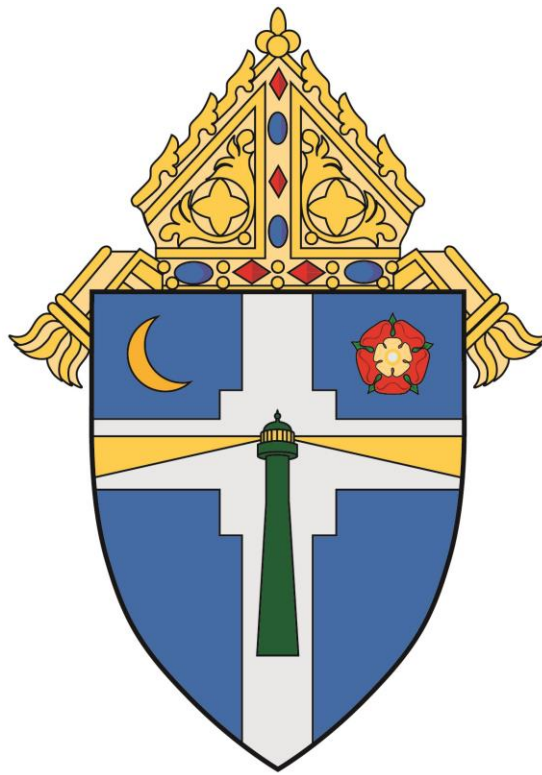


The Catholic Diocese of
Victoria in Texas



Transportation
Policy and Procedures

Reviewed and Promulgated on 04/13/2018 by

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General Transportation Policy- Applicable to Parts A, B, and C

Any discretionary items in this policy will be decided by the Office of Safe Environment Director and Chief Financial Officer (CFO) /Business Manager for the Diocese of Victoria in Texas (DOV). A Site Transportation Facilitator (STF) will be designated for each parish/school for record-keeping purposes. The names of these individuals must be provided to the DOV Office of Safe Environment. Changes to record-keeping designee need to be approved by the pastor/principal and submitted to the DOV Office of Safe Environment Director.

1. Drivers must be 21 years of age or older.
2. Drivers must have a current, valid Texas driver's license and must comply with driver license restrictions, if applicable. Drivers having licenses from other states or government entities must be pre-approved by the DOV Office of Safe Environment.
3. The DOV Office of Safe Environment will conduct a Motor Vehicle Record (MVR) check for all states where the driver has resided for the past five (5) years. For timely approvals, a minimum of ten (10) days prior to event is necessary to process driver. One must be approved to be utilized as a driver by the Diocese of Victoria ***and*** the parish/school site.
4. Driver's approval is at the discretion of the DOV Office of Safe Environment Director, CFO/Business Manager, the bishop of the diocese, or his designee. The following minimum standards for unacceptable drivers include, but are not limited to, drivers who, in the past three (3) years, have one or more of these serious violations:
 - 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 during a period of suspension or revocation of driver's license
 - F. Using a motor vehicle for commission of a felony
 - G. Operating a motor vehicle without owner's authority (grand theft auto)
 - H. Permitting an unlicensed person to drive
 - I. Reckless driving
 - J. Speed contest
 - K. Any combination of accidents and moving violations which total three (3).
5. A MVR check will be performed every three (3) years for article and person drivers and annually for bus drivers, or as deemed appropriate.

6. The vehicle used must be properly insured and have valid and current registration/license plates/windshield sticker. When transporting on behalf of the DOV, the insurance company of the owner of the vehicle will be the primary insurance carrier, in the case of an accident/injury, unless using a diocesan/parish/school- owned vehicle.
7. All drivers are required to obey posted maximum and minimum speed limits. During periods of heavy traffic, inclement weather, low visibility, or other poor conditions, speed must be adjusted, so that accidents can be avoided.
8. Drivers must be in good health and physically capable of driving safely. If driver is taking medication that impairs judgment, suffering from extreme fatigue, or impaired in any manner, driver must refrain from driving.
9. Drivers must obey all state and local laws regarding the use of electronic devices.
10. Daily maximum driving time is ten (10) hours, and it is recommended that a break be taken for every 250 miles driven.
11. Any travel outside of the DOV must be pre-approved by pastor/principal. A copy of the itinerary along with a complete listing of participants/passengers and emergency contact information must be provided to the parish/school Safe Environment Coordinator and this information will be kept in the parish office.
12. For travel outside of the United States, approval must be obtained from the bishop as well as the pastor/principal at least four (4) weeks in advance. A complete itinerary must also be on file at the parish office. Furthermore, additional provisions are recommended:
 - Additional health insurance, if needed, for participants
 - Trip Cancellation Insurance for air travel
 - Check the US State Department for Warnings of Travel
 - Check Center for Disease Control for vaccination recommendations.
13. An 11 – 15 passenger van which is capable of transporting more than 10 occupants (including the driver) regardless of the current seating capacity is prohibited.
14. Diocesan insurance does not cover rental vehicles. If a rental vehicle is used, complete the Use of Non-Diocesan Owned Vehicle Form (Appendix 1) and provide to the DOV Office of Safe Environment at least two (2) weeks prior to the planned event, regarding special insurance coverage that may be necessary.
15. It is recommended that a First Aid kit be available in any vehicle used for diocesan, parish, or school purposes.

