TRANSPORTATION POLICY

Commercial carrier or contracted transportation is the most desirable method to be used for field trips, church/agency trips and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/agency and the Diocese of Houma-Thibodaux. Contracted carriers should provide proof of insurance with minimum limits of liability of $1,000,000 per occurrence, $2,000,000 aggregate.

The use of 11-15 passenger vans is PROHIBITED! Removal of seats from a vehicle designed to transport 11 to 15 passenger vans to make the vehicle a 10 or less passenger vehicle is NOT allowed. Mini vans may be used to transport children & adults. A minivan is defined as a passenger vehicle designed to transport no more than 8 total occupants. Recommended alternate is a school bus or charter bus when a larger vehicle is needed. School buses must use approved drivers (see driver approval procedures).

***Leased Vehicles***

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage should be purchased through the rental company. Rental coverage is not required if you are renting in place of a vehicle, you already own. If auto coverage is provided through Church Mutual, contact should be made with the local office.

**COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES**.

**Private Passenger Vehicles (Employees & Volunteers using their own vehicles for work.)**

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

1. The driver must be 21 years of age or older.

2. The driver must have a valid, non-probationary driver’s license and no physical

disability that could in any way impair his/her ability to drive the vehicle safely.

3. The vehicle must have a valid and current registration and valid and current

license plates.

4. Submit a copy of the drivers' license to run Motor Vehicle Report (see Driver On-boarding instructions/form).

5. The vehicle must be insured. Recommended insurance limits $100,000 per

person/$300,000 per occurrence.

6. A signed **Driver Information Sheet** on each vehicle used must be obtained.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

**Distance Limitations** (For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.

2. Maximum number of consecutive miles driven should not exceed 250 miles per

driver without at least a 30-minute break.

MOTOR VEHICLE REPORTS

A copy of each employee or volunteer’s driver’s license should be sent to Catholic Mutual, attention Claudette

As part of the Transportation Policy, we will run a Motor Vehicle Report on all authorized drivers (employee or volunteer).  This would apply to anyone (employees and volunteers) that drives on church/diocese business using company, rental/leased or personal vehicles.

Privacy laws prevent us from seeing the actual MVR report. We are informed if the driver does not meet the standards for an approved driver as explained below. If the driver is not approved, it will be up to the driver to contact the Department of Motor Vehicles to see what the problem is.

Employees and volunteers that drive for work should be informed of this policy in writing.

RANSPORTATION POLICY

UNACCEPTABLE DRIVERS

We are establishing minimum standards nationally for defining an unacceptable driver. These

standards are based upon the accident/violation history of the driver for the prior three years.

The accident/violation history used in applying these standards will include those shown on the

driver’s MVR, supplemented by the application, our own claims history for the risk, and any

information the prior carrier may furnish us.

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

k. Any combination of accidents and moving violations which total three (3).

l. Driver’s license expired/revoked/suspended.

m. No record of a driver’s license found (more information may be needed).

n. International driver’s license.

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 the 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.

*DRIVER INFORMATION SHEET*

DRIVER INFORMATION SHEET (driver’s own vehicle)

**Driver**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Expiration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle That Will Be Used**

Name of Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model of Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Make of Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Expiration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Insurance Information**

Insurance Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Liability Limits of Policy\* \_\_\_\_\_\_\_\_\_\_

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

**In order to provide for the safety of the parish/school/agency and those we serve, we must ask each driver to answer the following questions:**

**TRUE/FALSE**

**1. I have NOT had a conviction for an infraction involving drugs or**

**alcohol (such as driving under the influence or driving while**

**intoxicated) in the last three years. \_\_\_\_\_ \_\_\_\_\_**

**2. I have NOT had two or more convictions for an infraction involving**

**drugs or alcohol (such as driving under the influence or driving while**

**intoxicated) in the last seven years. \_\_\_\_\_ \_\_\_\_\_**

**3. I have had no more than three moving violations or accidents**

**in the last three years. \_\_\_\_\_ \_\_\_\_\_**

**Please be aware that as a driver, your insurance is primary unless the vehicle driven is owned by church/agency/school.**

