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■ POLICY

□ GUIDELINE

ADMINISTRATION

TRANSPORTATION

All drivers and vehicles used for transporting young people must be in full compliance with the policies set forth in the *Diocesan Financial Policy Manual* (See Diocesan Finance Manual 1504.0). All drivers must also be in full compliance with diocesan safe environment policies (See Youth Ministry Parish Resource Manual 6.1/6.2).

The transportation policies in the Diocesan Finance Manual 1504.0 include, but are not limited to, the following policies in effect related to vehicles owned by others that are used for Diocesan purposes:

- Employees and/or volunteers who drive their own vehicle for diocesan purposes are to carry automobile insurance coverage amounts of \$100,000 per person/\$300,000 per occurrence for Bodily Injury and \$100,000 Property Damage or a Combined Single Limit of \$300,000. A copy of the employee or volunteer insurance card is to be obtained prior to use of the vehicle for Diocesan purposes.
- The use of vans with the capacity of 11 or more passengers including the driver is prohibited.
- Rented vehicles of any type are to be adequately insured by the renting Diocesan entity to hold harmless the Diocese and renting entity from property/liability claims. It is mandatory to purchase over the counter insurance for the rented vehicle.
- Drivers of vehicles used to transport others for Diocesan purposes must be 25 years old or older.