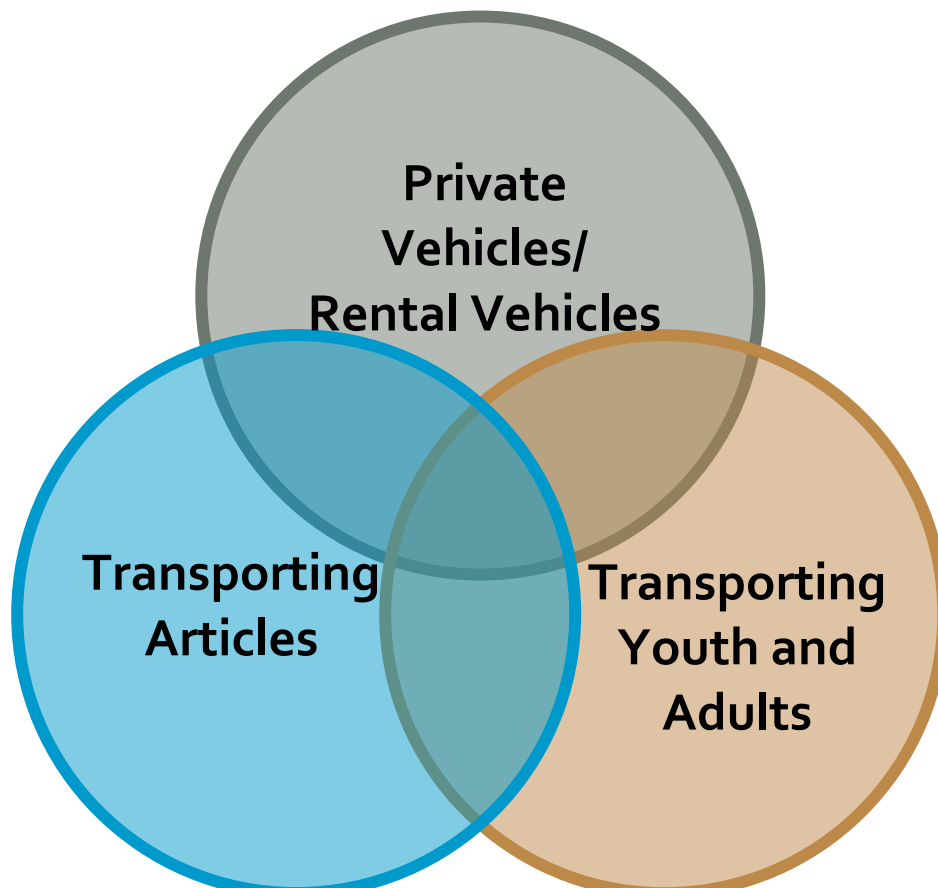




THE ROMAN CATHOLIC  
DIOCESE OF VICTORIA

# DIOCESAN TRANSPORTATION POLICY



**Diocesan Transportation Policy  
Index**

<b>Contents</b>	<b>Page(s)</b>
Part A - Transporting young people and adults	4-7
<i>Additional guidelines for transporting young people</i>	7
<i>Defensive Driving inform.</i>	7
<i>Driver Information Form - Part A</i>	8-9
Part B - Transporting Articles	11-13
<i>Defensive Driving inform.</i>	13
<i>Applicant Request for Driving Check</i>	14-15

# DIOCESE OF VICTORIA TRANSPORTATION POLICY CHECKLIST

<b>PART A:</b> <b>WHEN TRANSPORTING YOUNG PEOPLE/ADULTS IN A VEHICLE UNDER 11 PASSENGERS</b>	<b>PART B:</b> <b>WHEN TRANSPORTING ARTICLES IN A VEHICLE (NOT PEOPLE) OR WHEN USING A PARISH/SCHOOL-OWNED VEHICLE OR TRAILER</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Driver has completed a Motor Vehicles Check and is approved to drive</li>   <li><input type="checkbox"/> Driver Information Form - completed and signed (page 8-9)</li>   <li><input type="checkbox"/> Driver has completed all the requirements of the Safe Environment policy and is approved to work with young people and adults</li>   <li><input type="checkbox"/> Employee - completed a required Defensive Driving Course</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Driver has completed an Applicant Request for Driving Check and is approved to drive</li>   <li><input type="checkbox"/> Driver Information Form - completed and signed (page 14-15)</li>       <li><input type="checkbox"/> Employee -completed a required Defensive Driving Course</li> </ul>

# PART A APPLIES

TO:

WHEN ONE  
(WHETHER AN  
EMPLOYEE OR A  
VOLUNTEER) IS:

- TRANSPORTING  
YOUNG PEOPLE  
OR ADULTS

# Part A

Private  
Vehicles/  
Rental  
Vehicles

Transporting  
Youth and  
Adults

Any discretionary items in this policy will be decided by the Diocesan Transportation Committee aka DTC. A designated driver/transportation individual will be designated for each parish/school for record keeping purposes. The names of these individuals should be provided to the Diocesan Business Office. Changes to record-keeping designees must be submitted immediately.



