

# *Diocese of Joliet*

## *Transportation Policy*

### **Policy Statement**

As it carries out its mission of service, transportation is critical to many of the pastoral and charitable works of the Church. Transportation issues also present significant risk management concerns and it is important that specific practices are developed and implemented to attempt to limit the risk associated with parish and school transportation activities. It is important to know that the diocesan auto program provides coverage to diocese and parish owned vehicles only. The coverage includes a large self-insured retention, so risk reduction activities are of great importance to the diocese. Staff and parishioners using their own vehicles should be made aware that their own automobile coverage is primary when they are using their vehicles for parish business. There is coverage that would offer additional liability protection should a claim exceed the limit of their policy. Please review the information contained in this policy with all parish staff for compliance. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions that participate in the group insurance program.

### **Vehicle and Driver Requirements**

#### **1. Diocese/Parish Owned Vehicles\***

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, it is recommended the driver be 25 years of age or older and should also comply with the Diocese of Joliet Protecting Children policies.
- c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle. A copy of a valid driver's license should be maintained in the driver's file.
- d. A Motor Vehicle Record check is to be obtained for all employees who will drive a diocese or parish owned vehicle as part of their employment at the time they are hired and every three years thereafter.
- e. Each driver must complete a "Driver Information Sheet." The sheets are to be retained on file for the duration of each individual's service as a driver. Persons with a poor history should not be allowed to drive for diocese/parish business.
- f. The use of 11-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- g. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle.
- h. Use of cell phones and other electronic devices are prohibited while operating a motor vehicle.
- i. Drivers of diocese/parish owned vehicles are required to take Catholic Mutual's Be Smart-Drive Safe defensive driving course. The course can be viewed on-line at <http://www.cmgdrivesafe.com/> Training results should be emailed to the selected parish administrator and to [jwright@catholicmutual.org](mailto:jwright@catholicmutual.org).

## 2. Personal Vehicles used for Diocese/Parish Business\*

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, it is recommended the driver be 25 years of age or older and should also comply with the Diocese of Joliet Protecting Children policies.
- c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle. A copy of a valid driver's license should be secured.
- d. A Driver Information Sheet must be completed for each driver and kept in parish/school files. Persons with a poor history should not be allowed to drive for parish business.
- e. The use of 11-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- f. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- g. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident. A copy of the current insurance card should be secured.
- h. Use of cell phones and other electronic devices are prohibited while operating a motor vehicle.
- i. While not required, it is recommended that a Motor Vehicle Record check be obtained for any employee or volunteer who will be using their personal vehicle on a regular basis for diocese/parish/school business.
- j. It is recommended frequent drivers take Catholic Mutual's Be Smart-Drive Safe defensive driving course. Training results should be emailed to the selected parish administrator and to [jwright@catholicmutual.org](mailto:jwright@catholicmutual.org) The course can be viewed on-line at <http://www.cmgdrivesafe.com/>

## 3. Rented/Leased Vehicles

- a. The rental or lease of 11-15 passenger vans to transport children or adults is prohibited.
- b. When a vehicle is being rented or leased, liability and full coverage physical damage insurance must be purchased from the rental agency. **Diocesan auto insurance does not cover rented vehicles.**
- c. Vehicles should not be driven out of the country without special permission.

## 4. Chartered Vehicles

- a. Obtain a Certificate of Auto Liability Coverage from the commercial carrier naming the Diocese and parish location as an additional insured. Minimum liability limits are \$2,000,000 combined single limit.

\*The use of the word "parish" here refers to all institutions of the Diocese of Joliet that participate in its group insurance program.

## **Specific Transportation Uses**

In addition to the above information, individuals involved in arranging transportation for parish transportation activities should take time to view Catholic Mutual's transportation risk management video *Church Transportation – Is It Necessary and Ministry-Based?* (access instructions are available at <http://www.dioceseofjoliet.org/finance/documents/PolicyN-OnLineRiskManagementSafetyTrainingInstructions.pdf>). Other information should be consulted as follows:

**School Field Trips** – Schools planning field trips should consult the Diocese of Joliet Schools Office - Handbook of Schools Policies for additional specific policies and procedures to follow for these trips. Persons involved with these trips should also comply with the Diocese of Joliet Protecting Children policies. If at all possible, the use of chartered or contracted transportation carriers should be used for these trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

**Religious Education and Youth Ministry Trips** – In addition to the above information, parish religious education departments and youth ministers planning trips should consult the Faith Formation in Diocese of Joliet handbook for additional specific policies and procedures to follow for these trips. Persons involved with these trips should also comply with the Diocese of Joliet Protecting Children policies. If at all possible, the use of chartered or contracted transportation carriers should be used for these trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

**Parish Transportation Ministries** – Many parishes have considered or have implemented programs where parish volunteers provide transportation to parishioners to church services, for doctor appointments, shopping and other needs. These activities greatly increase the risk exposure of the parish. The best method to handle these situations is for parishioners to make these arrangements on their own without parish involvement; however, for parishes that have formally created these programs, specific risk management procedures need to be followed. In addition to the requirements contained above in section 2, *Personal Vehicles for Parish Business*, individuals receiving transportation services should sign a copy of the Adult Liability Waiver and a copy should be maintained in parish files.

## **Related Forms**

1. Driver Information Sheet
2. Adult Liability Waiver (for use in Parish Transportation Ministries)

## DRIVER INFORMATION SHEET

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone # \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Vehicle That Will Be Used (complete only if using personal vehicle)**

Name of Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_  
 Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_  
 \_\_\_\_\_ Year of Vehicle \_\_\_\_\_  
 License Plate # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Registration Expiration Date \_\_\_\_\_

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

**Insurance Information (complete only if using personal vehicle)**

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_  
 Date or Policy Expiration \_\_\_\_\_ Liability Limits of Policy\* \_\_\_\_\_

(\*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

**Please be aware when using a personal vehicle, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.**

**Driving History**

Have you had any of the following citations or convictions in the past THREE years:

	Yes	No
Driving under the influence of alcohol or drugs	_____	_____
Hit and run	_____	_____
Failure to report an accident	_____	_____
Negligent homicide arising out of the use of a motor vehicle	_____	_____
Using a motor vehicle for the commission of a felony	_____	_____
Permitting an unlicensed person to drive	_____	_____
Reckless driving	_____	_____
Are you currently taking any medication that may affect your driving?	_____	_____

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

\_\_\_\_\_  
**Driver's Signature**

\_\_\_\_\_  
**Date**

## PARISH TRANSPORTATION

<b><i>ADULT LIABILITY WAIVER</i></b>
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### RELEASE OF LIABILITY

I, \_\_\_\_\_, agree on behalf of myself, my heirs, assigns,  
Full Name

executors, and personal representatives, to hold harmless and defend

\_\_\_\_\_, Diocese of Joliet, its officers,  
Parish

directors, agents, employees, or representatives associated with parish

transportation programs from any and all liability claims, loss or damages arising

from or in connection with my participation in parish transportation programs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name