

**DIOCESE OF STOCKTON**

**SAFETY ADVISORY**

**TRANSPORTATION – VEHICLE USE**

**PURPOSE**

The purpose of this Advisory is to provide basic safety guidelines with regard to the use of vehicles including:

- ◆ Diocesan/Parish/School Owned Vehicles
- ◆ Vehicles owned by others but used on diocesan/parish/school business
- ◆ Vehicles owned by Clergy

**RISKS ASSOCIATED WITH VEHICLE USE**

Vehicle risk is presented any time:

- ◆ A vehicle owned/leased by your organization is operated
- ◆ A vehicle not owned by your organization is used on behalf of your organization

The use of vehicles is, perhaps, the single greatest liability risk that we encounter on a routine basis. The liability risks are high for many reasons including:

- ◆ Catastrophic bodily injury is a common result of vehicle accidents.
- ◆ Several people may be riding in a vehicle and are exposed to the effects of a single accident.
- ◆ Certain hazards (such as the behaviors of other drivers) are beyond the control of your organization.
- ◆ Children to whom we owe a great duty of care are often the recipients of transportation services.

For all of these reasons, great care needs to be taken to minimize risks associated with vehicle use.

Attached are guidelines to be used for automobiles owned by your organization, automobiles owned by volunteers, and automobiles owned by employees.

**DIOCESE OF STOCKTON  
VEHICLES OWNED BY EMPLOYEES USED  
FOR PARISH/SCHOOL BUSINESS**

Employees may, from time to time, use their personal vehicles on parish/school business. They must, of course, provide insurance for accidents involving their own vehicles. It is important to note here that parishes/schools and other organizations are legally liable for the acts of employees. *“If employees drive their own vehicles on your behalf, you very well may end up paying for their accidents.”*

If an employee-owned vehicle is to be used in conjunction with parish/school events or business, the following guidelines are suggested:

- REDUCE THE USE OF EMPLOYEE VEHICLES TO THE ABSOLUTE MINIMUM. Necessity should be the watchword
- Drivers must be over 21 (preferably over 25) years of age.
- Drivers must provide evidence of a valid, unrestricted California driver's license.
- The driver must provide evidence of liability insurance on the vehicle to be used. Minimum limits as required by state law. This does not suggest that this limit is adequate for anyone else's purposes.
- One seat belt must be provided for and used by each vehicle occupant.
- No more than nine persons, including the driver, may be transported in any private vehicle or in other vehicles except in an official school bus or by a charter company. No private (non-chartered) vehicle, including vans, with more than nine seats should be used. (15-passenger vans may not be used.)
- No driver shall transport any child without providing and properly securing the child in a child passenger restraint system in the back seat unless that child is at least 8 years of age. The restraint system must be furnished and installed by a parent. For more detailed information see vehicle code section 27360.
- Driver must complete and submit to the parish/school the Driver Information Form and the form should be kept on file at the site.

- Motorcycles may not be used.

#### OPERATION OF VEHICLES OWNED BY OTHERS

Parish/school employees and volunteers must be instructed not to drive motor vehicles that belong to others in conjunction with parish/school events. Car washes and valet parking are obvious examples of operations where motor vehicles belonging to others may be operated. Car washes should be arranged so that patrons drive their own cars. Valet parking must be avoided unless it is operated by contractors who provide evidence of insurance and required additional endorsements.

#### OPERATION OF PARISH/SCHOOL VEHICLES BY PRIESTS FROM ANOTHER DIOCESE/COUNTRY

Many pastors as well as associates invite priests from another diocese or country to substitute for them during their vacation time. In these situations, the pastor/administrator is responsible to see that the priest is qualified to operate any of the parish/school vehicles.

Due to state laws regarding drivers, it is imperative that the visiting priest have an understanding of our basic driving laws. You should obtain a photocopy of their respective state's or international driver's license and keep them on file.

**DIOCESE OF STOCKTON  
VEHICLES OWNED BY THE PARISH/SCHOOL**

*Vehicles owned by the parish/school should only be driven by designated parish/school employees and for business use only.* Employees who drive parish/school vehicles must provide evidence of a valid, unrestricted California driver's license.

Each parish/school vehicle should be equipped with a Vehicle Insurance Identification Card and Vehicle Incident Report Form.

