

Vehicle and Driver Safety Policy

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This policy was created for the entire Diocese of Des Moines. The purpose of this policy is to ensure that all of the various entities that are part of the Diocese of Des Moines follow the same procedures regarding the use of vehicles on behalf of the Church.

Our priority is to provide for the safety of the drivers and 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 by their responsibilities to operate a vehicle.

All church entities will implement the following policy regarding drivers, the use of private vehicles, vehicle maintenance, vehicle safety, accident reporting and record keeping.

I. Drivers

A. All Operators

- a. Drivers must be 21 years of age or older.
- b. A driver 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. Operators must possess a current valid driver's license for the type of vehicle they will be operating.
- d. No operator will be hired or allowed to provide volunteer transportation on behalf of any church entity who has had any of the following citations or convictions in the past three years:
 - i. Operating a vehicle during a period of license suspension, revocation or forfeiture
 - ii. Driving under the influence of alcohol or drugs
 - iii. Hit and run accident
 - iv. Failure to report an accident
 - v. Negligent homicide arising out of the use of a motor vehicle
 - vi. Using a motor vehicle for the commission of a felony
 - vii. Operating a motor vehicle without the owner's authority
 - viii. Permitting an unlicensed person to drive
 - ix. Reckless Driving
 - x. A combined total of three or more accidents and/or moving violations
- e. It is the responsibility of the operator to ensure that passengers adhere to the current State of Iowa safety belt laws and regulations.
- f. Vehicles owned by the Diocese cannot be used for personal use without authorization.
- g. Any potential driver who plans to drive for church, school, or other Diocesan entity business must:
 - i. Complete the [Driver Application Form](#).

1. Potential drivers should not be utilized to drive if they answer “Yes” to any of the questions asked on the *Driver Application Form*.
 2. The applicable Diocesan entity should retain the completed *Driver Application Form* in the applicable personnel file.
- ii. Have a Motor Vehicle Record (MVR) run and cleared as part of the background check process prior to driving for a Diocesan entity. This report provides information on each state where a driver has ever had a valid driver’s license.
- iii. Take the online “Defensive Driving Curriculum & Motor Vehicle Report-Des Moines.”
 1. To access this resource, you will need to have an active CMG connect account with a “driver” role. This account can be created for free at <https://desmoines.cmgconnect.org>. Please use the [Diocese of Des Moines Driver Approval Guide](#) to ensure proper setup of your account to trigger the correct curriculum. Once your account is set up, the curriculum will show up under "My Trainings."

II. 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. The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
- D. The minimum liability limit for privately owned vehicles is: \$100,000/\$300,000.
- E. A [Private Vehicle Use Application Form](#) must be completed for each vehicle.

III. Organization Owned Vehicle Maintenance

- A. 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.
- B. All church-owned vehicles must be equipped with a road safety kit and inspected fire extinguishers.
- C. Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle on behalf of the church.

IV. Accident Reporting

If an accident occurs:

- A. Obtain medical assistance if needed, at the scene as soon as possible.
- B. Contact local police, sheriff or highway patrol authorities as required.
- C. Exchange driver, vehicle and insurance information.
- D. Report the accident/moving violation to the insurance agent.
- E. Report accident/moving violation to the parish/school.
- F. Complete the Vehicle Accident Report [Form](#).

V. 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 church-owned vehicles.
- C. All organizations-owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.
- D. Retention of Forms:
 - *Driver Application Form*, retain for a minimum of 3 years
 - *Private Vehicle Use Application Form*, retain for a minimum of 3 years
 - *Vehicle Accident Report*, retain for 7 years from date of accident

VI. Use of 11-15 Passenger Van is Prohibited

The use of these vans is strictly prohibited by our insurance carrier.