

VOLUNTEER DRIVERS

In order to transport individuals by private vehicle for Church or School activities:

1. The driver shall:

- a) Be at least 21 years of age and in good physical and mental health;
- b) Possess a valid, unrestricted (except for corrective lenses) Texas driver's license and provide a copy of the driver's license to be kept on file;
- c) Maintain an acceptable driving record;
- d) Have the following minimum amounts of insurance coverage on the vehicle and shall provide a copy to be kept on file:
 - Bodily Injury: \$100,000 each person/\$300,000 each accident
 - Property Damage: \$25,000 each person/\$50,000 each accident
 - Uninsured Motorists Coverage
- e) Be aware that in the event of an accident, the driver's insurance shall be considered the primary insurance;
- f) Each year complete a new Volunteer Driver Form and note all requirements on the form.
- g) Comply with all school / parish / diocesan safe environment policies at all times.
- h) Be aware that NO alcohol is permitted in the vehicle or consumed by the driver prior to or during the transportation activity.
- i) Be aware that NO Smoking is allowed in the vehicle when transporting individuals for Church / School sponsored activities.
- j) Advise the Church or School immediately anytime the driver's driving record changes or insurance information changes.

2. The vehicle shall:

- a) Not be a rental vehicle;
- b) Be owned by the Volunteer or Volunteer's Spouse;
- c) Have a current registration with the State of Texas;
- d) Have a current State Inspection;
- e) Be in safe mechanical condition at all times, i.e., good tires and brakes, properly functioning turn signals and lights, equipped with seat belts (one operational seat belt per occupant), equipped with child passenger restraints when required.(devices such as approved car seats and approved booster seats)
- f) Not be an 11-15 passenger van.

When transporting individuals:

1. Drivers shall provide proper and adequate supervision of the children and youth participating in the field trip, activity, event, or program.
2. The driver shall not include children other than those who are in the class/group attending the activity/event (i.e. a student's younger sibling), so that the driver can focus all attention on her/his driver responsibilities.
3. Drivers shall not use cell phones, PDA's or other devices that could cause a distraction at any time while the vehicle is in motion.
4. Generally, individuals shall be transported from the Church / School / or other pick up point and returned directly to the same place. For any deviation from this standard with respect to youths, the parents shall provide their own written and signed permission to the Church / school. Examples of acceptable deviations from the standard: parents have arranged for the driver to drive their student or child home from the activity site, or parents have arranged for a relative to pick up the student from the activity site.
5. The supervisor of the activity/event shall have copies of the Permission Form, Emergency Contact Information, and Consent for Treatment in their possession during the activity/event. Each driver shall have a listing of all passengers they are responsible for. In the event that vehicles are not traveling together, each driver shall have copies of the Permission Form, Emergency Contact Information, and Consent for Treatment in their possession for each passenger.
6. Drivers shall fully and unconditionally comply with all applicable State traffic laws, regulations, and ordinances at all times while operating the vehicle.
7. The number of occupants in the vehicle may not exceed the maximum allowable number of occupants for the vehicle.

Parish / School - keep this form on file and renew annually.

A new copy of proof of insurance should be obtained whenever the Volunteer Drivers' policy expires.