1. Drivers must be 25 or older.
2. Drivers must have completed the appropriate Safe Environment requirements of the Diocese of Victoria and be approved to drive.
3. Drivers must have a valid Texas driver’s license. Drivers having licenses from other states or government entities must be approved by the DTC in order to be utilized.
4. Drivers must have completed a Motor Vehicles Records check for all states where one has resided for the past five (5) years. **Requests for these checks must be requested ten (10) working days prior to possible utilization.** One must be approved to be utilized as a driver by the Diocese of Victoria and the parish/school where one is transporting young people or adults.
5. Driver’s approval is at the discretion of the DTC or the Bishop of the Diocese. The following minimum standards for unacceptable drivers include, but are not limited to, drivers who in the past seven (7) years have one or more of these 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 commission of a felony
  - g. Operating a motor vehicle without owner’s authority (grand theft)
  - h. Permitting an unlicensed person to drive
  - i. Speed Contest
  - j. Sexual Misconduct - Any individual who has been convicted of sexual misconduct will be automatically prohibited from transporting minors in their own or any other vehicle for church/school-sponsored events. They are also prohibited from being a passenger in a vehicle transporting a minor(s) for church/school-related events.
6. A Motor Vehicles Record check will be performed every three (3) years.

- a. Drivers are required to notify the parish/school if there is any change in driving record (i.e. moving violations) during the three-year (3) period. Please use Form MOV1, available online at [www.victoriadiocese.org](http://www.victoriadiocese.org), under tab “**Safe Environment**” click on “**Transportation Policy**”, the **Moving Violation Form** is under the heading “Documents” on the left of the webpage, as well as in the Forms section of this document.
7. Drivers must have **proof of insurance** on the vehicle they are driving that has a minimum liability limit of \$100,000 per individual/\$300,000 per accident/\$50,000 property damage.
8. A Driver Information and Acknowledgement Form (See pages 8 and 9) must be kept on file for all drivers/vehicles when transporting young people and adults. This form must be updated and renewed (signed and dated) annually. Catholic Mutual, a member of the DTC, or other persons designated by the DTC, will make inspection of these files on a periodic basis.
9. All occupants of the vehicles must wear seatbelts.
  - a. All occupants must remain seated while the vehicle is in motion.
  - b. Vehicles smaller than an 11-passenger vehicle must be equipped with functioning seat belts.
10. The vehicle must have valid and current registration and license plates.
11. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor conditions, speed must be adjusted so that accidents will be avoided.
12. Drivers must be in good health and be physically capable of driving safely. If one is taking medication that impairs judgment, suffering from extreme fatigue, or impaired in any manner, one must refrain from driving.
13. Eleven to fifteen (**11-15**) passenger vans **may not** be used to transport young people or adults.
14. Drivers must obey all state laws regarding electronic devices. One is not to dial or text on electronic devices while driving.
15. Young people or vulnerable adults should never be left unattended in a vehicle.
16. Young people/vulnerable adults who have a medical condition that is likely to require additional support/medication must travel in the same vehicle with a parent or staff member who is trained in administering support/medication.
17. Drivers must comply with driver license restrictions, if applicable.
18. All state laws should be followed when fueling a vehicle.

19. Employees who drive a diocesan/parish vehicle or their own vehicle as part of their employment **must complete a defensive driving course** upon employment. Documentation of satisfactory completion of defensive driving course will be submitted to the parish/school designee and retained at the parish/school.

20. This policy applies to all personal and rental vehicles. There are additional policies regarding rental vehicles; please contact the Business Office for more information.

**Additional Guidelines when Transporting Young People/Vulnerable Adults in a Vehicle under 11 passengers**

1. Drivers must have completed all (i.e. completed background check and all required Safe Environment classes) Safe Environment requirements of the Diocese of Victoria and be approved to drive.
2. Two (2) adults who are in compliance with the requirements of the Safe Environment policy of the Diocese of Victoria must be present **at all times** in vehicles that are transporting young people/vulnerable adults – See page 47 for chaperone requirements in the document - *Policy and Procedures Resource Manual for Youth Ministry and Parish Catechetical Programs* and the *Handbook of Policies and Regulations for Catholic Schools*.
3. Young people under the age of eight (8) years old who are **shorter than 4 feet 9 inches** or **less than 100 pounds** must ride in a car seat or booster seat.
4. In all vehicles transporting youth or vulnerable adults, all passengers over the age of 18 and out of high school for three (3) months (*see page 34 of the Policy and Procedure Manual for Youth Ministry and Parish Catechetical Programs for further clarification*) must comply with the Safe Environment policies of the Diocese of Victoria.

