

# TRANSPORTATION POLICY

## Commercial Buses

If transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the Diocese. 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. If auto coverage is provided through Catholic Mutual, contact should be made with your Member Services Representative. **COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.**

## Private Passenger Vehicles

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

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 following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed Driver Information Sheet for each driver must be obtained prior to the field 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 his/her responsibilities.

## 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.

**DIOCESE OF COVINGTON  
VOLUNTEER DRIVER FORM**

**FORM C**

**DRIVER**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration \_\_\_\_\_ State Issued \_\_\_\_\_

**VEHICLE THAT WILL BE USED**

Owner Name \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Address of Owner \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

*If more than one vehicle is to be used, the aforementioned information must be completed for each vehicle.*

**INSURANCE INFORMATION**

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:

- |  | <u>True</u> | <u>False</u> |
|--|-------------|--------------|
| 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 that as a volunteer driver, I must be 21 years of age or older, be Virtus compliant, 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 to transport students.*

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date