



St. Mary-Basha Catholic School

Celebrating 70+ Years of Excellence in Education

DIOCESE OF PHOENIX TRANSPORTATION POLICY

Norms for Driving and Transporting Passengers

Policy Statement: As it carries out its mission in service of the Body of Christ, transportation is critical to many of the pastoral and charitable works of the Local Church/School. While never failing in this mission of service, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with our transportation activities and protecting the financial and other assets that the faithful have made available to us specifically for the purpose of carrying out our mission. This risk management is the responsibility of all clergy, religious, lay employees, volunteers, and faithful in the Diocese of Phoenix. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions that participate in its Group Insurance Program.

Personal Vehicles :

- a. Drivers must be 21 years of age or older.
- b. If minors are transported, driver must be 21 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. A driver insurance information form must be completed for each driver and kept in parish/school files. A new form must be submitted every time your insurance is renewed.
- e. The use of 10-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- f. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- g. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.
- h. Each driver of an insured entity **must watch the online video “Be Smart-Drive Safe”** under the Defensive Driving Curriculum found on the Catholic Mutual website: <https://phoenix.cmgconnect.org> . You will need to register yourself in order to access the video. Please complete the form below and submit it to the front office once viewed. This video must be viewed and verification form submitted to the front office once each school year.

Rented/leased vehicles :

- a. The rental or lease of 10-15 passenger vans to transport children or adults is prohibited.
- b. 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) non-church*-employees will be transported in the vehicle

My signature attests that I have read and will abide by the policies as detailed in the “Norms for Driving and Transporting Passengers” handout and that I’ve watched the “Be Smart-Drive Safe” video on the Catholic Mutual website. (Please complete and give to the front office)

Signature

Date

Printed Name

WCE