

**FIELD TRIP  
DRIVER INFORMATION SHEET**

**DRIVER**

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Driver's License # \_\_\_\_\_

Date of Expiration \_\_\_\_\_

**VEHICLE THAT WILL BE USED**

Name of Owner \_\_\_\_\_

Model of Vehicle \_\_\_\_\_

Address of Owner \_\_\_\_\_

Make of Vehicle \_\_\_\_\_

License Plate # \_\_\_\_\_

Year of Vehicle \_\_\_\_\_

Registration Expiration Date \_\_\_\_\_

Date of Expiration \_\_\_\_\_

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

**INSURANCE INFORMATION**

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering the specific vehicle.

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Date of Policy Expiration \_\_\_\_\_ Liability Limits of Policy \* \_\_\_\_\_

*(\*Please note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.)*

In order to provide for the safety of our students or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the past five years:

\_\_\_\_\_  
Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

**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, 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 participants of the event.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ARCHDIOCESE OF SANTA FE**  
**11 TO 15 (including the driver)-Passenger Van, Bus and Shuttle Use Policy**

The Archdiocese of Santa Fe has adopted the following policy governing the purchasing and usage of 11 to 15 ( including the driver) passenger van, bus and shuttle is as follows:

**USAGE OF 11 TO 15 PASSENGER VANS**

- New or used 11 to 15 passenger vans **must not** be purchased or leased (including short-term leases such as 1-2 weeks) for the transportation of passengers.
- Volunteers who own 11 to 15 passenger vans **must not** be allowed to use these vehicles while in an agency relationship with a Parish, School, or Organization of the Archdiocese, such as Youth or Religious Education Ministries, or for field trips.
- 11-15 passenger vans can be replaced with either a school bus or a Multifunction School Activity Bus (MFSAB). A MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses for crash survivability. If a MFSAB is used for the transportation of children, these vehicles **must** meet FMVSS 111; FMVSS 220; FMVSS 221 and FMVSS 222 (see below). If purchasing a MFSAB to transport children, it is important to confirm with the seller that the vehicle meets all four FMVSS. There are vehicles that visually appear to be conforming, but are not.
- Mini-vans may continue to be used to transport children and/or adults. A mini-van is defined as a passenger vehicle designed to transport no more than 8 total occupants.

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Below are the four FMVSS referred to in the above policy. Additional information on how to determine if a bus or shuttle meets FMVSS standards can be obtained from Catholic Mutual's Risk Management Department at (800) 228-6108.

FMVSS 111 – Fulfills the safety requirement for the rear-view and cross-view visibility.

FMVSS 220 – Establishes requirements for the school bus body structure in rollover accidents.

FMVSS 221 – Regulates the strength of body panel joints in school buses.

FMVSS 222 – Establishes occupant protection requirements for school bus passenger seating and barriers.

***Important Note: Vans, Buses and Shuttle Buses capable of transporting 16 plus passengers must also comply with the above FMVSS.***

## **DIRECTORS AND OFFICERS (D & O) LIABILITY COVERAGE**

Included in the parish liability coverage, D & O coverage exists for Finance Council members as well as other parish sponsored committees.

Catholic Mutual provides coverage for all Directors and Officers of Archdiocesan educational, charitable, and religious boards operated and controlled by the Archdiocese. This coverage is in effect while the Directors and Officers are engaged in Church business.

## **PERSONNEL TERMINATION**

**Parishes and Schools must consult with the Archdiocesan Human Resources Director or the Archdiocesan Attorney *before* a termination takes place. This is a requirement of our insurance carrier in regards to coverage.**