

The Archdiocese of Milwaukee Participant's Indemnity Plan
Transportation Policy

Requirements that apply to any vehicle used on parish/school/agency business:

1. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults, without written permission from Catholic Mutual. A 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
2. The vehicle must have a valid and current registration and license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
3. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
4. Electronic devices should not be used when operating a motor vehicle on behalf of the Church.
5. Drivers must have a valid, non-probationary driver's license and no physical disability that could impair safe operation of the vehicle.
6. Driver's Record Check through the WI DMV. The parish/school/agency must submit the name and driver's license number of any new driver to Catholic Mutual Group. **Repeat drivers need to follow the steps to be an approved driver every three years.** Catholic Mutual will check the driving record through the state and communicate the results to the parish. The attached Employee/Volunteer Driver Information Sheet should be **completed for each driver each year** and kept in parish files. This is especially important for anyone transporting youth.
7. New drivers and drivers engaging in the 3-year re-approval process must watch the video, *Be Smart – Drive Safe* located at www.cmgconnect.org. Either use your previously established CMGConnect login and password or follow the instructions on the website to establish an account. Completion of the video should be tracked by the parish driving coordinator or safe environment coordinator.
8. Staff or volunteers responsible for programs involving driving must view the training video, *Church Transportation – Is It Necessary and Ministry-Based* located at www.cmgconnect.org.
9. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability coverage.

Additional requirements for personal vehicles:

10. The personal vehicle must be insured for the following minimum liability limits: **\$100,000 per person and \$300,000 per accident.** This requirement is critical. The Archdiocese of Milwaukee Participant's Indemnity Plan provides excess liability coverage for employees and/or volunteers who use their vehicles on approved parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the stated minimum limits.

EMPLOYEE/VOLUNTEER DRIVER INFORMATION SHEET

I. Driver's name: _____ At least 23 years old: Yes ___ No ___

Address: _____

_____ Phone _____

Driver's license number: _____ State Issuing License _____

Date of birth (necessary to check driver record)* : _____

(* As an authorized driver for this parish/organization, your driver record on file with the Wisconsin Department of Transportation will be requested and reviewed.)

II. Vehicle that will be used:

Name of owner: _____

Address of owner: _____

Year and make: _____ Model: _____

License plate: _____

Registration expires: _____

If more than one vehicle is to be used, information must be provided for each vehicle.

III. Insurance information: When using a privately owned vehicle, the insurance that applies to an accident is the policy covering that specific vehicle.

Insurance company: _____

Policy number: _____

Expiration date: _____

Liability limits of policy ** _____

(** Please note: the minimal acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.)

IV. Driving record:

Do you have an alcohol or drug-related driving arrest within the past five years? ___ Yes ___ No

Do you have more than three moving violations within the past three years? ___ Yes ___ No

Has your license been suspended or revoked in the past three years? ___ Yes ___ No

If the answer to any of the above questions is yes, you are NOT an approved driver for the parish/school until your DMV driver record has been reviewed and approved by Catholic Mutual Group.

V. Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that to be an approved driver for the parish or school, I must be at least 23 years old, hold a valid driver's license, have the required insurance limits on my vehicle (if using a private vehicle), and have an acceptable driving record.

(Signature)

(Date)

Request for Driver's Record Check

Date: _____

Parish name: _____

Parish address: _____

Person Requesting: _____

Return e-mail/phone: _____

Please check the driver's record on the following individuals:

<u>Name</u>	<u>Date of birth</u>	<u>Driver's license number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Notes

1. If licensed to drive for a state other than Wisconsin, indicate state.
2. Please allow 1 week to process in-state records. Response time will vary for out-of-state licenses.

PLEASE RETURN TO:
Milwaukeeoffice@catholicmutual.org
Catholic Mutual Group
P. O. Box178
Menomonee Falls, WI 53052
Ph. 262-255-6906
Fax: 262-255-7276