

## AUTOMOBILE/VEHICLE OWNERSHIP OR RENTAL

### **GUIDELINES FOR USAGE OF 11-15 PASSENGER VEHICLES**

The National Transportation Safety board has determined that 11-15 passenger vehicles have a poor safety record. Therefore, the Archdiocese of Louisville implemented the following policy: 11-15 passenger vehicles WILL NOT be permitted to be leased, rented, or used for any parish school or archdiocesan function. Vans modified into “shuttle buses” must be certified with a designation of MFSAB (Multi-Function School Activity Bus) to be acceptable. Please note that adding or eliminating seats does not alter this policy guideline.

### **OWNERSHIP**

Archdiocesan organizations, parishes, or schools may not own automobiles or other vehicles without prior approval from the Archbishop. Vehicles cannot be purchased or leased in the name of individual priests or staff members.

Requests for purchases of vehicles must be submitted to the Archdiocesan Finance Office and should include the following information:

- Type of vehicle
- Reason for purchase
- Price of vehicle
- Expected use of vehicle
- Insurance coverage information
- Person responsible for the vehicle and records

### **INSURANCE**

The Archdiocese requires minimum insurance coverage of \$100,000 per individual occurrence/\$300,000 aggregate for each of the following:

- Liability
- Uninsured motorist
- Bodily injury
- Underinsured

Archdiocesan organization, parish, or school owned vehicles cannot be borrowed for personal use by anyone -- including the pastor, pastoral administrator, associate pastor, parish or school employees, or volunteers. Vehicles shall remain on parish or school property when not in use.

### **RENTED AUTOMOBILES/VEHICLES**

If any employee or volunteer is driving a rented automobile or vehicle on behalf of an archdiocesan organization, parish, or school, current insurance laws and regulations state the driver is the primary insurance carrier for any accident. **If the employee or volunteer driver carries no insurance coverage, the coverage offered by the rental agency must be accepted.**

## **SAFETY**

Each employee should become familiar with this policy, especially those who drive vehicles or who are authorized to transport people. Inspection of safety records will become a standard part of the insurance program and subject to review by the Catholic Mutual Risk Manager.

Employees should not be engaged in distracting activities such as using cellular/mobile devices or other electronic devices while driving.

## **DRIVER SELECTION AND TRAINING**

Care should be exercised in selecting individuals who are required or asked to operate a vehicle on behalf of the parish or school. Accordingly, the following steps should be followed and documented:

### **All Operators**

- All operators of vehicles on behalf of the archdiocese, parish or school must possess a current, valid driver's license for the type of vehicle they will be operating and be at least 21 years of age.
- A commercial driver's license will be required if the following types of vehicles are to be driven:
  - the vehicle's manufacturer's weight rating is over 26,000 pounds, or
  - a vehicle that is designed for 16 or more passengers, including the driver
  - when required by federal or state law
- No one will be allowed to drive on behalf of the archdiocese, parish, or school who has any felony conviction, which involves a motor vehicle.
- No one will be allowed to drive on behalf of the archdiocese, parish, or school who has any of the following citations or convictions in the past three years:
  - operating a vehicle during a period of license suspension, revocation or forfeiture
  - hit and run accident
  - failure to report an accident
  - using a motor vehicle without the owner's authority
  - permitting an unlicensed person to drive
  - reckless driving
  - speed contest, accidents and/or moving violations which total three
  - driving under the influence
- All operators and passengers are expected to adhere to the current Kentucky State safety belt laws and regulations.
- All multi-passengers, archdiocese, parish or school-owned vehicles must be equipped with a first-aid kit.
- Because of new U.S. Department of Transportation regulations, no archdiocese, parish, or school-owned multi-passenger vehicle is to be driven across Kentucky State lines without

parish or school approval.

#### Employee Operators

- All employees who are required by their job responsibilities to operate a vehicle must complete an employment application form.
- A copy of the Motor Vehicle Record (MVR) must be obtained from each state where the applicant has held a valid license.
- Any employed driver who causes an accident in an archdiocese, parish, or school vehicle or is cited for two moving violations within a 12-month period will be required to attend a defensive driving course.

#### Volunteer Operators

- Must complete a Volunteer Driver's Form if driving on behalf of the archdiocese/parish/school. **A Volunteer Driver's Form is provided in *Appendix – Facility and Property Forms/Agreements*.**
- A statement of driving history must be obtained from all volunteers who are going to drive an archdiocese, parish, or school owned, or their own vehicle to transport people to an archdiocese, parish, or school-sponsored function on behalf of the parish or school.
- Current insurance laws and regulations state that the owner or driver's insurance for a vehicle, no matter its purpose, is the primary insurance carrier for any accident. There is a policy within the archdiocese that could offer additional liability coverage should a claim exceed the limits of the private policy.

#### Accident Reporting

- Obtain medical assistance at the scene as soon as possible, if needed.
- Contact local police, sheriff or highway patrol authorities as required.
- Driver should make no comment regarding the fault of either party.
- Exchange driver, vehicle and insurance information.
- Report accident/moving violation to the parish or school and to the archdiocese.
- Report accident to insurance company.
- Take pictures of the accident scene. It is recommended that all archdiocese, parish, or school owned vehicles have a disposable camera in the vehicle or a cell phone or other electronic device with the ability to take pictures or video.