# ARCHDIOCESAN FLEET & TRANSPORTATION POLICY

The following motor vehicle policy applies to all Archdiocesan, Parish, and School owned or leased vehicles and has been formulated to reduce the risk of exposure.

I. **Driver Selection/Training/Licensing Requirements/Age**

   A) Driver Selection
   A great deal of care should be exercised in selecting individuals that will be allowed to operate Archdiocesan, Parish, or School vehicles on a full time or occasional basis. To this end the employee's/volunteer's full name, date of birth, social security number, and driver's license information must be secured and reported to Catholic Mutual, (505) 831-8122, prior to allowing the individual to operate a parish vehicle.

   B) Driver Training

   Effective 7/01/14, Catholic Mutual's *"Church Transportation – Is it Necessary and Ministry Based?"* becomes mandatory for all Parish and School locations. This course must be viewed at least once every two years by an individual in an administrative position.

   Effective 7/01/16, all drivers driving for Archdiocesan, Parish or School business, including volunteers **must** also take the defensive driving course *"Be Smart – Drive Safe"*. This Course can be found on Catholic Mutual's training website www.cmgconnect.org or through a link on the Archdiocesan website. Please contact Catholic Mutual for log-in information.

   C) Driver Licensing Requirements
   The individual must have the appropriate driver's license to operate an Archdiocesan, Parish, or School vehicle. Any vehicle with a capacity of 16 passengers (including the driver) or a gross vehicle weight of over 26,000 pounds requires that the driver hold a commercial driver's license (CDL); all other passenger vehicles require a valid and current New Mexico Driver's License. School bus drivers must also have a CDL and the proper endorsement for driving a bus.

   D) Driver Age
   No individual under the age of 21 should be allowed to drive an Archdiocesan, Parish, or School vehicle.

   Only licensed drivers at least 21 years of age may transport children in any Archdiocesan, Parish, or School vehicle.

E. Use of Cell Phones/Electronic Hand-Held Devices
Cell phone or other hand-held electronic devices should not be used while operating Archdiocesan, Parish or school vehicles.

## II. Maintenance

All Archdiocesan Parish or School vehicles are to be maintained on regular periodic basis and in accordance with the manufacturer's recommendations.

A maintenance log should be purchased for each vehicle and thorough records kept for all repairs and maintenance work.

Each vehicle should be inspected on a daily basis by the vehicle operator before and after operation of the vehicle.

Catholic Mutual, in conjunction with the annual property inspections may conduct an annual inspection of all Archdiocesan, Parish, or School vehicles at which time the vehicle log will be reviewed.

## III. Insurance Requirements

**All** Archdiocesan, Parish, or School vehicles must be insured under the current Archdiocesan Program. Catholic Mutual will need to be contacted for additions, deletions, and issuance of certificates of insurance.

Archdiocesan owned locations, Parishes, and Schools considering the purchase or lease of vans must contact Catholic Mutual prior to the purchase or lease. 11-15 (including the driver) passenger vans are not allowed to be purchased, leased, or borrowed.

## IV. School/Activity Buses/Vans (16 capacity)

All school buses must be inspected in accordance with State law. Copies of the certification should be forwarded to Catholic Mutual at the Catholic Center.

It is imperative that the operator of a School or Activity Bus or Van has the required licensing to operate a bus or van. (See I, C)

## V. Accident Reporting

When an accident occurs, do the following:

A) **Make no comment** regarding fault.
B) Exchange driver, vehicle, and insurance information.
C) Contact local authorities where required.
D) Report the accident to Catholic Mutual at (505) 831-8122 immediately by telephone.

## SEAT BELTS ARE REQUIRED TO BE WORN AT ALL TIMES.