

## Roman Catholic Diocese of Phoenix Norms for Driving and Transporting Passengers


### Diocesan Norms:

1. These norms are intended to promote a culture of safety in all Church activities that involve driving and transporting passengers. The norms will be as moderate as is prudent so that they do not unduly constrain the good work of the parishes, schools, and other institutions of the Diocese of Phoenix. Many of the specific norms are requirements of our insurance providers and may be modified from time to time as required by these insurance providers.
2. One individual in an administrative position at each location will view the on-line training “Church Transportation – Is it Necessary and Ministry-based?” once every two years. This video is located on our Catholic Mutual risk management web-site: [Phoenix.CMGConnect.org](http://Phoenix.CMGConnect.org).
3. Ownership and use of 11 to 15 passenger vans is prohibited.
4. The following norms apply to **ALL WHO DRIVE ON BEHALF OF PARISHES, SCHOOLS, AND OTHER INSURED ENTITIES** in the Diocese of Phoenix:
  - a. Drivers must be 21 years of age or older.
  - b. If minors are transported, driver must be 25 years of age or older.
  - c. Drivers must have a valid driver’s license and no physical disability that could in any way impair their ability to drive the vehicle.
  - d. Each driver must complete a “Driver Information Sheet.” The sheets are retained on file for the duration of each individual’s service as a driver.
  - e. Each driver must take the “Be Smart – Drive Safe” defensive driving course located on our Catholic Mutual risk management website: [Phoenix.CMGConnect.org](http://Phoenix.CMGConnect.org).
  - f. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §5.
5. **ALL BUSES**, whether owned, leased, or chartered must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers. A copy of the FMVSS regulations can be obtained from Catholic Mutual Group.
6. The following additional norms apply to those **VEHICLES OWNED OR LEASED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
  - a. Annual driving records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from [www.azdot.gov](http://www.azdot.gov). The form is titled “Motor Vehicle Record Request”.
  - b. Vehicles owned by our parishes, schools and other insured entities may **ONLY** be driven outside of the United States IF adequate insurance is purchased for the particular occasion. If such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.


7. The following additional norms apply to **PRIVATELY OWNED VEHICLES** used for the business and apostolic activities of our parishes, schools and other insured entities (and to the drivers of those vehicles):
  - a. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
  - b. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.
  
8. The following additional norms apply to those **VEHICLES RENTED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
  - a. When a vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) individuals who are not employees of one of our insured entities will be transported in the vehicle.
  - b. If vehicle will be driven to Mexico, purchase Mexican Insurance. Make two copies and keep one in the vehicle and one with the group leader.
  
9. The following additional norm applies to those **VEHICLES CHARTERED** by our parishes, schools and other insured entities:
  - a. Obtain a Certificate of Auto Liability naming the Diocese and location as an additional insured. Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

**Related Policy Information:**

1. Addendum A to the Norms for Driving and Transporting Passengers contains our required "Driver Information Sheet".
2. The on-line Motor Vehicle Record Request form from the Arizona Department of Transportation can be found here: [ADOT MV Record Request](#).
3. The Arizona Department of Insurance provides some useful information about comparative rates for vehicle insurance policies at their site here: [Auto Premium Comparisons](#).

  
 †Thomas J. Olmsted  
 Bishop of Phoenix

  
 Date

  
 Maria R. Chavira, Ph.D.  
 Chancellor

  
 Date

**Roman Catholic Diocese of Phoenix**  
**Norms for Driving and Transporting Passenger**  
**Addendum A: Driver Information Sheet**

Please complete one sheet for each driver and one sheet for each private vehicle used:

Driver Information

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

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

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

Private Vehicle Information (private vehicles used for church/institution purposes)

Name of Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_

Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_

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

License Plate # \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Insurance Information

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

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

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

*\*Please note: The minimal acceptable limits for privately owned vehicles is \$100,000/\$300,000*

Certification

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand that I must be 21 years of age or older to drive on behalf of parishes, schools or other insured entities. I must be 25 years of age or older to transport minors. I must 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.*

*I also certify that I have completed the "Be Smart – Drive Safe" defensive driving course located on our Catholic Mutual risk management website: [Phoenix.CMGConnect.org](http://Phoenix.CMGConnect.org).*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date