Re: #19-A free Defensive Driving Course may be obtained online through Catholic Mutual <https://www.in2vate.com/catholicmutual/>. Certificate of completion must be submitted to the parish/school ten (10) days before being utilized as a driver. This is accomplished by addressing the results to: [safedriving@victoriadiocese.org](mailto:safedriving@victoriadiocese.org) in the “email results to” field. *This course is valid for Diocesan purposes only.*



**Adult/Child Driver Information Form-PART A**  
**(Includes articles)**

Name of Driver	Birthdate	
_____		
Address		
_____		
City/St/Zip		
_____		
Phone: (____)	Cell Phone: (____)	
_____		
Driver's License Number:	State Issuing:	Expiration Date:
_____		
Year and Make of Vehicle:	Model:	
_____		

**If owner different than above-named individual, please complete this section. If owner is the same, skip this section.**

**Vehicle to be used (information to be provided for each vehicle used)**

Name of Owner	
_____	
Address	
_____	
City/St/Zip	
_____	
Phone: (____)	Cell Phone: (____)
_____	

I acknowledge that I have read the Summary of the Diocesan Transportation Policies located on the back of this form. I am also enclosing a copy of my insurance declarations page indicating compliance with the minimum amount of insurance coverage required.

**For transportation of Adults and Children, the required insurance amount is 100/300/50.**

Signature of Driver	Date
_____	



## **Summary of Diocesan Transportation Policies:**

All state laws regarding electronic devices are to be followed. One is not to dial or text on electronic devices while driving.

The daily maximum driving time is ten (10) hours.

A 30-minute break is required for every 250 miles driven.

When transporting others, one is to obtain phone numbers, prior to departure, of individuals to call, in the event of an emergency or when needed.

The driver's personal insurance is the primary insurance in case of an accident/injury.

One must have a current Texas driver's license when operating a vehicle.

There are to be functioning seatbelts in the vehicle for the number of occupants being transported, and all occupants are required to wear seatbelts.

The driver is to be in good health and physically capable of driving safely.

The vehicle is to have current license plates/stickers.

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Office information:

This information is considered sensitive and should be stored under lock and key, accessible only to authorized personnel.

# **PART B APPLIES TO:**

## **WHEN ONE IS:**

- **TRANSPORTING ARTICLES AS PART OF ONE'S EMPLOYMENT/ VOLUNTEER DUTIES**
- **EMPLOYEES/VOLUNTEERS WHO TRANSPORT PARISH OR SCHOOL-OWNED TRAILERS OR VEHICLES**

**PLEASE NOTE: THIS PART OF THE POLICY DOES NOT APPLY WHEN TRANSPORTING YOUNG PEOPLE OR ADULTS.**

# **Part B**

**Private  
Vehicles/  
Rental  
Vehicles**

## Part B applies to:

- Employees who transport articles for the benefit of the employer
- Volunteers driving/using parish or school-owned vehicles or trailers

**Therefore: Part B compliance is NOT required for any other person who is transporting articles.**

Required for **employees** who transport articles for the benefit of the employer:

1. Driving Check with approval to drive from the Diocese of Victoria
2. Defensive Driving Course

Required for **volunteers** driving/using parish or school-owned vehicles or trailers:

1. Driving Check with approval to drive from the Diocese of Victoria
2. One-time completion of Driving Check Request Form, if the driver is not currently in the eApps (Safe Environment) system. The form may be obtained on the Safe Environment web-site under **Transportation Policy**

***No other paperwork is required for compliance with Part B of the Transportation Policy***

Any discretionary items in this policy will be decided by the Diocesan Transportation Committee aka DTC. A designated driver/transportation individual will be designated for each parish/school for record keeping purposes. The names of these individuals should be provided to the Diocesan Business Office immediately. Changes to record keeping designees must be submitted immediately.