Part A - Transporting Adults and/or Minors

1. When transporting persons, prior to departure, the driver must ensure copies of medical releases and permission forms are provided for each passenger.
2. It is the responsibility of the driver to ensure that passengers adhere to the current State of Texas safety belt laws and regulations. Furthermore, if traveling out of state, all passengers are required to wear safety belts regardless of any exceptions in any other state.
3. Drivers must carry automobile liability insurance on the vehicle they are driving at the following limits: \$100,000 per individual/\$300,000 per accident/ \$50,000 property damage, unless using a vehicle owned by diocese/parish/school. A copy of the insurance declaration page must be provided annually.
4. Part A – Adult/Child Driver Information Form (Appendix 2) must be kept on file for all drivers/vehicles when transporting adults and/or minors in their personal vehicles. This form must be updated and renewed (signed and dated) annually, or if/when a change with vehicle ownership or insurance occurs. Catholic Mutual Group or other persons designated by the DOV will make inspection of these files on a periodic basis.

Reminders when Transporting Minors and/or Vulnerable Adults (per DOV definition):

5. Drivers must have completed the appropriate Safe Environment requirements of the DOV ***and*** be approved to drive by the DOV Office of Safe Environment.
6. Two (2) adult chaperones, which are in compliance with the requirements of the Safe Environment policy of the DOV, must be present at all times in vehicles that are transporting minors.
7. In all vehicles transporting minors, all passengers, 18 years of age or older *and* out of high school, must comply with the Safe Environment policies of the Diocese of Victoria.
8. Minors who have a medical condition that is likely to require additional support/medication, must travel in the same vehicle with a parent or staff member who is trained in administering support/medication.
9. Sexual Misconduct - Any individual who has been convicted of sexual misconduct will be automatically prohibited from transporting minors in any vehicle for parish/school-sponsored events. These individuals are also prohibited from being a passenger in a vehicle transporting minors for parish/school-related events.

Part B - Transporting Articles, Towing Parish/School-Owned Trailers, or Operating Parish/School-Owned Vehicles

This policy applies specifically to:

- Employees who transport articles for the benefit of the employer, and
- Employees or Volunteers driving/using parish or school-owned vehicles or trailers.

Required for employees:

1. Driving Record Check with approval to drive from the DOV.

Required for volunteers:

1. Driving Record Check with approval to drive from the DOV,
2. One-time completion of Part B – Applicant Request for Driving Record Check Form (Appendix 3), if the driver is not currently in the eApps (Safe Environment) system.

Part C - Bus Transportation

Please reference the following chart when identifying which license is needed, depending on what type of bus you will be driving for the Diocese of Victoria (DOV). For further information, the Texas [DPS] Commercial Motor Vehicle Drivers Handbook: www.dps.texas.gov/internetforms/Forms/DL-7C.pdf can also be referenced.

Vehicles are defined in the following terms:
• Small Activity Bus – ≤ 15 Passengers, <i>including</i> the driver. (Operator’s License [Not a Commercial Driver’s License/CDL])
• Small School Bus – 16-23 Passengers, <i>including</i> the driver. (Class “C” CDL, at minimum)
• Small Multifunction School Activity Bus [MFSAB], painted a color <i>other than</i> National School Bus Glossy Yellow – 16-23 Passengers, <i>including</i> the driver. (Class “C” CDL, at minimum)
• Large School Bus – ≥ 24 Passengers, <i>including</i> the driver. (Class “B” CDL, at minimum)
• Large Multifunction School Activity Bus [MFSAB], painted a color <i>other than</i> National School Bus Glossy Yellow – ≥ 24 Passengers, <i>including</i> the driver. (Class “B” CDL, at minimum)

As a reminder, the use of 11- 15 passenger vans is strictly prohibited by the DOV. For purposes of this policy, all buses, school and multi-function school activity (MFSAB), will be referred to as “bus,” unless otherwise noted.

