



Catholic Diocese of Des Moines
2025 Business Office Forum
Wednesday, May 20 - Neola
Tuesday, June 10 - Des Moines

Vehicle and Driver Safety Policy & Protocol

Section 808: Vehicle and Driver Safety Policy

Purpose: *The purpose of this policy is to ensure that all entities that are part of the Diocese of Des Moines are following the same procedures regarding the use of vehicles on behalf of the Church.*

And that we Provide for the safety of the drivers and the passengers. It is recommended that the number of drivers be limited and that they be adequately screened. This policy applies to all employees and volunteers who are required or expected to operate a vehicle.

Requirements:

➤ **All Operators :**

1. *Must be 21 years of age or older.*
2. *Have a valid, non-probationary driver's license for type of vehicle they are operating and no physical disability that would impair.*
3. *Responsibility of the operator to ensure that passengers adhere to current State of Iowa safety belt laws and regulations.*
4. *All operators are expected to take the online defensive driving curriculum- used to be called "Be Smart-Drive Safe" now at the website [CMG Connect - Catholic Mutual Group](#) which is the new training hub for all entities within the Diocese of Des Moines.*
5. *No operator or volunteer with the following issues over the past three years will be allowed to drive for parish or school:*
 - a. *Operating a vehicle during a period of license suspension, revocation or forfeiture.*
 - b. *Driving under the influence of alcohol or drugs.*
 - c. *Hit and run accident.*
 - d. *Failure to report an accident.*

Section 808: Vehicle and Driver Safety Policy (continued)

- e. Negligent homicide arising out of the use of a motor vehicle.
- f. Operating a motor vehicle without the owner's authority.
- g. Using a motor vehicle for the commission of a felony.
- h. Permitting an unlicensed person to drive.
- i. Reckless driving.
- j. Combined total of three or more accidents and/or moving violations.

➤ **Employee Operators :**

1. *Vehicles owned by the Diocese/Parish cannot be used for personal use without authorization.*
2. *Copy of the Motor Vehicle Record (MVR) from each state where he/she has ever had a valid driver's license is required and will be obtained in the background check process.*

➤ **Volunteer Operators :**

1. *Any volunteer who drives on a regular basis for Church business must complete the Volunteer Driver Application and the background check forms (provided by the parish) and kept on file at Parish (forms in the Parish and School Resource Manual).*
2. *Copy of the Motor Vehicle Record (MVR) from each state where he/she has ever had a valid driver's license is required and will be obtained in the background check process.*
3. *Potential drivers should not be utilized if they answered "Yes" to any of the questions asked on the Volunteer Driver Application.*

Section 808: Vehicle and Driver Safety Policy (continued)

➤ Use of Private Vehicles :

1. *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.*
2. *The vehicle must be in safe operating condition.*
3. *The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.*
4. *The minimum liability limit for privately owned vehicles is: \$100,000/\$300,000.*
5. *A Private Vehicle Use Application (see page 185) must be completed for each vehicle.*

➤ Organization Owned Vehicle Maintenance :

1. *Each institution will implement a quarterly vehicle maintenance and inspection program in addition to the manufacturers' operation and maintenance recommendations for all vehicles that they own.*
2. *All Church owned vehicles must be equipped with a road safety kit and inspected fire extinguisher.*
3. *Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle on behalf of the Church.*

Section 808: Vehicle and Driver Safety Policy (continued)

- ***Accident Reporting:*** Refer to the Manual, no different than personal accident reporting.
- ***Record Keeping Requirements:***
 1. *Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.*
 2. *Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of Church owned vehicles.*
 3. *All organization owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.*
 4. *Retention Forms:*
 - a. *Volunteer Driver Application, (see page 184) retain for a minimum of 3 years.*
 - b. *Private Vehicle Use Application, (see page 185) retain for a minimum of 3 years.*
 - c. *Vehicle Accident Report, (see page 186) retain for 7 years from date of accident.*
- *The use of owned, non-owned (borrowed), or short-term leased 11 to 15 passenger vans to transport children or adults is prohibited. 11 to 15 passenger vans may be used for cargo hauling only if all but the two front seats are removed.*

