

The Archdiocese of Milwaukee
Participants' Protected Self-Insurance Program
Transportation Policy

Requirements that apply to any vehicle used on parish/school/agency business:

1. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
2. The vehicle must have a valid and current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
3. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
4. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair safe operation of the vehicle.
5. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group. Catholic Mutual will check the driving record through the state and communicate the results to the parish. The attached Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. After the initial driver record check, the record should be re-checked in three years.
6. Drivers must complete the on-line video, *Be Smart – Drive Safe* located under the defensive driving link on Catholic Mutual's home page at www.catholicmutual.org. After the initial viewing, the video must be watched every three years.
7. Staff or volunteers with responsibility for programs involving driving must view Catholic Mutual's *Church Transportation – Is It Necessary and Ministry-Based* located under the defensive driving link on Catholic Mutual's home page at www.catholicmutual.org. After the initial viewing the video must be watched every three years.
8. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.

Requirements for personal vehicles

1. The vehicle must be insured for the following minimum limits: **\$100,000 per person and \$300,000 per accident**. This requirement is critical. The Archdiocese of Milwaukee Participant's Protected Self-Insurance Program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.

EMPLOYEE/VOLUNTEER DRIVER INFORMATION SHEET

I. Driver's name: _____ 23 or more years of age:
Address: _____ Yes _____ No _____
_____ Phone _____

Driver's license number: _____

Date of birth (necessary to check driver record)* : _____
(* As an authorized driver for this parish/organization, your driver record on file with the Wisconsin Department of Transportation will be requested and reviewed.)

II. Vehicle that will be used:
Name of owner: _____
Address of owner: _____
Year and make: _____ Model: _____
License plate: _____
Registration expires: _____ Inspection expires: _____

If more than one vehicle is to be used, requested information must be provided for each vehicle.

III. Insurance information: When using a privately owned vehicle, the insurance coverage is the limits of the Insurance policy covering that specific vehicle.
Insurance company: _____
Policy number: _____
Expiration date: _____

Liability limits of policy ** _____
(** Please note: the minimal acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.)

IV. Driving record:
Do you have an alcohol or drug-related driving arrest within the past five years? _____ Yes _____ No
Do you have more than three moving violations within the past three years? _____ Yes _____ No
Has your license been suspended or revoked in the past three years? _____ Yes _____ No

If the answer to any of the above questions is yes, you are NOT an approved volunteer driver for the parish/school until your driver record with the DMV has been reviewed and approved by a representative of Catholic Mutual.

V. 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 23 years of age or older, hold a valid driver's license, have the required insurance coverage in effect on any vehicle used to transport students, and have an acceptable driving record.

(Signature)

(Date)