

VEHICLE SAFETY POLICY

Catholic Mutual Insurance requires all members of Catholic Umbrella Pool II (CUP II), of which the Diocese of Fargo is a member, to adopt a vehicle safety policy to be used for all employees whose duties require the driving of a motor vehicle.

Significant exposure to loss due to vehicular accidents occur whenever a person engages in driving so the following guidelines pertaining to vehicle safety have been adopted:

1. There will be a standard application for all drivers who drive buses or vans. This form will include a complete driving history on the applicant. A motor vehicle record check will be run on all employees whose duties require the driving of a motor vehicle.
2. Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle.
3. A driver of a bus or van who causes an accident, or who is involved in more than one accident in one year, or who is cited for a moving violation shall be required to attend a defensive driver's course.
4. No one will be hired as a bus or van driver who has any of the following citations or convictions in the last three years:
 - 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 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.
 - k. Any combination of accidents and moving violations which total three.
5. There will be a separate file maintained on each bus/van driver to evidence compliance with all state and federal requirements, inspection of those files will become a standard part of each inspection made by the CUP II inspectors and of the self-inspection reports.

The following are recommendations that are optional:

1. A standard form should be developed to be filled out by all volunteer drivers.
2. There should be a preventative maintenance program designed for Diocesan or parish owned vehicles.
3. There should be a formal periodic inspection made on each vehicle and a record kept of each inspection.