Bus Driver Requirements for the DOV:

1. The driver must complete and maintain DOV Safe Environment requirements, if transporting minors.
2. The driver must submit a Part C - Bus Driver Application (Appendix 4) to the DOV Office of Safe Environment.
3. The driver must hold the appropriate class of driver’s license for the vehicle, (see above table). A “P” Endorsement is required for drivers who drive MFSAB plus a “S” Endorsement is required for drivers driving a yellow school bus. A copy of driver’s valid license must be on file in the parish/school office and the DOV, Office of Safe Environment. Additionally, a Bus Driver Information Form (Appendix 5) should be on file for each driver at the parish/school site.
4. The driver may not transport persons, unless the driver’s record is acceptable, according to the School Bus Drivers’ Driving Record Evaluation, located at www.dps.texas.gov/schoolbus/schoolBusDrvrRecEval.pdf. A driving check, Motor Vehicle Record (MVR) will be conducted by the DOV upon hire, and then annually, or as deemed appropriate. A driver will not be considered, or a current driver will be subject to

termination, if more than 8 penalty points appear on the MVR or any combination of accidents and moving violations which total three (3) occur within the past three (3) years.

5. The driver may not transport persons, until a criminal history record check has been conducted, and the driver has been approved to drive for the DOV. School employees must be fingerprinted, as a stipulation for employment. The driver may not have a felony or a misdemeanor involving moral turpitude, unless approved by the bishop or his designee. A criminal history record check will be conducted every three (3) years or as deemed necessary by the DOV.
6. No one will be utilized as a driver with any of the following citations or convictions within the last (10) ten years:
 - A. Driving while intoxicated or under the influence of drugs
 - B. Failure to stop and render aid
 - C. Criminal negligent homicide-1st or 2nd degree
 - D. Driving while license invalid or disqualified
 - E. Felony-use of Commercial Motor Vehicle
 - F. Operating a motor vehicle without owner's authority (grand theft auto)
 - G. Any combination of accidents and moving violations which total three (3).
7. No one will be utilized as a driver who has any of the following citations or convictions within the last (3) three years:
 - A. Permitting an unlicensed person to drive
 - B. Failure to report an accident
 - C. Reckless driving
 - D. Racing-drag racing-acceleration contest, etc.
8. Sexual Misconduct - Any individual who has been convicted of sexual misconduct will be prohibited automatically from transporting minors in any vehicle, for parish/school-sponsored events. These individuals are also prohibited from being a passenger in a vehicle transporting minors for parish/school-related events.
9. Upon conviction of any state or local traffic violation, the driver must notify DOV Office of Safe Environment via the Moving Violation Notification Form (Appendix 6) within three (3) days.
10. The driver must meet mental and physical capability requirements to transport persons. Drivers must submit proof of successful completion of a current Department of Transportation (DOT) health physical exam (within the past 12 months). Driver will then be expected to complete and successfully pass a DOT physical examination every year thereafter.
11. The driver is required to be certified in "School Bus Driver Safety Training". This course must be successfully completed every three years. Only in the case of lapsed recertification will a waiver be considered by the DOV Office of Safe Environment. In that situation, it is strongly recommended the driver attend the first available certification course.

12. The non-CDL driver will be subject to a non-DOT pre-employment drug test and subsequently placed in a random non-DOT drug/alcohol test selection pool. CDL drivers will be subject to DOT pre-employment drug test and subsequently placed in a random DOT drug/alcohol test selection pool.
 13. In the event of an accident while driving for the DOV or when reasonable suspicion exists, the driver must submit to an alcohol test within 2 hours and controlled substance test within 24 hours, at a DOV-designated site. The driver must not transport himself/herself when testing is required. Testing will be DOT for CDL drivers and non-DOT for non-CDL drivers.
- An “accident” is defined as a loss involving personal injury or property as follows:
- A. A motor vehicle collision involving a bus resulting in any personal injury or death or any disabling damage to one or more motor vehicles requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle;
 - B. A collision involving any vehicle with any student at any time during the loading or unloading process of the bus; or
 - C. An injury to any student inside the bus as a result of negligent/unsafe acceleration, deceleration, or other movement of the bus.
14. Furthermore, the driver will no longer be eligible to drive a bus for the DOV if one of these circumstances exists:
 - Refusing to submit to a required test for alcohol and/or controlled substances;
 - Providing an adulterated, diluted, or a substituted specimen on an alcohol or controlled substances test;
 - Testing positive for alcohol, at a concentration of 0.04 or above, in any test;
 - Testing positive for controlled substances in any test.
 15. In addition to the consequences established by federal and state law, the driver confirmed to have violated the DOV’s policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, will result in the driver being disqualified from driving for the DOV.
 16. Seat belts must be worn by drivers in vehicles which are equipped with them.
 17. All state and local laws regarding the use of electronic devices are to be followed. Drivers must refrain from talking/communicating on any handheld or hands free device while transporting persons. If an emergency situation arises necessitating communication, the bus must be parked and secured in a safe location, prior to initiating communication.
 18. All drivers should be familiar with and reference Additional Procedures for Various Bus Situations (Appendix 7).