**Certification**

***I certify that the information given on this form is true and correct to the best of***

***my knowledge. I understand driving for Church/School/Agency ministry is a profound***

***responsibility and I will exercise extreme care and due diligence while driving. 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 vehicle***

***registration, and have the required insurance coverage in effect on any vehicle***

***used. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

STUDENT TRANSPORTATION

When students are allowed to transport themselves and other students to school sponsored events on or off premises or if students like having the flexibility of driving their own vehicles to these events, this can create a liability exposure to the school and to the Diocese.

The best risk management for this scenario is to reduce liability exposure to the school and Diocese through risk transfer. If students drive themselves or other students to events, the school should "divorce" itself from the responsibility of arranging the transportation. In other words, the school should leave the arrangements of transportation for students involved in these circumstances to the parents.

Following are steps the school can take to lessen liability:

\*Provide the destination address.

\*Inform parents that school transportation is **not** available and it is their responsibility to make transportation arrangements. It is the parents' decision whether or not to allow their student to drive themselves or to ride with another student.

\*Require a signed parent acknowledgement of this notification.

\*Never give direction as to who can ride with whom.

Below is an example of wording that you can use in the transportation notification to the parents. This can be included on the school field trip permission form.

"Transportation will not be provided by (name of parish/school). Providing or arranging appropriate transportation to this event is the responsibility of the parent."

Another issue that sometimes arises for off campus events is whether it is permissible for a student to ride home from a school sponsored event with someone other than the school bus transportation provided by the school. When the school provides transportation, students are expected to ride the school bus to and from school events unless written parental permission is obtained, or the student is released to the parent. Even when the student is released to the parent, it is strongly recommended that a note be obtained from the parent. This will lessen liability to the school in the event a parent lets their child ride home with a friend.

\*In the event it is necessary for an employee, volunteer, or parent to use his or her own vehicle to transport students; then the attached “Transportation Policy” must be followed and the included “Driver Information Sheet” must be completed by each person driving.  Proof of private vehicle insurance with limits of not less than $100,000/ $300,000 must be provided. The owner of the vehicle’s private auto insurance is primary in the event of an accident.  A motor vehicle report must be run on each driver and each person driving must take the necessary Safe Environment training.

If a field trip is planned utilizing parent transportation and a parent cannot meet the insurance requirements; they cannot drive any children other than their own.

SCHOOL BUS DRIVERS’ DAILY PRE-TRIP INSPECTION

Check condition and operation of each:

a. Engine Compartment

-Condition of belts

-Fluid levels

b. Windshield Wipers

c. Windshield

d. Mirrors

e. All Lights

f. Warning Flashers

g. All Signals

h. Emergency Door

I. Service Door

J. Exhaust System

k. Airbrake System Pressure

I. Wheels

m. Tires

n. Fire Extinguisher Charged

o. First Aid Kit on board

p. Travel Log

WHAT TO DO IN CASE OF AN ACCIDENT

1. Do not move the vehicle.

1. Have a responsible person **call the police**.
2. Check for injuries and administer first aid where possible. Make a list of all passengers in vehicle.
3. Protect the accident scene with flares or reflectors, which should be placed a minimum of 100 feet either direction from the accident.
4. Keep the children/passengers calm and in vehicle unless danger of fire or other hazards exist.
5. Obtain information from other driver(s) and witnesses, including names, addresses, telephone numbers, driver's license number, vehicle license plate and other party(s) insurance company and policy number.
6. Do not leave the accident scene until told to do so by the police. Be sure to get the accident report number from the police.
7. Report the accident to your supervisor or principal.
8. **Photograph accident scene and all vehicle involved.**
9. Call CHURCH Mutual at 1-800-554-2642, option 2, to report the accident as soon as possible.