

**DIOCESE OF STOCKTON
VEHICLES OWNED BY EMPLOYEES USED
FOR PARISH/SCHOOL BUSINESS**

Employees may, from time to time, use their personal vehicles on parish/school business. They must, of course, provide insurance for accidents involving their own vehicles. It is important to note here that parishes/schools and other organizations are legally liable for the acts of employees. *“If employees drive their own vehicles on your behalf, you very well may end up paying for their accidents.”*

If an employee-owned vehicle is to be used in conjunction with parish/school events or business, the following guidelines are suggested:

- Drivers must be over 21 (preferably over 25) years of age.
- Drivers must provide evidence of a valid, unrestricted California driver’s license.
- The driver must provide evidence of liability insurance on the vehicle to be used. Minimum limits as required by state law. This does not suggest that this limit is adequate for anyone else’s purposes.
- One seat belt must be provided for and used by each vehicle occupant.
- No more than nine persons, including the driver, may be transported in any private vehicle or in other vehicles except in an official school bus or by a charter company. No private (non-chartered) vehicle, including vans, with more than nine seats should be used. (15-passenger vans may not be used.)
- No driver shall transport any child without providing and properly securing the child in a child passenger restraint system, unless that child is at least 6 years of age or weighs 60 pounds or more. The restraint system must be furnished and installed by a parent.
- Driver must complete and submit to the parish/school the Driver Information Form and the form should be kept on file at the site.
- Motorcycles may not be used.

OPERATION OF VEHICLES OWNED BY OTHERS

Parish/school employees and volunteers must be instructed not to drive motor vehicles that belong to others in conjunction with parish/school events. Car washes and valet parking are obvious examples of operations where motor vehicles belonging to others may be operated. Car washes should be arranged so that patrons drive their own cars. Valet parking must be avoided unless it is operated by contractors who provide evidence of insurance and required additional endorsements.

OPERATION OF PARISH/SCHOOL VEHICLES BY PRIESTS FROM ANOTHER DIOCESE/COUNTRY

Many pastors as well as associates invite priests from another diocese or country to substitute for them during their vacation time. In these situations, the pastor/administrator is responsible to see that the priest is qualified to operate any of the parish/school vehicles.

Due to state laws regarding drivers, it is imperative that the visiting priest have an understanding of our basic driving laws. You should obtain a photocopy of their respective state's or international driver's license and keep them on file.