

Transportation

Transportation Commercial carrier or contracted transportation is the most desirable method to be used for long trips. If transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the diocese. The provision for the hold harmless agreement does not apply to commercial carriers. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).

DO NOT ALLOW 11-15 SEAT PASSENGER VANS TO BE USED FOR TRANSPORTATION. Questions related to vans should be directed to the Diocesan Business Office.

If a vehicle will be leased, rented, or borrowed to transport participants, appropriate insurance should be obtained and an appropriately licensed driver used. Coverage can be purchased through the rental company or a local agent.

If auto coverage is provided through Catholic Mutual, contact should be made with the Member Services Representative. **COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.**

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

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 license plate(s).
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
5. The vehicle must have appropriate, functional seat restraints for each passenger including child safety seats for smaller children.

Each driver must complete the DRIVER INFORMATION SHEET in this packet prior to the trip. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of responsibilities.

With the exception of commercial or contracted transportation, the daily maximum miles driven should not exceed 500 miles per vehicle. Also, the maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30-minute break.

Diocesan Owned Vehicles (Added February 2019)

To be eligible to drive a vehicle owned or leased by the Diocese, which includes any Diocesan entity (Parish, School, etc.), the driver must have a valid driver's license or CDL license, as appropriate for the vehicle to be operated for the purpose it is used. The Diocesan location at which any Diocesan owned or leased vehicle is based (Archbishop Noll Catholic Center, Parish, School, etc.) must have on file a copy of

the driver's license of each driver who operates any Diocesan owned or leased vehicle based at that location. The location is further required to re-verify the validity of the driver's license of each driver of Diocesan owned or leased vehicles annually, or sooner if necessary based upon information which causes suspicion about the continued validity of the driver's license. Each person authorized to drive a Diocesan owned or operated vehicle pursuant to this policy who receives a traffic ticket or citation for a moving violation is obligated to report the situation to her or his immediate supervisor as soon as possible so that the person's continued eligibility to drive a Diocesan owned or operated vehicle can be determined.