Section 808 Vehicle and Driver Safety Policy Changes

1. Drivers: Part A. All Operators:

- a) 6. Be Smart-Drive Safe moniker should be replaced with the 'Defensive Driving Curriculum & Motor Vehicle Report - Des Moines' at the Diocese of Des Moines training hub <https://desmoines.cmgconnect.org/>
[CMG Connect - Catholic Mutual Group](#)
- b) Section 808.1 related to 11 to 15 Passenger Van, Bus and Shuttle Use Policy: Catholic Mutual used to call this the "11-15" passenger vehicle policy, but it's now the "11 or more" passenger vehicles so as to expand the definition of prohibited vehicles to include larger airport shuttle style vans that do not meet the FMVSSs laid out in the policy either.
- c) Any questions related to our Vehicle Policy - reach out to me or Dustin Heino at Catholic Mutual Group.
dheino@catholicmutual.org
(402) 514-2481

FAQ – Vehicle and Driver Safety Policy

Q: What constitutes a volunteer driver and an employee driver?

- A volunteer driver is an unpaid individual who drives while performing duties associated with a parish/school-sponsored activity
- An employee driver is a paid individual who drives while performing duties associated with their parish/school work.

Q: What are the driver requirements for volunteers and employees who drive while performing duties associated with parish/school-sponsored activities and work?

Before driving, *every* employee or volunteer driver must:

1. Take the CMG Connect “Defensive Driving Curriculum & Motor Vehicle Report – Des Moines” module
2. Have an MVR completed and cleared
 - Volunteer drivers: should have MVR completed through CMG. The Pass/Fail results are typically available in 24-48 hours and may be viewed by the location’s Safe Environment admin. More information to come.
 - Employee drivers: location should reach out to **Sierra Freeman & Jayde Henry** to have an MVR run through 3rd Degree before the defensive driver module is taken. Results are typically available in 24-48 hours; Safe Enviro. admins may access notes on employee’s VIRTUS profile to check for any MVR flags upon completion.

FAQ – Vehicle and Driver Safety Policy

Q: If an employee or volunteer drives on parish/school-sponsored business once or sporadically, are they still required to complete the driving requirements?

A: Yes; the risk management guideline is to have all volunteer and employee drivers vetted, even if they're driving only once. If we allowed someone with a recent DUI to drive kids around in their minivan, think about the worst that could happen and the litigation that could result from that.

Q: What is the cost of running MVRs?

- Volunteer drivers: Free (completed through CMG)
- Employee drivers: ~\$14.30

Q: What are the driving requirements for priests?

A: Priests must pass the same employer driver requirements as other employees.

1. Take the CMG Connect “Defensive Driving Curriculum & Motor Vehicle Report – Des Moines” module
2. Have an MVR completed and cleared
 - Driver-owned vehicles: location should reach out to **Sierra Freeman & Jayde Henry** to have an MVR run through 3rd Degree before the defensive driver module is taken.
 - Parish-owned vehicles: priest must have his MVR run through CMG.

More information to come.

FAQ - Vehicle and Driver Safety Policy

Q: How does insurance coverage work for a volunteer or employee driving their own vehicle while performing duties associated with parish-sponsored activity or work?

Any driver operating their own vehicle (aka a non-parish-owned vehicle) should know that their own bodily injury liability insurance coverage on their vehicle will always be the primary coverage used in the event of a claim. Should the insurance limits of the driver's bodily injury liability coverage be insufficient, then the Diocese's non-owned vehicle's bodily injury liability coverage would kick in.

The Diocese offers NO physical damage liability coverage through its non-owned vehicle policy, so employee or volunteer drivers driving their own vehicles on behalf of parish/school business will have to turn to their own collision/comprehensive coverage for any sustained property damage.

Questions?

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