

# Vehicle Safety Policy & Procedure

## I. All Drivers

- A. Drivers must be 21 years of age or older.
- B. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
- C. Drivers must hold a current, valid driver's license for the type of vehicle they will be operating.
- D. No driver will be hired or allowed to provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past three years:
  - Operating a vehicle during a period of license suspension, revocation or forfeiture
  - Driving under the influence of alcohol or drugs
  - Hit and run accident
  - Failure to report an accident
  - Negligent homicide arising out of the use of a motor vehicle
  - A motor vehicle for the commission of a felony
  - Operating a motor vehicle without the owner's authority
  - Permitting an unlicensed person to drive
  - Reckless driving
  - A combined total of three or more accidents and/or moving violations
- E. It is the responsibility of the driver to ensure that all passengers adhere to State safety seat belt laws and regulations.
- F. All employees driving parish owned vehicles are required to take the online defensive driving course Be Smart-Drive Safe.
- G. Cell phones and other handheld electronic devices are not permitted to be used while driving a motor vehicle.

## II. Employee Drivers

- A. The **Driver Form** must be fill out and completed by all potential employees who are required by their job description or responsibilities to operate a vehicle.

## III. Volunteer Drivers

- A. Any volunteer driver must complete The **Driver Form**
- B. Potential drivers should not be utilized if they answered "FALSE" to any of the three questions asked on the Volunteer Driver Form.

## IV. Passenger Vans

- A. **Use of 11-15 Passenger Vans is strictly prohibited - this number includes the driver**

## V. Use of Private Vehicles

- A. All privately-owned vehicles used on behalf of the Church must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- B. The vehicle must be in safe operating condition.
- C. In the event of an accident, the drivers personal auto policy will be primary coverage.
- D. The minimum liability limits for privately owned vehicles is \$100,000/\$300,000.

**VI. Diocesan-Owned Vehicle Maintenance**

- A. Each institution will implement a quarterly vehicle maintenance and inspection program in addition to the manufacturer's operation and maintenance recommendations.
- B. All diocesan-owned vehicles must be equipped with a first aid kit, fire extinguisher, and a road safety kit.

**VII. Accident Reporting**

- A. If an accident occurs:
  - 1. Obtain medical assistance, if needed, at the scene as soon as possible.
  - 2. Contact local police, sheriff, or highway patrol authorities as required.
  - 3. Exchange driver, vehicle and insurance information right away.
  - 4. Report the accident/moving violation to the insurance agent.  
Claim reporting instructions and forms will be on the Diocese Web Site <https://www.gbdioc.org/facilities-properties/insurance-renewal-documents> or reported directly to Church Mutual Insurance Co at 1-800-554-2742 Option 2
  - 5. Report the accident/moving violation to the Chancery.

**VIII. Record Keeping**

- A. Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.
- B. Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of diocesan-owned vehicles.
- C. All diocesan-owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.

**Attachment:**

Driver Form

# Driver Form

Name of Driver: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued In: \_\_\_\_\_

Year, Make, Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_  
(Minimum Limits of \$100,000/\$300,000 Required)

In order to provide for the safety of those we serve, we ask each employee to answer the following questions:

1. Have you had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years?  Yes  No
2. Have you had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years?  Yes  No
3. Have you had **more than three** moving violations or accidents in the last three years?  Yes  No

**PLEASE BE AWARE THAT WHEN USING YOUR PERSONAL VEHICLE,  
YOUR INSURANCE WILL BE PRIMARY.  
PLEASE PROVIDE PROOF OF INSURANCE FOR OUR FILES.**

### Certification

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as an employee driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.*

\_\_\_\_\_  
Driver Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver Signature

**Original copies of signed form should be kept in parish/school files for at least 3 years.**