

# DIOCESE OF BOISE

## VEHICLE SAFETY POLICY



### I. ALL DRIVERS

- A. Drivers must be 21 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 that 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 Idaho safety belt laws and regulations.
- F. Cell phones and other handheld electronic devices are not permitted to be used while driving a motor vehicle.

### II. DRIVERS OF DIOCESAN OWNED VEHICLES

- A. The **Diocesan Vehicle Driver Application** must be completed prior to driving.
- B. Each driver is required to login to CMGConnect, view a 12-minute safety video and complete a MVR check approval form, prior to driving a diocesan owned vehicle.

### III. DRIVERS OF PRIVATE VEHICLES

- A. Anyone driving a personal vehicle must complete the **Private Vehicle Driver Form** and the **Private Vehicle Use Application**.
- B. Potential drivers are not permitted to drive if they answered "FALSE" to any of the three questions asked on the Volunteer Driver Form.

### IV. USE OF 11 (including driver) to 15 PASSENGER VANS

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

## V. 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 (Single Injury)/\$300,000 (Per Accident) or \$300,000 CSL (Combined Single Liability).
- E. A **Private Vehicle Use Application** must be completed for each vehicle.

## VI. DIOCESAN-OWNED VEHICLE MAINTENANCE

- A. All diocesan-owned school buses and MFSABs must be equipped with a first aid kit and a fire extinguisher. The fire extinguisher should be a minimum of 5 lb ABC for a school bus and for a MFSAB, the minimum is 10 lb.

## VII. ACCIDENT REPORTING

- A. If an accident occurs:
  - 1. Obtain medical assistance, if needed, at the scene, as soon as possible.
  - 2. Contact local police, sheriff, or highway patrol authorities as required.
  - 3. Exchange driver, vehicle, and insurance information.
  - 4. Report the accident/moving violation to the insurance agent.
  - 5. Report the accident/moving violation to the Chancery.
  - 6. Complete the **Vehicle Accident Report**

## VIII. RECORD KEEPING

- A. Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.
- B. Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of diocesan-owned vehicles.
- C. All diocesan-owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.
- D. Retention of Forms:
  - 1. **Private Vehicle Driver Form**, retain for a minimum of 3 years.
  - 2. **Diocesan Vehicle Driver Application**, retain for a minimum of 3 years.
  - 3. **Private Vehicle Use Application**, retain for a minimum of 3 years.
  - 4. **Vehicle Accident Report**, retain for 7 years from date of accident.