



Appendix XI: Norms for Driving and Transporting Passengers

Diocesan Norms:

1. One individual in an administrative position at each location will view the on line training “Church Transportation – Is it Necessary and Ministry-based?” once every two years. This video is located on the Catholic Mutual Group web-site: www.catholicmutual.org.
2. The following specific norms apply to those **VEHICLES OWNED OR LEASED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
 - 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. Each driver must take the “Be Smart – Drive Safe” defensive driving course located on Catholic Mutual’s website; www.catholicmutual.org.
 - f. Annual driving records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from www.azdot.gov. The form is titled “Motor Vehicle Record Request”.
 - g. The use of 11 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.
 - h. All 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.
 - i. 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.
 - j. Vehicles owned by our parishes, schools and other insured entities may **ONLY** be driven outside of the United States if adequate insurance is purchased for the particular occasion. If such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.
3. The following specific norms apply to **PRIVATELY OWNED VEHICLES** used for the business and apostolic activities of our parishes, schools and other insured entities (and to the drivers of those vehicles):
 - 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. Each employee of an insured entity must take the “Be Smart – Drive Safe” defensive driving course located on Catholic Mutual’s website; www.catholicmutual.org
 - f. The use of 11 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. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
 - h. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.

4. The following specific norms apply to those **VEHICLES RENTED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
- a. Drivers must be 21 years of age or older.
 - b. The rental or lease of 11 to 15 passenger vans to transport children or adults is prohibited.
 - c. When a 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) individuals who are not employees of one of our insured entities will be transported in the vehicle.
 - d. If vehicle will be driven to Mexico, purchase Mexican Insurance. Make two copies and keep one in the vehicle and one with the group leader.
5. The following specific norm applies to those VEHICLES CHARTERED by our parishes, schools and other insured entities:
- a. Obtain a Certificate of Auto Liability naming the Diocese and location as an additional insured. 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.



Appendix XII ROMAN CATHOLIC DIOCESE OF PHOENIX – Driver Information Sheet

Please complete one sheet for each driver and one sheet for each private vehicle used:

Driver Information

Name _____ Date of Birth _____

Address _____ Phone # _____

Driver's License # _____ Date of Expiration _____

Private Vehicle Information (private vehicles used for church/institution purposes)

Name of Owner _____ Model of Vehicle _____

Address of Owner _____ Make of Vehicle _____

Year of Vehicle _____

License Plate # _____ Date of Expiration _____

Insurance Information

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

Insurance Company _____ Policy # _____

Date of Policy Expiration _____ Liability Limits of Policy* _____

****Please note: The minimal acceptable limits for privately owned vehicles is \$100,000/\$300,000***

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older. I must be 25 years of age or older to transport minors. I must 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.

Signature

Date

Additional requirement for **employees** of parishes, schools, and other participating institutions in the Diocese of Phoenix Insurance Program and for all those **driving vehicles owned or leased by these institutions**:

I certify that I have completed the "Be Smart – Drive Safe" defensive driving course located on Catholic Mutual's website; www.catholicmutual.org. Initial: _____ Date: _____