

## ADMINISTRATIVE PROCEDURES

### IV. VEHICLE SAFETY POLICY

A. **The diocese has formulated a vehicle safety policy: It is required by the Catholic Umbrella Pool II (CUP II). CUP II is a liability insurance pool of 47 small dioceses around the country in association with Catholic Mutual Group, which provides an additional layer of liability insurance coverage above the liability coverage provided by Catholic Mutual's basic property insurance policy. Since many large liability claims are related to automobile safety, this policy is mandated.**

#### B. **Diocesan Vehicle Safety**

1. Any employee or volunteer whose duties include driving diocesan buses or vans must obtain appropriate state certification and provide same to his or her supervisor. This certification will be included in the employee's file and/or retained by the volunteer's supervisor.

2. A motor vehicle record check will be run on all employees whose primary duties require the driving of a diocesan motor vehicle.

3. A driver (employee or volunteer) of a bus or a van who causes an accident, or who is involved in more than one accident in one year, or who is cited for a moving violation, shall be required to attend a defensive driving course per state requirements. The pastor, or the administrator of the diocesan institution that employs the driver must obtain written verification that the course was successfully completed. This verification must be included in the driver's file.

4. No one will be hired as a bus or van driver, or be allowed to serve as a volunteer, who has any of the following citations or convictions in the last three years:

- 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 a vehicle 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 contrary to Utah law.
- h) Permitting an unlicensed person to drive.
- i) Reckless driving.
- j) Speed contest
- k) Any combination of accidents and moving violations, which total three.

5. All volunteer drivers will be required to complete the *Driver Information Form*. These forms will be updated annually. It is the responsibility of the local program supervisor to facilitate this process.

6. Records will be maintained on the formal annual inspections required for Utah State licensing of motor vehicles.

7. Seat belts are required to be worn when operating or riding in all diocesan vehicles. This is Utah State law and must be obeyed. It is the driver's responsibility to verify that all passengers are wearing seat belts.

8. Each driver, whether a diocesan employee or volunteer, will observe and obey all applicable Utah laws, including but not limited to, driving under the influence of alcohol and/or drugs.

9. There must be compliance with the following preventative maintenance program for each vehicle covered by the diocesan fleet insurance policy. Complete records will be maintained at each parish, school or institution verifying compliance with this program.

10. Under no circumstances may a 10 to 15 passenger van be utilized for the transport of individuals.

**C. Automobile and Bus Maintenance Schedule**

Every 5,000 Miles

- Change the engine oil
- Change the oil filter
- Lube the chassis
- Check all fluid levels
- Check all drive belts
- Check all hoses

Every 15,000 Miles

- Replace air filter & element
- Replace fuel filter
- Replace crankcase ventilation valve & filter

Every 24,000 Miles

- Change the transmission fluid & filter

Every Six Months

- Rotate the tires
- Inspect brake linings
- Inspect the hoses
- Inspect the power steering
- Inspect the shocks

Every Year

- Complete safety inspection as required by Utah auto-licensing regulations.
- Tune up of engine preferably in the fall of each year

Every Two Years

- Antifreeze should be drained and System flushed.
- Refill with antifreeze and a water pump lubricant

D. **Driver Information Form**

**DIOCESE OF SALT LAKE CITY  
DRIVER INFORMATION FORM**

ATTENTION: The Diocese of Salt Lake City and \_\_\_\_\_  
Parish/School (the "parish/school")

I am able to provide transportation for field trips and parish related activities. I agree that EACH CHILD MUST BE PROVIDED WITH, AND USE A SEAT BELT UNDER UTAH LAW and that each child will be required to wear a seat belt during the entire time each child is in my vehicle. There are a total of \_\_\_\_\_ seat belts available. In addition, if there are airbags in my vehicle, I shall follow manufacturer's recommendation regarding who can be seated adjacent to an airbag.

I agree that the use of my private vehicle to transport myself and others for a field trip or an activity shall not hold responsible the Diocese of Salt Lake City, the parish/school and their employees, agents, representatives and volunteers for any harm or injury resulting from travel to and return from the field trip or activity. It is my understanding that I will receive the directions and the itinerary for each particular field trip or activity and it is my responsibility to follow the same.

I hold a valid, non-probationary Utah driver's license and am over the age of 20 years old. My vehicle is currently registered and insured. I understand that my insurance is the prime carrier in the event of an accident. My policy liability limits are at a minimum \$100,000 per person/\$300,000 per occurrence. The pertinent insurance information is as follows:

**NAME OF INSURANCE COMPANY:** \_\_\_\_\_

**NAME OF INSURANCE AGENT:** \_\_\_\_\_

**TELEPHONE NUMBER OF AGENT:** \_\_\_\_\_

**POLICY NUMBER:** \_\_\_\_\_

**DATE OF POLICY EXPIRATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME OF DRIVER

\_\_\_\_\_  
SIGNATURE OF DRIVER