

DAPP VEHICLE USAGE POLICY

Requirements for Use of Vehicles owned by Archdiocesan Institutions

1. Drivers must be 21 years of age or older.
2. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair their ability to safely drive the vehicle.
3. Drivers are expected to follow all driving laws. Any and all moving violations are the responsibility of the driver.
4. Vehicles owned by Archdiocesan Institutions cannot be used for personal use by an employee and/or volunteer. An exception applies when the vehicle is provided as part of the employee's compensation package.
5. If a vehicle is provided as part of the employee's compensation package any other adult family member that is given permission to drive the vehicle must meet the same requirements as an employee driver.
6. Any and all accidents involving Archdiocesan Institution owned vehicles must be reported to the police and the DAPP office.
7. All accidents where there is damage to property other than the Institutions vehicle must be reported to the DAPP office as soon as possible.
8. The attached **ACCIDENT REPORT FORM** must be placed in the glove box of all Archdiocesan Institution vehicles. This form will aid you in obtaining the needed information to assist in the handling of your claim.
9. The attached Driver Information Sheet should be completed for each driver and kept in the employer's files. The Archdiocesan Institution that owns the vehicle should annually obtain a department of motor vehicle check on drivers who frequently drive Archdiocesan Institution vehicles.
10. Purchase of auto insurance coverage through the car rental agency is **required** any time a vehicle is rented.
11. Seat belts are required to be worn at all times by the driver and all passengers of Archdiocesan Institution vehicles.
12. It is the responsibility of each Institution to properly maintain their vehicle(s) to prevent accidents and injuries.

Driver Signature

Date

DAPP DRIVER/VOLUNTEER DRIVER INFORMATION SHEET

DRIVER

Name: _____

Date of Birth: _____ Social Security # _____

Address: _____

Home Phone: _____ Cell Phone: _____

Driver's License # _____ Expiration Date: _____

Please list all accidents or moving violations you have had in the last five years:

DRIVER'S AGREEMENT

I have read, understand and agree to abide by the DAPP VEHICLE USAGE POLICY. I understand that in utilizing a vehicle owned by the Archdiocese of Dubuque or an Archdiocesan Institution I must faithfully represent the church in all aspects and encourage my passenger(s) to do so as well.

Signature: _____ Date: _____

Printed Name: _____

Archdiocese of Dubuque Transportation Policy

Commercial carrier or contracted transportation is the most desirable method to be used for off-site events, field trips and, whenever possible, this mode of transportation should be provided. If commercial carriers are used (e.g., commercial airlines, trains, or busses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the Archdiocese of Dubuque. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).

LEASED VEHICLES

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. THE ARCHDIOCESE OF DUBUQUE DOES NOT AFFORD COVERAGE FOR RENTED OR LEASED VEHICLES.

PRIVATE PASSENGER VEHICLES

If a private passenger vehicle must be used, then the following information must be supplied/obtained and this information must be certified by the driver in question on the Driver Information Sheet/Volunteer Drivers Form.

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. The vehicle must be insured for the state minimum limits of liability.
5. All vehicle manufacturer recommendations must be followed. Examples: Number of passengers should not exceed number of seat belts. Seat belts must be worn by driver and all passengers. If vehicle has airbags, children under specified vehicle manufacturer age should not occupy front seat.
6. 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.

7. A completed Driver Information Sheet/Volunteer Drivers Form must be obtained prior to the trip.

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.

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.

Violations need to be reviewed in conjunction with the driving responsibilities of the person. Consistency should be applied when making decisions. A driver may be **unacceptable** if the driver's accident/violation history in the last five 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 the driver, there is usually no way to make these distinctions from MVR information.