

DIOCESE OF SANTA ROSA
VEHICLE SAFETY POLICY

I. ALL DRIVERS

- A. Drivers must be 25 years of age or older.
- B. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
- C. Drivers must possess a current, valid driver's license for the type of vehicle they will be operating.
- D. No driver will be hired or allowed to provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past three years:
 1. Operating a vehicle during a period of license suspension, revocation or forfeiture
 2. Driving under the influence of alcohol or drugs
 3. Hit and run accident
 4. Failure to report an accident
 5. Negligent homicide arising out of the use of a motor vehicle
 6. Using a motor vehicle for the commission of a felony
 7. Operating a motor vehicle without the owner's authority
 8. Permitting an unlicensed person to drive
 9. Reckless driving
 10. A combined total of three or more accidents and/or moving violations
- E. It is the responsibility of the driver to ensure that passengers adhere to the current State of California safety belt laws and regulations.
- F. All operators are expected to take the online defensive driving course Be Smart-Drive Safe.
- G. Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle.
- H. Any volunteer driver must complete the **Volunteer Driver Form**.
- I. Potential drivers will not be utilized if they answered "FALSE" to any of the three questions asked on the Volunteer Driver Form.

II. USE OF 11(including drivers)-15 PASSENGER VANS

- A. The use of 11(including drivers)-15 passenger vans is strictly prohibited.

III. USE OF PRIVATE VEHICLES

- A. All privately owned vehicles used on behalf of the Church must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- B. The vehicle must be in safe operating condition.
- C. The private automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
- D. The minimum liability limits for privately owned vehicles is \$100,000/\$300,000.
- E. A **Private Vehicle Use Application** must be completed for each vehicle.

VOLUNTEER DRIVER FORM

Name of Driver: _____

Address: _____

Drivers License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____

(Minimum Limits of \$100,000/\$300,000 Required)

In order to provide for the safety of those we serve, we must ask each volunteer 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 volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for the school is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer 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. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Volunteer Driver Signature

Date

