

# Appendix VIII

## Diocese of Gallup Transportation Policy

### Policy Statement

As it carries out its mission in service of the Body of Christ, transportation is critical to many of the pastoral and charitable works of the Local Church. While never failing in this mission of service, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with our transportation activities and protecting the financial and other assets that the faithful have made available to us specifically for the purpose of carrying out our mission. This risk management is the responsibility of all clergy, religious, lay employees, volunteers, and faithful in the Diocese of Gallup. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions.

### Related policy information

- 1. Church-owned Vehicles (belonging to the Diocese or as property any of its schools or other agencies)**
  - a. Drivers must be 21 years of age or older.
  - b. If minors are transported, driver must be 25 years of age or older.
  - 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.
  - d. Each driver must complete a "Driver Information Sheet". The sheets are retained on file for the duration of each individual's service as a driver.
  - e. Annual driver records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from [www.azdot.gov](http://www.azdot.gov) or [www.mvd.newmexico.gov](http://www.mvd.newmexico.gov). The form is titled "Motor Vehicle Record Request".
  - f. The use of 10 to 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. Beginning July 1, 2018 all vans and buses must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers. A copy of the FMVSS regulations can be obtained from Catholic Mutual Group.
  - h. 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. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §1.g.
  - i. Church-owned vehicles may be driven outside of the United States only if adequate insurance is purchased for these occasions. If such a trip is planned, the Chief Financial Officer for the Diocese must be consulted.
- 2. Personal Vehicles used for Church Business or activities of ministry**
  - a. Drivers must be 21 years of age or older.
  - b. If minors are transported, driver must be 25 years of age or older.
  - 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.
  - d. The attached driver information form must be completed for each driver and kept in parish/school files.
  - e. The use of 10-15 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 the 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.
- 3. Rented/leased vehicles**
  - a. The rental or lease of 10-15 passenger vans to transport children or adults is prohibited immediately.
  - b. When any vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) non-church employees will be transported in the vehicle.
  - c. If the vehicle will be driven to Mexico, purchase Mexican insurance. Make two copies and keep one in the vehicle and one with the group leader.
- 4. Chartered Vehicles**
  - a. Obtain a Certificate of Auto Liability naming the Diocese and the location (parish, school, etc.) as an additional insured.
  - b. Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

## Unacceptable Drivers

The following policy defines the standards for drivers as employees and volunteers for the Diocese of Gallup and its organizations. A driver becomes unacceptable when their record exceeds the number of accidents/violations in the guidelines below.

These standards are based upon the accident/violation history of the driver for the prior three years. The sources of driving history used in applying these standards will include those on the driver's Motor Vehicle Record, usually reported on a background check. It may be supplemented by reported incidents on an application, by insurance claims sources and by public sources of criminal or driving citations.

A driver is unacceptable if the driver's accident/violation history in the last three years:

1. Includes one or more of the following serious violations:
  - a. Driving under the influence of alcohol or drugs
  - b. Hit and run
  - c. Failure to report an accident
  - d. Negligent homicide arising out of the use of a motor vehicle
  - e. Operating during a period of suspension or revocation
  - f. Using a motor vehicle for the commission of a felony
  - g. Operating a motor vehicle without owner's authority (grand theft)
  - h. Permitting an unlicensed person to drive
  - i. Reckless driving
  - j. Speed contest
2. Consists of any combination of accidents and moving violations which total three.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by that driver, there is usually no way to make these distinctions from MVR information.

Except in states that forbid "non-employment" citations and accidents, all moving violations must be included in the above determination, whether the offense was committed with a commercial or a personal vehicle. A driver's personal driving habits and attitudes will almost universally be the same while driving a commercial vehicle.

Disqualification for driving under this directive may impose a restriction for hiring if driving is an essential element of the job description for proposed employment. A person may become ineligible to continue employment if the employee incurs citations that cause an unacceptable status after hiring.

These restrictions apply specifically to driving privileges. Criminal citations may invoke further restrictions for employment or volunteer opportunities as addressed elsewhere in other policies. Exceptions must be approved through the Office of the Bishop.

Ref: *Catholic Mutual Catholic Umbrella Pool II Vehicle Safety Program Unacceptable Drivers*