19. The driver must perform required pre-trip and post-trip inspections on bus, prior to and following any trip. See Appendix 8 - Vehicle Condition Report. This form needs to be maintained at the site level by the STF.
20. The driver is not considered to serve in the role of “chaperone” when transporting minors. Please refer to DOV policies when considering number of appropriate Safe Environment adult chaperones needed.
21. Daily maximum driving time is ten (10) hours, and it is recommended that a break be taken for every 250 miles driven.

Parish/School Site Requirements for the DOV:

1. In accordance with Texas State School Bus Guidelines, all buses must be equipped with the emergency equipment as listed on Bus Required Emergency Equipment (Appendix 9).
2. All buses will receive an inspection at least every two years by the DOV, Office of Safe Environment. Each parish/school is responsible for maintenance/upkeep of its own buses. A bus which is not in safe operating condition will not be permitted to transport persons.
3. Each parish/school will have a designated Site Transportation Facilitator (STF) who will ensure bus driver paperwork is provided to the DOV Office of Safe Environment and a copy maintained at the parish/school level. The STF will further be responsible for maintaining bus records: Vehicle Condition Reports, bus inspections/maintenance records, Bus Information Forms (Appendix 10), and communicating with the DOV Office of Safe Environment regarding any driver/bus issues.
4. Each STF or at least one designee from each site will have a minimum of one (1) hour training on alcohol misuse and one (1) hour training on controlled substance use. This training will be used to determine whether conditions exist that necessitate testing a bus driver under reasonable suspicion conditions.
5. When utilizing contracted buses, proof of insurance must be obtained from the contracting company. Please check with the DOV Office of Safe Environment regarding limits. It is also strongly recommended research of the company be conducted through www.fmcsa.dot.gov for bus safety ratings.
6. If a parish/school has the need to hire a contract bus driver to operate a parish/school owned bus, please provide DOV Office of Safe Environment with Use of Contract Bus Driver Operating Diocesan Owned Vehicle Form (Appendix 11) at least two (2) weeks prior to event to insure proper insurance coverage.
7. Each parish/school site must have emergency procedures and contingency plans in place in the event of an accident, inclement weather, or if an unexpected situation arises. Contact and emergency information for each adult and child riding the bus should be in the possession of at least one of the chaperones at all times. The DOV Office of Safe Environment Director, STF, and Principal/Pastor should be notified as soon as safely possible if an accident occurs.
8. Each child who is transported via bus shall be educated on bus safety at least annually, and the form documenting such training shall be maintained on the site level.
9. All driver records will be maintained for a period of three (3) years post separation from the DOV and bus records (reference #3 above) for the life of the bus plus (3) years.

Appendix 1 - Use of Non-Diocesan Owned Vehicle Form

Appendix 2 - Part A – Adult/Child Driver Information Form

Appendix 3 - Part B – Applicant Request for Driving Record Check

Appendix 4 - Part C - Bus Driver Application

Appendix 5 - Bus Driver Information Form

Appendix 6 - Moving Violation Notification Form

Appendix 7 - Additional Procedures for Various Bus Situations

Appendix 8 - Vehicle Condition Report- Pre-Trip/Post-Trip

Appendix 9 - Bus Required Emergency Equipment

Appendix 10 - Bus Information Form

Appendix 11 - Use of Contract Bus Driver Operating Diocesan Owned Vehicle

All Office of Safe Environment forms can be accessed on the Diocese of Victoria website, <http://www.victoriadiocese.org/>, Safe Environment Tab, under Transportation??.