

## TRANSPORTATION POLICY

### REQUIREMENTS FOR TRANSPORTING STUDENTS

Parishes with schools are responsible to comply with the Department of Transportation requirements for transporting students. Additional information can be found on the Oregon Department of Education website at: <http://www.ode.state.or.us>.

Whether the vehicle belongs to the parish, a volunteer, or rented, ensure that:

- Vehicle guidelines are met: No use of 15 passenger or extended wheel base vans.
- When transportation 16 or more passengers, a Commercial Driver's License(CDL) is required.
- There is adequate insurance coverage for the vehicle.
- Each passenger has his or her own seat – no “doubling up.”
- All seats are equipped with a functional seat belt.
- Age and size appropriate car seats are used, if required.
- Students are not allowed to drive.
- All drivers are 21 years of age or over.
- Every driver has completed a *Driver Information Form*.
- A completed and signed permission slip has been received for each student.

Each driver and/or chaperone should be provided the following:

- A copy of the approved event itinerary, including the destination route(s) to be followed.
- Student, Youth Emergency Information and Church/School Event Permission Forms of their student passengers.
- School and other trip members contact information.
- For interscholastic events, please provide the drivers with directions to athletic fields.

For additional information, contact the Oregon Department of Motor Vehicles at <http://www.oregon.gov/odot/dmv>, or the Risk Management Office.

## **CHARTERED OR PROFESSIONAL TRANSPORTATION**

***Whenever possible, the use of professional or chartered transportation for large groups is recommended for Archdiocesan events or field trips.***

The following will be required when using outside transportation providers:

- **A Chartered Transportation Agreement for Services.**
- Full insurance including a Certificate of Insurance reflecting a minimum automobile liability coverage of a minimum of \$5,000,000 and an “Additional Insured” Endorsement.
- Insurance coverage must be primary and non-contributory, and be evidenced by endorsement.

The Risk Management Office retains “blanket insurance” for various transportation providers. For a current list of organizations who have provided “blanket insurance”, contact the Risk Management Office. If the transportation provider you have selected has current blanket insurance on file in the Risk Management Office, only the completed and signed *Chartered Transportation Agreement for Services* will be required.

## **PRIVATELY OWNED PASSENGER VEHICLES**

**NOTE:** *This policy applies only in cases where the parish or school organizes transportation. If participants are responsible for their own transportation, the following does not apply.*

If a privately owned passenger vehicle will be used to transport student and youth for a parish or school sponsored activity, the driver must:

- complete a *Driver Information Form*
- be 21 years of age or older.
- have a valid, unrestricted Oregon driver's licenses and a good driving history.
- have current valid current registration, insurance, and license plates.

Oregon State law requires that the owner of a motor vehicle maintain insurance on the vehicle in order to use it. Below are Oregon's minimum requirements:

- \$25,000 for the injury or death of a single person (yourself, passenger, another driver, pedestrian, etc.)
- \$50,000 total for the injury or death of multiple people in a single accident
- \$20,000 for property damage
- \$15,000 personal injury protection (PIP)
- Uninsured motorist: \$25,000 per person, \$50,000 per crash for bodily injury

For additional information, visit the Oregon Driver & Motor Vehicles Services web page: <http://www.oregon.gov/ODOT/DMV/pages/driverid/insurance.aspx>

## **SCHOOL BUSES**

Transportation of 16 passengers or more (including the driver) requires a commercial driver's license (CDL). School bus drivers must have a current Commercial Class A, B or C driver's license with the required school bus endorsement number. For additional information, contact the Oregon Department of Motor Vehicles or the Risk Management Office.

## **VEHICLES THAT BELONG TO MEMBERS OF THE PUBLIC**

It is recommended that parish employees and/or volunteers not drive motor vehicles belonging to others, in conjunction with parish activities and events.

## **VEHICLES OWNED BY A PARISH OR SCHOOL**

Vehicles insured under the Archdiocese Insurance Program should:

- only be driven by authorized employees and volunteers.
- be used only for parish related activities and business.
- not be used for personal use.

## **RENTING VEHICLES**

- Rental of regular vans with a standard wheelbase and a maximum capacity of 12 passengers is allowed.
- Rental of 15 passenger vans or extended vans is not allowed.
- Purchase liability and property insurance coverages through the rental agency. If the rental agency does not offer adequate insurance coverage, contact the Risk Management Office.

## **USE OF CELL PHONES**

If a phone call must take place while driving, Oregon law requires that drivers use a hands-free device.

While driving any vehicle (parish owned, rental or personal) for employment or volunteer purposes, drivers should exit the roadway to a safe place before making or answering a phone call.

Absolutely no phone calls may be made while driving students or youth until parked in a safe location.

## **DRIVER SELECTION AND TRAINING**

- A great deal of care should be exercised in selecting individuals that will be driving parish owned vehicles on a full time or occasional basis.
- Maintain an up-to-date listing of all approved drivers.

Employees and volunteers who drive parish vehicles must:

- have a valid and unrestricted driver's license.
- have a clean driving history.

## **DRIVER REQUIREMENTS WHEN PARISH VEHICLES ARE USED BY THOSE FROM ANOTHER ARCHDIOCESE OR COUNTRY**

All drivers who operate vehicles insured under the Archdiocese of Portland Insurance Program are responsible for complying with all applicable Oregon laws.

If a parish hosts priests from another Archdiocese or country, and provides a parish vehicle for their use, the parish is responsible to ensure that the priest:

- has a valid driver's license.
- is qualified in the operation of any parish vehicle.
- completes a Driver Information Form.

## **VEHICLE PREVENTATIVE MAINTENANCE**

To ensure that all parish vehicles are adequately maintained, a preventative maintenance program should be instituted.

The groundwork for a good preventative maintenance system usually starts with the manufacturer's recommendations concerning necessary maintenance and the time or mileage at which it should be performed.

- Inspect vehicles before and after operation.
- Periodic thorough inspections should be made of the vehicle.
- Records should be kept on vehicle repairs and routine maintenance work.

## **ADDING A VEHICLE TO PARISH INVENTORY**

When a parish acquires a vehicle:

- Notify the Risk Management Office as soon as possible.
- Submit the *Vehicle Add & Delete Form* to initiate insurance coverage of the vehicle and issuance of insurance identification cards.
- Insurance cards will be issued by the Risk Management office
- The insurance card and an *Automobile Accident Report* should be kept in vehicle at all times.
- The Risk Management Office will process an insurance billing request.

## **REMOVING A VEHICLE FROM PARISH INVENTORY**

When a vehicle is sold or donated:

- Complete a *Vehicle Add & Delete Form*
- Submit the form to the Risk Management Office
- Complete and submit a “Notice of Sale” form to the Department of Motor Vehicles within 30 days.

If an insurance premium credit is due, the credit will be calculated on a prorated basis, and based upon the date of sale or notification, whichever is later.