

808 Vehicle and Driver Safety Policy

PURPOSE: The purpose of this policy is to ensure that all of the various 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. Our priority is to 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 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, Record Keeping, and the Use of 11-15 Passenger Vehicles

Drivers

A. All Operators

1. Drivers must be 21 years of age or older.
2. 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.
3. Operators must possess a current valid driver's license for the type of vehicle they will be operating.
4. No operator will be hired or be 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
5. It is the responsibility of the operator to ensure that passengers adhere to the current State of Iowa safety belt laws and regulations.
6. All operators are expected to take the online "Defensive Driving Curriculum & Motor Vehicle Report-Des Moines." Find it at <http://www.cmgconnect.org>.

B. Employee Operators

1. Vehicles owned by the diocese cannot be used for personal use without authorization.
2. A 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.

C. Volunteer Operators

1. Any volunteer who drives on a regular basis for Church business must complete the Volunteer Driver Application and the background check form. Please retain the Volunteer Driver Application in your office.
2. A 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.

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 Application must be completed for each vehicle.

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 extinguisher
- C. Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle on behalf of the Church.

Accident Reporting

If an accident occurs:

- Obtain medical assistance, if needed, at the scene as soon as possible.
- Contact local police, sheriff or highway patrol authorities as required.
- Exchange driver, vehicle and insurance information.
- Report the accident/moving violation to the insurance agent.
- Report the accident/moving violation to the Church/School.
- Complete the Vehicle Accident Report

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 organization owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.
- D. Retention of Forms:

Volunteer Driver Application, retain for a minimum of 3 years

Private Vehicle Application, retain for a minimum of 3 years

Vehicle Accident Report, retain for 7 years from date of accident

Use of 11-15 Passenger Vehicles, the subsequent policy must be followed with respect to the use of vehicles that can transport 11-15 passengers.

Approved by the Presbyteral Council on February 14, 2013

Approved by the Diocesan Finance Council on February 19, 2013

Approved and implemented by Bishop Richard Pates on March 28, 2013.

808.1 11 TO 15 PASSENGER VAN, BUS AND SHUTTLE USE POLICY

CATHOLIC UMBRELLA POOL II:

Effective July 1, 2003, Catholic Umbrella Pool II adopted the following policies governing the use of 11 to 15 passenger vans (whether owned, leased, or borrowed).

1. The use of 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.
2. 11-15 passenger vans can be replaced with either a school bus or a Multifunction School Activity Bus (MFSAB). A MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses for crash survivability and mirrors.
3. If a MFSAB is used for the transportation of children, these vehicles must meet FMVSS 111; FMVSS 220; FMVSS 221; and FMVSS 222 (see below). If purchasing a MFSAB to transport children, it is important to confirm with the seller that the vehicle meets all four FMVSS. There are vehicles that visually appear to be conforming, but are not.
4. When acquiring a bus or shuttle to transport adults, the four FMVSS should also be followed. However, CUP II may approve adult transportation for a nonconforming bus or shuttle that meets at least two of the FMVSS's in limited circumstances. Requests for exceptions are submitted to Catholic Mutual.

5. Although MFSAB's are preferred, mini-vans may continue to be used to transport children or adults. A mini-van is defined as a passenger vehicle designed to transport no more than 8 total occupants.

Below are the four FMVSS referred to in the above policy. Additional information on how to determine if a bus or shuttle meets FMVSS standards can be obtained from Catholic Mutual's Risk Management Department at (800) 228-6108.

FMVSS 111 – Fulfills the safety requirement for the rear-view and cross-view visibility.

FMVSS 220 – Establishes requirements for the school bus body structure in rollover accidents.

FMVSS 221 – Regulates the strength of body panel joints in school buses.

FMVSS 222 – Establishes occupant protection requirements for school bus passenger seating and barriers.

Important Note: Vans, Buses and Shuttle Buses capable of transporting 16 plus passengers must also comply with the above FMVSS. As outlined in number six of the above policy, exceptions can be made if the vehicle is used solely for the transport of adults.