1. Drivers must be 21 years or older
2. Drivers must have a valid Texas driver's license. Drivers having licenses from other states or government entities must be approved by the DTC in order to be utilized.
3. Drivers must have completed a Motor Vehicles Records check for all states where one has resided for the past five (5) years. One must be approved to be utilized as a driver by the Diocese of Victoria and the parish/school where one's service is being utilized.
4. Driver's approval is at the discretion of DTC or the Bishop of the Diocese. The following minimum standards for unacceptable drivers include, but are not limited to, drivers who, in the past seven (7) years have one (1) or more of these 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 a vehicle during a period of suspension or revocation
  - f. Using a motor vehicle for commission of a felony
  - g. Operating a motor vehicle without owner's authority (grand theft)
  - h. Permitting an unlicensed person to drive
  - i. Speed Contest
5. A Motor Vehicles Record check will be performed every three (3) years.
    - a. Drivers are required to notify the parish/school if there is any change in driving record (i.e. moving violations) during the three-year period. Please use Form MOV1, available online at [www.victoriadiocese.org](http://www.victoriadiocese.org), under tab "**Safe Environment**" click on "**Transportation Policy**", the **Moving Violation Form** is under the heading **Documents** on the left of the webpage, as well as in the **Forms** section of this document.
  6. Drivers must have proof of insurance on the vehicle they are driving with at least the Texas state minimum insurance.
  7. A Driver Information and Acknowledgement Form (See pages 14 and 15) must be kept on file for all drivers/vehicles. This form must be updated and renewed (signed and dated) annually. Catholic Mutual, a member of the DTC, or other persons designated by the DTC, will make inspection of these files on a periodic basis.
  8. All occupants of the vehicles must wear seatbelts.
  9. Vehicles smaller than an 11-passenger vehicle must be equipped with functioning seatbelts.
  10. The vehicle must have valid and current registration and license plates.
  11. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor driving conditions, speed must be adjusted so that accidents will be avoided.
  12. Drivers must be in good health and be physically capable of driving safely. If one is taking medication that impairs judgment, suffering from extreme fatigue, or impaired in any manner, one must refrain from driving.
  13. Drivers must obey all state laws regarding electronics devices. One is not to dial or text on electronic devices while driving.
  14. Drivers must comply with driver license restrictions, if applicable.

15. All state laws should be followed when fueling a vehicle.

16. Employees who drive a diocesan/parish vehicle or their own vehicle, as part of their employment, must complete a **defensive driving course** upon employment. Documentation of satisfactory completion of defensive driving course will be submitted to the parish/school designee and retained at the parish/school.



\* Re: #16- A free Defensive Driving Course may be obtained online through Catholic Mutual <https://www.in2vate.com/catholicmutual/>. **Certificate of completion** must be submitted to the parish/school **ten (10) days before being utilized as a driver**. This is accomplished by addressing the results to: [safedriving@victoriadiocese.org](mailto:safedriving@victoriadiocese.org) in the “email results to” field. *This course is valid for Diocesan purposes only.*

Part B - When transporting Articles  
9/2015 supersedes any previous transportation policies of the Diocese of Victoria

**Diocese of Victoria**  
**Applicant Request for Driving Check\*\***

Legal Printed Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_(month) \_\_\_\_\_(day) \_\_\_\_\_(year) Phone Number: \_\_\_\_\_

Texas Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Parish or School that will utilize you as a driver for parish owned vehicles or trailers:  
\_\_\_\_\_  
City: \_\_\_\_\_

***Please submit a copy of your license with this application.***

License Restrictions (Example: "A" With Corrective Lenses):  
\_\_\_\_\_  
\_\_\_\_\_

Please read and initial the following eight (8) statements:

- \_\_\_\_\_ 1. I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.
- \_\_\_\_\_ 2. I give complete permission for the Diocese of Victoria to conduct a driving record check for the purposes of my employment or volunteer services.
- \_\_\_\_\_ 3. I understand and agree that information provided above will be held confidentially by the Diocese of Victoria. The Diocese of Victoria uses a third party provider to conduct driving record checks. Other than this provider, I understand my driving record will be held in the strictest confidence and will not be shared with any other entity including my employer and/or volunteer organization without my written consent.
- \_\_\_\_\_ 4. I understand that I can withdraw from the application process at any time.
- \_\_\_\_\_ 5. I understand that this application DOES NOT meet the Safe Environment requirements for working with and/or transporting children and youth. For further Safe Environment information, please contact your parish or school.
- \_\_\_\_\_ 6. I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application.

- \_\_\_\_\_ 7. I understand that a drug test could be required 24 hours after an accident; results are to be submitted directly to the Diocese of Victoria’s Business Office marked Personal and Confidential ATTN: Business Manager.
- \_\_\_\_\_ 8. I authorize investigations of all statements contained in the application.

**Do not sign until you have read and initialed the above statements.**

I understand that the following minimum standards for **unacceptable drivers** include, but are not limited to, drivers who, in the past seven years, have one or more of these 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 commission of a felony
- g. Operating a motor vehicle without owner’s authority (grand theft)
- h. Permitting an unlicensed person to drive
- i. Speed contest

\*\*A Motor Vehicles Record check will be performed every three years.

- a. Drivers are required to notify the parish/school if there is any change in driving record (i.e. moving violations) during the three-year period. Please use Form MOV1, available online at [www.victoriadiocese.org](http://www.victoriadiocese.org), under tab “**Safe Environment**” click on “**Transportation Policy**”, the **Moving Violation Form** is under the heading Documents on the left of the webpage, as well as in the Forms section of this document.

*My signature indicates that I have read and understand the above initialed statements contained in this application.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_