

Appendix V

Last revised 170627

Policy Statement

Archdiocese of Agana Transportation Policy

As it carries out its mission in service of the Body of Christ, transportation is critical to many of the pastoral and charitable works of the Local Church. While never failing in this mission of service, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with our transportation activities and protecting the financial and other assets that the faithful have made available to us specifically for the purpose of carrying out our mission. This risk management is the responsibility of all clergy, religious, lay employees, volunteers, and faithful in the Archdiocese of Agana. Adherence to the Transportation Policy is required of all parishes and schools in the Archdiocese as well as other diocesan institutions that participate in its Group Insurance Program.

Related policy information

1. Church*-owned Vehicles

- a. If minors are transported, driver must be 25 years of age or older and be an experienced driver.
- b. Drivers must have a valid driver's license and comply with all restrictions and endorsements on their license.
- c. Each driver must complete a "Driver Information Sheet" The sheets are retained on file for the duration of each individual's service as a driver.

- d. All vans and buses must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers.
- e. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §1.d.

2. Personal Vehicles used for Church* Business

- a. If minors are transported, driver must be 25 years of age or older and be an experienced driver.
- b. Drivers must have a valid driver's license and comply with all restrictions and endorsements on their license.
- c. The attached driver information form must be completed for each driver and kept in parish/school files.
- d. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §1.d.
- e. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- f. The vehicle must be insured for the following minimum liability limits: \$25,000 per person for bodily injury; \$50,000 per accident for bodily injury; \$25,000 for liability.

3. Rented/leased vehicles

- a. If minors are transported, driver must be 25 years of age or older and be an experienced driver.
- b. When a vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) non-church*-employees will be transported in the vehicle.
- c. Drivers must have a valid driver's license and comply with all restrictions and endorsements on their license.
- d. The attached driver information sheet must be completed for each driver and kept in parish/school files.
- e. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the

bed of a pick up or in the cargo area of a vehicle. this requirement does not apply to busses which are not equipped with seat belts, provided that they meet federal requirements as stated in §1.d.

4. Chartered Vehicles

- a. Obtain a Certificate of Auto Liability naming the Archdiocese and location as an additional insured. Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

*The use of the word "church" here refers to all institutions of the Archdiocese of Agana that participate in its group insurance program.