**DIOCESE OF STOCKTON  
VEHICLES OWNED BY VOLUNTEERS USED**

## ON PARISH/SCHOOL BUSINESS

Volunteers may, from time to time, use their personal vehicles on parish/school business. They must, of course, provide insurance for accidents involving their own vehicles. It is important to note here that parishes/schools and other organizations are legally liable for the acts of volunteers. *“If volunteers drive their own cars on your behalf, you very well may end up paying for their accidents.”*

### **Chartered transportation, with driver provided, is preferable.**

Certificates of Insurance must be provided by the charter company and a liability limit of \$5,000,000 is required. Use of private automobiles for transporting large groups on field trips must be avoided whenever possible.

If volunteer vehicles are to be used in conjunction with parish/school events or business, observances of the following guidelines are suggested.

- **REDUCE THE USE OF VOLUNTEER VEHICLE TRANSPORTATION SERVICES TO THE ABSOLUTE MINIMUM.** Necessity should be the watchword.

- Drivers must be over 21 (preferably over 25) years of age. **All drivers must be screened carefully.** Age and health as well as physical and mental condition should be considered.

- Drivers must provide evidence of a valid, unrestricted driver’s license.

- The driver must provide evidence of liability insurance on the vehicle to be used. We require a \$100,000 per person/\$300,000 per accident limit of liability for bodily injury and property damage to be a minimum for parish/school purposes. This is not to suggest that this limit inadequate for anyone else’s purposes.

- One seat belt must be provided for and used by each vehicle occupant.

- No more than nine persons, including the driver, may be transported in any private vehicle or in other vehicles except in an official school bus or by a charter company. No private (non-chartered) vehicle, including vans, with more than nine seats should be used. (15-passenger vans may not be used.)

- No driver shall transport any child without providing and properly securing the child in a child passenger restraint system in the back seat unless that child is at least 8 years of age. The restraint system must be furnished and installed by a parent. For more detailed information see vehicle code section 27360.

- Driver must complete and submit to the parish/school the Driver Information Form and the form should be kept on file at the site.

- Motorcycles may not be used.

#### OPERATION OF VEHICLES OWNED BY OTHERS

Parish/school employees and volunteers must be instructed not to drive motor vehicles that belong to others in conjunction with parish/school events. Car washes and valet parking are obvious examples of operations where motor vehicles belonging to others may be operated. Car washes should be arranged so that patrons drive their own cars. Valet parking must be avoided unless it is operated by contractors who provide evidence of insurance and required additional endorsements.

***Diocese of Stockton***  
***DRIVER INFORMATION SHEET***

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I. **DRIVER**      **Employee**      **Volunteer**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Any Restrictions?    Yes    No    Please Explain: \_\_\_\_\_

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II. **VEHICLE THAT WILL BE USED**

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

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

Make & Model of Vehicle: \_\_\_\_\_ Year of Vehicle: \_\_\_\_\_

License Plate #: \_\_\_\_\_ No. of seatbelts available: \_\_\_\_\_

*If other vehicles may be used, please put that vehicle information on the back of this page.*

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III. **INSURANCE INFORMATION**

When volunteers or employees are using their privately-owned vehicle(s), the vehicle's insurance coverage will always be considered **primary**. Please attach a copy of the declaration page of your current policy **or** complete the following information:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Date of Policy Expiration: \_\_\_\_\_

Liability limits of policy\*: \_\_\_\_\_

\* **Please Note:** The Diocese requires that volunteer drivers maintain minimum automobile limits of \$100,000/\$300,000/\$50,000. Employees are required to carry the State minimum of \$15,000/\$30,000/\$5,000

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IV. **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 employee or 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 on behalf of the Diocese of Stockton.

I further understand and authorize the Diocese of Stockton to obtain my driving records as they deem necessary.

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Signature

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Date

***Thank you for providing this information.***

**YOUR VEHICLE**

Owner \_\_\_\_\_  
Driver \_\_\_\_\_  
CDL# \_\_\_\_\_  
Address \_\_\_\_\_  
  
Phone # \_\_\_\_\_  
Vehicle \_\_\_\_\_  
Vehicle ID# \_\_\_\_\_  
Vehicle Lic# \_\_\_\_\_  
Damages \_\_\_\_\_  
\_\_\_\_\_

**OTHER VEHICLE**

Owner \_\_\_\_\_  
Driver \_\_\_\_\_  
CDL# \_\_\_\_\_  
Address \_\_\_\_\_  
  
Phone # \_\_\_\_\_  
Vehicle \_\_\_\_\_  
Vehicle ID# \_\_\_\_\_  
Vehicle Lic# \_\_\_\_\_  
Damages \_\_\_\_\_  
\_\_\_\_\_

