

## DIOCESE OF LA CROSSE

### VEHICLE SAFETY POLICY

In order to help insure the safety of our students, employees and volunteers, the following procedures will be observed in connection with the operation of ANY vehicle used for a Diocesan, parish, and/or school activity within the Diocese of La Crosse.

1. Each Diocesan institution, parish, or school shall designate one person to act as a Vehicle Safety Coordinator (VSC) to implement the Vehicle Safety Policy. The Vehicle Safety Coordinators' duties are to insure the completion of all necessary paperwork as required in numbers 2, 3 and 4 of this policy. They also must run license record checks on those individuals as defined in number 5 below and conduct quarterly vehicle inspections as defined in number 9.
2. Any employee/volunteer who transports individuals in connection with Diocesan, parish or school activities on a regular basis shall fill out the Employee Driver Form or Volunteer Driver Form as applicable.
3. Each employee/volunteer shall produce a valid drivers license to be copied and verified by the Vehicle Safety Coordinator of the Diocesan institution, parish, or school.

**\*Minimum age of drivers shall be 25.**

4. Each employee/volunteer who uses their own vehicle shall provide a certificate of insurance providing primary coverage within the normal acceptable liability limits for privately owned vehicles no less than \$100,000/\$300,000.
5. A motor vehicle license record check shall be run on all employees/volunteers whose normal duties require the driving of a motor vehicle transporting individuals in connection with Diocesan, parish, or school activities.
6. Catholic Mutual Group is establishing minimum standards nationally for defining an **unacceptable driver**. These standards are based upon the accident/violation history of the driver for the prior three years. The accident/violation history used in applying these standards will include those shown on the driver's MVR, supplemented by the application, our own claims history for the risk, and any information the prior carrier may furnish us.

**A driver is unacceptable and will not be allowed to drive any vehicle for a Diocesan institution, parish and/or school activity if the driver's accident/violation history in the last three years:**

- a) Includes one or more of the following serious violations:
  - i. Driving under the influence of alcohol or drugs
  - ii. Hit and run
  - iii. Failure to report an accident

- iv. Negligent homicide arising out of the use of a motor vehicle
- v. Operating a vehicle during a period of suspension or revocation
- vi. Using a motor vehicle for the commission of a felony
- vii. Operating a motor vehicle without owner's consent
- viii. Permitting an unlicensed person to drive
- ix. Reckless driving
- x. Speed contest

b) Consists of any combination of accidents and moving violations which total three.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by that driver, there is usually no way to make these distinctions from MVR information.

Except in states that forbid "non-employment" citations and accidents, all moving violations must be included in the above determination, whether the offense was committed with a commercial or a personal vehicle. A driver's personal driving habits and attitudes will almost universally be the same while driving a commercial vehicle.

c) For those drivers who have at least one applicable serious violation and is deemed as an unacceptable driver as stated in Section 6.a., a defensive driving course program needs to be completed prior to being allowed to use a Diocesan vehicle or your own vehicle for Diocesan purposes. Catholic Mutual Group and CUP II will require an on-line Defensive Driving Course available through the National Safety Council. Upon receiving a passing grade and Certificate of Completion, that driver will no longer be deemed as unacceptable.

- 7. All school buses and passenger vans must be equipped with a first aid kit. These kits will include items to prevent the spread of disease by bloodborne pathogens such as rubber gloves, compression bandages, a plastic bag to dispose of gloves and bandages, paper towels, and a plastic bottle with a germ killing solution.
- 8. It is expected that all vehicles driven for a Diocesan institution, parish, and/or school activity will be operated in compliance with the Seat Belt Laws of the State of Wisconsin.
- 9. Vehicles **owned** by the Diocese or parish that are used to transport individuals shall be inspected by the Vehicle Safety Coordinator on a quarterly basis using the Vehicle Inspection Report Form.

## **UNACCEPTABLE DRIVERS**

We are establishing minimum standards nationally for defining an unacceptable driver. These standards are based upon the accident/violation history of the driver for the prior three years. The accident/violation history used in applying these standards will include those shown on the driver's MYR, supplemented by the application, our own claims history for the risk, and any information the prior carrier may furnish us.

A driver is unacceptable if the driver's accident/violation history in the last three years:

1. Includes one or more of the following serious violations:
  - a. Driving under the influence of alcohol or drugs
  - b. Hit and run
  - c. Failure to report an accident
  - d. Negligent homicide arising out of the use of a motor vehicle
  - e. Operating during a period of suspension or revocation
  - f. Using a motor vehicle for the commission of a felony
  - g. Operating a motor vehicle without owner's authority (grand theft)
  - h. Permitting an unlicensed person to drive
  - i. Reckless driving
  - j. Speed contest
2. Consists of any combination of accidents and moving violations which total three.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by that driver, there is usually no way to make these distinctions from MVR information.

Except in states that forbid "non-employment" citations and accidents, all moving violations must be included in the above determination, whether the offense was committed with a commercial or a personal vehicle. A driver's personal driving habits and attitudes will almost universally be the same while driving a commercial vehicle.