

FINANCIAL MATTERS
XV: Vehicle Safety Policy

The purpose of this policy is to control the risks and minimize the exposure to losses related to vehicular accidents. This policy is recommended for all public juridical persons under the ecclesiastical authority of the Bishop of the Diocese of Crookston.

HIRING POLICIES

1. When hiring personnel as drivers for vans, buses, etc., a standard application form shall be used which will include the complete driving history of the applicant. A sample of the required form is attached to this policy.
2. Motor vehicle history checks will be routinely performed on all employees whose primary duties require the driving of a motor vehicle.
3. No applicant will be considered for employment as a bus or van driver whose driving record for the previous 36 months reflects any of the following citations or convictions:
 - a. driving under the influence of alcohol or drugs,
 - b. hit and run,
 - c. failure to report an accident,
 - d. negligent vehicular homicide,
 - e. vehicular operation after suspension or revocation,
 - f. use of a motor vehicle for felonious activity,
 - g. grand theft auto,
 - h. permitting an unlicensed person to drive,
 - i. reckless driving,
 - j. speed contests/or high-speed chase,
 - k. any combination of accidents and/or moving violations totaling 3 or more.

EMPLOYMENT FILES

1. Employee safety files will be maintained for each bus/van driver to evidence the compliance with all federal and state requirements.
2. Employee safety files will be made available to Catholic Mutual/CUP II safety inspectors.
3. All employees must complete and sign an Employee Drivers Form before they can be authorized to drive an employer owned vehicle. A new form must be completed and signed annually and stored in the permanent personnel file.

VOLUNTEER DRIVERS:

1. All volunteer drivers will be required to complete and sign the "VOLUNTEER DRIVER FORM". (Sample attached.)
2. Volunteer driver forms will be maintained in a separate file by each institution. A new form must be completed and signed annually for each volunteer.

VEHICLE SAFETY:

1. A preventative maintenance program is required on all vehicles owned by a diocesan or parish institution. A sample maintenance program is attached to this policy. Vehicle service logs should be maintained on all such vehicles and retained on file by the institution. A sample service log is attached.
2. Periodic inspections should be performed on all vehicles and inspection reports retained on file by the institution.
3. Seat belts are to be **utilized** at all times.