Ins Carrier \_\_\_\_\_  
Policy # \_\_\_\_\_  
Phone # \_\_\_\_\_

**POLICE/WITNESS INFORMATION**    ⇒    ⇒    ⇒    ⇒    ⇒    ⇒

**POLICE INFORMATION**

Name of Police \_\_\_\_\_  
Department \_\_\_\_\_  
  
Name of Officer \_\_\_\_\_  
  
Case # \_\_\_\_\_  
Badge # \_\_\_\_\_

**WITNESS INFORMATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
  
Phone # \_\_\_\_\_  
Insured Vehicle       Pedestrian   
Claimant's       Other Vehicle   
Vehicle \_\_\_\_\_

Witness's Description of Accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIOCESE OF STOCKTON**

**Driver's Accident Report**

If you are in an accident

- 1. **Stop at once.**  
Check for Injuries and call for ambulance if needed.
- 2. **Do not admit liability.**  
Make no statements regarding fault or payment of any bills.
- 3. **Complete this report at the scene.**  
Obtain information on form and complete with as much detail as possible.
- 4. **Immediately report accidents to:**

Paul Matejzel  
Arthur J. Gallagher Insurance Brokers

E-mail: paul\_matejzel.ajg.com

Phone: 415-536-8542  
Fax: 415-536-5732

ARTHUR J. GALLAGHER INSURANCE BROKERS





**ACCIDENT DETAILS**

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Your Speed \_\_\_\_\_

Other Speed \_\_\_\_\_

Speed Limit \_\_\_\_\_

Citation Issued            Yes             No

Against Whom \_\_\_\_\_

Reason \_\_\_\_\_

**INJURED PERSONS**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Type Injury \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

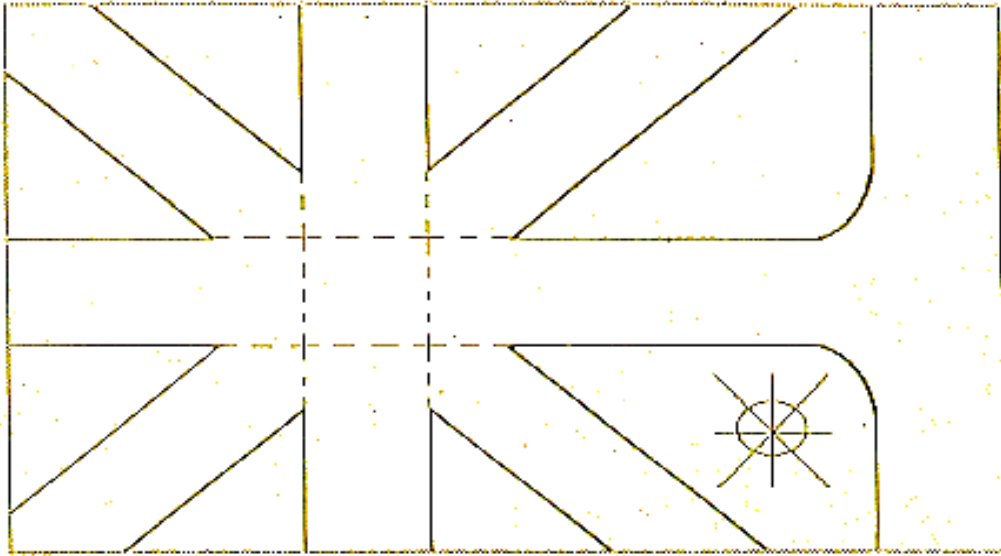
Type Injury \_\_\_\_\_







Name \_\_\_\_\_

Address \_\_\_\_\_

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

Type Injury \_\_\_\_\_



- Your Vehicle  Pedestrian  - Draw and name roadway, showing each vehicle, direction of travel and point of impact.
- Other Vehicle  Yield  - Indicate travel before the accident with a solid line and post-accident with a broken line.
- Third Vehicle  Stop Sign  - Please be as specific and detailed as possible.

Weather  Clear  Cloudy  Fog  Rain  Sleet  Snow  Other \_\_\_\_\_

Condition  Dry  Wet  Icy  Pot Holes  Other \_\_\_\_\_

Traffic Control  Traffic Light  Stop Sign  Railroad  No Intersection  No Control

Roadway Number of Lanes Each \_\_\_\_\_  Residential  Divided Highway  Undivided Highway

**ACCIDENT DESCRIPTION**
