian supervision.
2. Employees shall not stay in the same hotel room as Patrons on overnight trips. Patrons must be able to stay in their hotel room unsupervised with one or more other Patrons during sleeping hours. Employees will monitor Patrons but will not be in Patrons' rooms at all times.
3. If the parent/guardian of the Patron or an Employee feels that a Patron is not able to stay in a room without staff support or supervision, a parent/guardian will need to attend the trip with their child in order for them to participate in the trip.

## III. Other Park District-Sponsored Trips

### A. Out-of-Town Competitions, Leagues, Events and Overnight Trips

**Patrons and the parents or guardians of Minors who are Patrons are responsible for securing their own transportation to and from out-of-town trips for Park-District sponsored competitions, leagues, events, or overnight trips that are not related to Special Olympics or Park District Special Recreation programs.**

1. The Park District and its Employees assume no responsibility for the wellbeing of Patrons during their travel related to Park District-sponsored out-of-town competitions, leagues, events, or overnight trips.
2. **Minors:** Parents or guardians of Minors who are participating in these trips must secure transportation to and from the trips for the participating Minor.
3. **Employee transportation of Patrons is prohibited.**

- a. In no instance shall an Employee transport a Patron to an out-of-town competition, league, event, or overnight trip in a Park District Vehicle, a rented vehicle or Personally-Owned Vehicle.
  - b. Employees shall not transport Patrons in rented vehicles or Personally-Owned Vehicles between overnight trip lodging and the Patron's competition, league, or event.
4. **Overnight Trips:** Employees are not responsible for Patrons during overnight trips.
- a. Patrons and parents or guardians of Minors participating in overnight trips are responsible for:
    - i. Securing and paying for overnight lodging; and,
    - ii. Providing travel to and from overnight lodging to competitions or events.
  - b. Parents or guardians of Minors shall supervise Minors during travel, lodging, and all activities outside of the Park District-sponsored competition, league, or event.
  - c. When possible, Employees shall not stay in the same hotel or lodging as Patrons on overnight trips.
    - i. If Employees must stay in the same hotel or lodging as Patrons, Employees shall not stay in the same room as Patrons, with the exception of Employees who are parents or guardians of the Patron.
    - ii. An Employee who is the parent or guardian of a Patron may stay in the same room as that Patron; however, no other unrelated Patron shall stay in the same room as that Employee and the Patron of whom the Employee is a parent or guardian.

## B. Park District-Sponsored Field Trips / In-town Day Trips

- 1. Employees may coordinate and secure transportation using Park District vehicles for Patrons for summer day camp field trips or in-town day trips. In-town trips include trips where the location remains within Chicago city limits.
- 2. In no instance shall an Employee transport a Patron to a field trip or in-town day trip in a rented or Personally-Owned Vehicle.
- 3. Absent emergency circumstances, Employees shall not transport a Minor patron one-on-one during travel for field trips or for in-town day trips in a Park District Vehicle. A second minor patron or second Employee must always be present.

# IV. General Requirements for All Trips

## A. Requirements for Travel for School-Aged Patrons

Travel must be planned so as not to create an undue interference with academic responsibilities for Patrons who are enrolled in school.

## B. Permission Slips

1. No Minor or Vulnerable Adult shall participate in a trip without a signed parent or guardian permission slip.
2. Employees shall verify that there is a signed parent or guardian permission slip for each participating Minor or Vulnerable Adult, and when applicable, a signed release form for each participating Minor or Vulnerable Adult.

## C. Patron Eligibility

1. Only Patrons enrolled in the Park District program attending the trip are eligible to participate in a trip.
2. Patrons and guests, parents, guardians and family members who are participating in a trip are subject to the Facility Users Code of Conduct while participating in the trip.
3. Employees may bar a Patron from participating in a trip, consistent with the Facility Users Code of Conduct or the Special Olympics State Game and Eligibility Guidelines, as long as the Patron is not denied participation solely due to a disability.

## D. Third Party Coach Clearance

All Third Party Coaches shall obtain the required Park District Volunteer clearance in advance of serving as a Coach. This includes passing a Park District-approved background check. Individuals who have not received Volunteer clearance are ineligible to serve as Third Party Coach and are therefore ineligible to attend a trip.

## E. Right to Rescind

The Park District retains the right to rescind approval of trips when, in its judgment, circumstances may jeopardize the safety of Patrons or Employees.

# V. Accommodations

## A. Patrons with Disabilities

Patrons with disabilities shall be provided the same opportunities to participate in overnight Park District-sponsored trips as all other Patrons.

## B. Transgender, Non-binary, and Gender Nonconforming Patrons

1. Transgender, non-binary and gender nonconforming Patrons shall be provided the same opportunities to participate in overnight Park District-sponsored trips as all other Patrons.

2. In no case shall a Patron be denied the right to participate in an overnight field trip because of the Patron's gender identity or expression.
3. When planning overnight trips, Employees should ensure a Patron's safety and comfort and minimize stigmatization of the Patron. Employees shall communicate with their Area or Regional Manager regarding questions involving overnight Park District sponsored activities.
4. No Patron shall be forced to use a private overnight room because of their transgender identity, non-binary identity, or gender expression.

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